STUDENT HANDBOOK

2019-20

HESSTON COLLEGE
START HERE, GO EVERYWHERE
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The contents of this handbook apply to the 2019-20 academic year. Hesston College reserves the right
to make changes herein as necessary and without prior notice in order to accomplish its mission or to
adjust to circumstances beyond its control. Visit www.hesston.edu for the most current copy of the
Hesston College Student Handbook.
**Campus Ministries**

Hesston College creates an atmosphere where choices can be made that are consistent with the life and teaching of Jesus Christ.

Recognizing that Hesston students are at different places in their faith journeys, the college offers a variety of activities and leadership opportunities to all students, encouraging them to participate where they feel most comfortable.

The campus pastor is a vital resource to students, faculty and staff. The pastor is available for counseling and help in spiritual development and is responsible for religious life programs and ministry, Christian growth, leadership and worship. The following Campus Ministries activities fall under the leadership of the campus pastor.

**Bible Studies and Small Groups**

Small groups for fellowship, sharing, Bible study and prayer are available for students who desire a more intimate setting in which to experience personal growth and accountability. Each group is led by student leaders. At the beginning of each year, the campus pastor recruits and trains leaders for this ministry.

**Campus Worship**

This weekly informal time of worship includes singing, sharing, prayer and a time of teaching from the Bible. Students plan and lead these gatherings which take place at 9 p.m. each Sunday. Worship team leaders organize students to lead the worship. Any student with musical gifts is encouraged to help on a worship team.

**Chapel and Forum**

The college community gathers from 11 to 11:30 a.m. each Monday and Wednesday for chapel and Friday for forum.

Chapel is a time for worship, renewal and encouragement for integrating faith in all of life as well as for the sharing of announcements and concerns of importance to the college community. The format of chapel services will vary to reflect both the heritage and tradition of the Mennonite church and the diversity of the student population. Chapel services involve speakers and dramatic, musical or multi-media presentations. Leadership in chapel is given by students, faculty and staff as well as other resource persons. Responsibility for chapel services rests with a planning committee chaired by the campus pastor. Please direct questions of a spiritual nature to the campus pastor.

Forum: the community gathers at the same time on Fridays to consider topics related to the well-being of the Hesston College community and to our academic outcomes. Like chapel, presentation format will vary, with leadership provided by faculty, staff, student contributors and guest presenters. Announcements, worship and congregational music are typically not a part of forum, which is coordinated by a faculty member appointed by the vice president of Academics.

All full-time students are required to attend chapel and forum to obtain chapel/forum credits. Full-time on-campus students are required to obtain a total of 30 credits per semester. For full-time off-campus students the minimum is eight per semester. Third- and fourth-year students, students holding previous college degrees and part-time students are encouraged, but not required, to attend chapel and forum. For those obtaining credit, attendance is recorded by scanning the barcodes on student IDs. It is each student’s responsibility to monitor chapel/forum attendance on Moodle. All appeals for credit should be made to an RD within two weeks on official forms. This information can be found through a link on the Moodle community page.

In the event of an occasional activity that conflicts with chapel/forum (field trip, music performance, athletic trip), no excused credit is given. It is up to the student to plan for such events to still meet the credit requirements. Students will be contacted only if they are in violation of the requirement.

If a student does not meet the chapel/forum credit requirement, a make-up activity will be required as well as a fine assessed. The registrar will not release grades or transcripts for students who fail to meet these chapel/forum credit requirements. Students will not be allowed to return for another semester until they meet the requirements.

Appropriate dress and conduct are expected. Chapel/forum attendees may not wear headphones or use computers, mobile phones or other electronic devices during chapel/forum. Please respect presenters and others in the audience by refraining from studying and talking during chapel and forum. Credit may be revoked at the discretion of the Residence Life team.

Audio files of most chapels and forums are available on the Hesston College website under Student Life > Chapel and Forum Schedule.

**Ministry Assistants**

The campus pastor hires, trains and supervises up to eight students each year to assist in Christian ministry across campus. These students go through an application process in the spring semester of the previous year. MAs lead a variety of on- and off-campus ministries, experiences for faith exploration and growth. They also assist the campus pastor in pastoral care for students.

**Life Groups**

All students are invited to join a Life Group. Each group consists of five to six students of one gender and a faculty or staff leader. Groups form at the beginning of each semester. Each group is intentionally formed with students who have different involvements. Life Groups are a place to make deep, intentional relationships for the purpose of learning about oneself within a small community. They are a place to grow in the ability to talk about the important stuff of life that often lies under the surface of daily living. Some also function as an accountability group. The group members themselves will determine in what ways their Life Group functions.

**Mission and Service Days**

Twice each year, representatives from various mission and service agencies come to campus to provide information about the needs and opportunities within the programs they represent.
Camp Ministry Days
Each year during the fall semester, representatives from various summer camps come to campus to provide information about the needs and opportunities within the camps they represent.

Prayer Groups
The campus pastor leads group prayer times on an occasional basis. Individuals are invited to form prayer groups or to call the pastor for specific prayer needs.

Counseling/Discipleship Training
The campus pastor provides spiritual counseling and discipleship training, both on an individual basis and in small groups, as requested.

Retreats
Stutzman Retreat Center is available for off-campus retreats which are scheduled to provide students with the opportunity to break from their routine, meet other people or concentrate on a particular project or issue.

Sunday Worship
Students are invited to take part in the worship services of area churches. Some congregations provide transportation and special classes for students who attend their services. See congregation listing in the Services available off campus section.

Service Opportunities
Voluntary service options are available in the area. The Peace and Service Club plans activities related to mission, service and peace. Other volunteer options include M2 prison visitation, Big Brother/Big Sister program, Mennonite Disaster Service, Schowalter Villa and spring break service trips.

Students can check the service board in the Larks Nest for one-time and ongoing service opportunities. Students can log their service hours for their service transcript. Cleo Koop is the service learning coordinator.

Campus Activities
Campus Activities are planned, coordinated and carried out by the campus activities director and the Campus Activities Board (CAB) which consists of six selected students. The goal is to offer activities that provide opportunities for fellowship and recreation to all members of the campus community.

A wide variety of events are available throughout the year including movie nights, coffee houses, bowling nights, ice skating, lip sync battles and game nights.

The college views these activities as an integral part of each student’s emotional, social and physical development.

Clubs
Hesston College supports the organization of clubs that provide opportunities for students to further explore specific areas of interest. Clubs have included Travel Kansas, knitting, baking club, amateur radio, and multicultural club. Initially, each club must present a written proposal to the director of campus activities who will approve club development. Each club must have a faculty or staff member as an active sponsor and promote the mission of Hesston College. Limited funds are available by application. Applications should be in writing and presented to the campus activities director.
Residence Life Program

The Student Life staff seeks to serve students and to provide a living situation where their basic needs are met and where they are challenged to live responsibly with others. The living units are called mods. Nine to 15 people live in a mod. These students share a common bathroom and lounge area. The group is led by a student leader called a resident assistant (RA).

The Hesston College campus community welcomes all students regardless of race, gender, religion, ethnicity, nationality and social or economic class. Hesston College is, by design, a diverse campus with persons from across the United States and around the world. The community celebrates this diversity and realizes that differences require each individual to seek understanding and integrity in relationships.

Administration

The Student Life staff is responsible for managing campus housing life and activities. The vice president of Student Life coordinates all campus housing policies and provides supervision and training to the resident directors (RDs) and RAs.

The RDs are adult staff who live in separate apartments in the residence halls. Each RD supervises a group of RAs. The RD responds to student needs, provides leadership in the residence hall, is available for counseling and conflict resolution and is involved in campus life as a mentor and role model for students. The RD responds to emergencies and assists the vice president of Student Life with campus security.

The RA is a second-, third- or fourth-year student. Each RA is chosen to provide leadership for a mod. The RA is available to help students move in and get acquainted with other students and the college. RAs serve as a communication link between students and RDs; help organize educational, social and recreational events and assist in enforcement of college policies.

Facilities

All full-time single students without children, 22 years of age or younger are required to live in campus housing or at home with a parent or legal guardian. Any special exceptions for disabilities or health problems require proper documentation and must be approved by the Hesston College Housing Committee. If any student wishes to petition for an exception to live off campus, he or she should contact the Student Life office to obtain necessary paperwork. Considerations will be made for the following criteria:

- 60 credit hours earned post-high school, developmental level of the candidate, and previous work life experience.

A room deposit of $50 is required of each student. Main Street House requires a $250 deposit. This money is refundable upon completion of studies at Hesston College provided the assigned housing has been cleaned, all furniture is in place, there is no damage and the key is returned.

Campus housing options at Hesston College include:

Erb Hall: all rooms and halls have carpet and air conditioning. Each mod has access to a microwave and sink. The approximate room size is 12’ x 15’.

Kauffman Court: rooms and halls have carpeted floors and air conditioning. Approximate room size is 11’ x 13’.

Main Street House: The house is divided into three living areas - the main floor/ground level and two apartments with separate entrances and access points. The main floor has two bedrooms (13’5” x 11’ and 13’7” x 9’4”), full kitchen and a living/dining room area. Each bedroom houses two students for a total of four residing on the main floor. Two upstairs apartments each have one bedroom with a kitchenette and living area. The bedrooms measure 12’ x 9’ in one apartment and 12’ x 10’ in the other. Each apartment houses two students. This housing is reserved for third- and fourth-year students who apply as a group. The vice president of Student Life, along with the Residence Life team, selects the next year’s Main Street House residents.

Each residence hall room is furnished with the following items for each student: bed, mattress, mattress pad, dresser, mirror, desk, chair, desk lamp, bulletin board, blinds, a campus computer network jack and wireless access to the campus network.

Hesston College, along with the State Fire Code, enforces the following restrictions:

**Beds**—Twin XL bunk beds are provided. Hanging beds and water beds are not permitted. No elevated surfaces or decks are permitted. Beds may not be constructed by using any furniture such as desks, shelves, chests or built-in units for structural support. Furniture attached to the walls may not be removed.

**Dorm/Room**—The following electrical appliances may be used in dorm rooms: stereos, lamps (halogen lamps are not permitted because they are potential fire hazards), clocks, single-serve Keurig-type coffee makers, TVs, personal computers and small refrigerators (contents are subject to inspection at any time). Refrigerators larger than three cubic feet, freezers, real Christmas trees and propane are not permitted.

Each Erb Hall floor and Kauffman Court mod is equipped with a microwave. State Fire Code prohibits the use of the following items in mods and dorm rooms:

- personal microwave ovens
- electric grills
- immersion heaters (deep fryers)
- toasters
- toaster ovens
- electric space heaters
- popcorn poppers
- hot plates or burners (including traditional coffee makers)
- water heaters
- crock pots
- rice cookers
- candles/wax warmers
- ceiling fans or other similar items

In addition, cooking, food preparation and appliances are not allowed in mods and dorm rooms.

**Dorm Policies**

Each student is responsible for his or her room and shares the responsibility for the mod in which he or she lives.
Resident students must observe and respect the following housing policies:

1. Students may not move any furniture out of their rooms or build structures such as bunk beds.
2. Students may not move furniture, plants or any other school property from lounges or from other areas of campus.
3. When moving the furniture within their rooms, students should lift the furniture rather than sliding it. Carrying the furniture protects its legs and preserves the floor coverings.
4. Students may not make repairs or alterations to any wiring (electrical, phone, etc.) or any Hesston College property. The Campus Facilities department maintains all facilities and takes responsibility for necessary changes.
5. Painting of the rooms is not permitted.
6. Students may hang pictures with adhesive picture hangers which are available in the Bookstore. Students are responsible to remove the hangers at the end of the year. Students may not use duct tape or drive nails on any permanent surfaces.
7. The Student Life office will charge any damage beyond normal wear done to the room during the school year to the student(s) who resided in that room. Students should immediately report any room damage to their RA or RD. If another person damages their room and it is not reported, the damage becomes the student’s responsibility.
8. All mod members are responsible for activity in the general living area. The mod is responsible to pay for any damages or to identify the individual(s) responsible.
9. Christmas lights are allowed in dorm rooms only.
10. Students must keep dorm hallways and janitor closets clear of all beds, boxes, bikes, wood and other items.
11. If a student voluntarily withdraws from all classes, he or she will have 24 hours to move out of the dorm.

Animals/pets—Animals/pets are not permitted in campus housing with the exception of tropical fish in an approved aquarium not to exceed 10 gallons. Any student found housing an animal/pet will be fined and required to remove the animal/pet from campus immediately. (See policies on service/emotional support animals for exceptions.)

Decency in dress and appearance—In addition, clothing that advertises or promotes alcohol, drugs, sexually inappropriate behaviors, violence or behavior demeaning to the mission of Hesston College is prohibited.

Grills—For students who wish to use a barbecue grill to prepare food: the grill pan that contains the charcoal or gas heating element must not be in contact with the ground. Grilling is only allowed in the following designated areas: Kauffman Court–patio around the lounge, Erb Hall–on the concrete slab south of Bontrager Student Center, or on the sidewalk south of the Bookstore, or at the end of the ramp near Erb central and west.

Guests in student housing (dorms and Main Street House/apartments)—Students wishing to have overnight guests in student housing must obtain permission from Residence Life staff. Guests may be asked to leave immediately if permission was not granted. Guests may stay overnight for up to three nights without charge. A $20 per night fee is charged to guests staying more than three nights. Stays of more than three nights per semester must be approved by vice president of Student Life. Guests must abide by all residence hall regulations. A guest failing to comply with regulations may be asked to leave. Students are responsible for the actions of the guests they bring to campus.

Health Forms—It is required by Hesston College and sanctioned by the Kansas State Health Department that all students prove that they have received certain immunizations before they attend classes. This requirement helps our campus be a safer environment.

* an updated tetanus/diphtheria/pertussis (TDAP) within the past ten years
* two doses of measles/mumps/rubella (or MMR) vaccine after first birthday
* Meningococcal vaccine required for on-campus students only
* a negative TB skin test screening form
* history of chicken pox (varicella) is recommended.
* There are additional requirements for nursing and aviation students.

Failure to complete the Health Form by August 30 will result in a $150 fine. If the Health Form is not complete by October 16, an additional $150 will be assessed. Students will not be allowed to return for classes or campus housing unless the health form is completed. For new students in the spring, failure to complete the health form by January 31 will result in a $150 fine. If the health form is not complete by March 23, an additional $150 fine will be assessed.

Inappropriate items/material—Items promoting alcoholic beverages or illegal drugs or which are sexually explicit or degrading are inappropriate and may not be displayed in the residence halls. Examples of such items include cans, bottles, posters and hookahs.

Inspection of rooms/property—Hesston College respects the privacy of individuals and wants all students, faculty and staff to feel welcome on campus. However, as a private institution of higher learning, Hesston College reserves the right to search student living areas and other areas of campus as needed to protect the interests of the college and safety of the community. Authorized personnel may enter student rooms or other areas of campus in cases of emergencies where danger to life, safety, health or property is reasonably feared. Personnel may also search student rooms or other areas of campus when there is reasonable cause to believe that Hesston College standards or public laws have been or are being violated. Student permission is not necessary for such search procedures. Areas subject to room/property checks and room/property searches include, but are not limited to, student living spaces, rooms on campus, Main Street House and apartments, lockers and other areas on Hesston College’s campus.

Open house hours are posted in the mods designating the times when it is permitted for men and women to visit in each other’s residences. Open house hours are 11:30 a.m. to 10 p.m. Sunday through Thursday and 11:30 a.m. to 1 a.m. on Friday and Saturday. These hours are strictly enforced and apply to all students present when the violation occurred. Refer to Main Street House information for open house hours.

Personal property—Students are responsible for the safe keeping of their property. No reimbursement from the college can be expected from the loss of such property. Rooms should be locked at all times. The college recommends property insurance.
Police working dog random visits—In an effort to curtail the possession and use of illegal substances on campus, the college partners with local law enforcement to bring specially trained dogs onto campus for random parking lot sweeps. This effort is to be proactive regarding the substances being brought onto campus and the effect this could have on Hesston's community culture. These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Student Life staff will contact any students whose vehicles cause the dogs to alert their handling officers. This provides probable cause to believe that illegal drugs/narcotics are present in that area and searches will be conducted of the vehicles and as necessary, dorm rooms. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or college rules and regulations will face college disciplinary actions and possible arrest. In the event a search occurs and no evidence of a violation was found, the incident will be documented and monitored. All students are expected to comply with Student Life administration and any officers on scene with any lawful requests.

Propping Doors—In order to maintain a safe environment within our residence halls, students are expected to not prop open doors due to the risk of animals or uninvited guests accessing our dormitories.

Quiet hours—The Student Life staff is committed to providing a campus living environment that respects the needs of individuals for adequate rest, study time and personal privacy, and that also respects the rights of campus neighbors and the Hesston community. To help facilitate these goals, quiet hours are posted in each of the mods designating the times when students are asked to be quiet enough that persons inside and outside of the dorms will not be disturbed. Quiet hours in the mod are midnight to 7:30 a.m. Sunday through Thursday and 2 to 7:30 a.m. Friday and Saturday. Outdoor quiet hours are 10 p.m. to 7:30 a.m. every day. This means that all music, conversation, TV volumes and all other noises should be respectful of others in the community.

Returning to dormitories after hospital stay policy—in order for a student to return to campus housing after a hospitalization, Hesston College requires documentation from a medical professional that includes a discharge plan and recommendation to return to a residence hall environment.

Room changes—Room changes are discouraged once classes have started. All room changes must be approved by the RD. A $50 fee per student is charged for all room changes. Mediation initiated by the RA/RD is the first step in dealing with any roommate conflicts. The vice president of Student Life will only consider room change requests after mediation is completed or under special circumstances.

Single room—If there is room in the dorms, returning students may sign contracts with the Student Life office for a single room. Fourth-year students may have a single room at no additional cost. Third-year students are eligible for a single room at an additional cost of $400 per semester and second-year students for an additional cost of $800 per semester. Fourth- and third-year students will be given priority. Single rooms are not guaranteed and approval may be revoked subject to room availability.

Substance Use—Hesston College prohibits the possession or use, processing, distributing, manufacturing, selling, or being under the influence of alcohol or illegal drugs by any student, faculty, or staff person anywhere on campus or at college functions. The use and abuse of these substances is counterproductive to the educational process and often contributes to behaviors that are disruptive to the entire campus community. In addition, health risks are associated with misuse and abuse of such substances and legal consequences for illegal drug use can be severe and have a significant impact on a person’s future.

The college may hold any and all students in the presence of alcohol to the same standard, and all students involved may face sanctions. An example of this would be that all students at a “party” or “social gathering” where prohibited substances or behaviors are present will be subject to the same sanctions.

Alcohol containers and/or drug paraphernalia including beer cans, bottle caps and/or shot glass collections displayed in a room are prohibited on campus.

 Campus Community Standards and Expectations

Hesston College is committed to the education and empowerment of students and to the development of a campus community that supports student success. Therefore the college has adopted a set of Campus Community Standards to maintain a healthy living and learning environment. Each community member’s behavior and interactions affect the experiences of other members. The college encourages every member of its community to understand and commit to these standards which encourage lifestyles and values that reflect a commitment promoting personal and whole community wellness.

When a student’s on- or off-campus conduct has direct impact on others and/or the well being of the campus community, Hesston College imposes a conduct response. The college understands these standards and expectations may not represent an individual’s conviction or preference; however, each student’s signature on the Campus Community Statement indicates that he or she understands and commits to abide by the Community Standards and Expectations while a student at Hesston College.

Community Standards:

• Respect for the rights and property of others and responsible use of campus and community facilities.

• Respect for the dignity and diversity of others. Whether in seriousness or in jest, any form of bigotry, harassment, intimidation, threat or name calling, either spoken, written or implied, will not be tolerated.

• Responsible relationships that are not coercive, exploitative, abusive or promiscuous in nature. With respect to sexual relationships, Hesston College holds with the Confession of Faith in a Mennonite Perspective that, “According to Scripture, right sexual union takes place only within the marriage relationship.”

• Honesty in lifestyle choices, community life and interaction with others, as well as academic assignments (to be addressed by the vice president of Academics). (see also Course Catalog.)

• Adherence to all city, state and federal codes. Violation of the law will also be considered a violation of campus standards. No guns (including BB, pellet, air and paintball guns), am-
munition or fireworks are permitted on campus. Hesston College has a long history of cooperation with the Hesston Police Department which allows for collaboration and communication when needed.

- Abstinence from the use, possession or distribution of alcohol or illegal drugs. The possession of related containers or paraphernalia is also prohibited. A breathalyzer test or a drug screen can be required if there is cause to suspect a student is drinking or using illegal drugs. The student is responsible to pay for the drug screen if the screen results in a positive result.
- Abstinence from the use of tobacco products is strongly encouraged. Smoking - including but not limited to cigarettes, cigars, vaporizers and electronic cigarettes - and chewing tobacco are prohibited on campus except for in the two designated areas.

The Residence Life staff will address any other student conduct issues not named above that affect another student or the campus community.

Hesston College is committed to campus safety and security. The vice president of Student Life will address the following violations which may carry an automatic consequence of suspension and/or expulsion from school. All decisions are final and not subject to appeal:

- possession or use of fireworks, guns, ammunition or explosives of any kind on campus
- tampering with fire safety alarms or equipment
- deliberate destruction or theft of property
- threat of or violent action toward another person(s)
- continual failure to comply with Hesston College policy or discipline requirements

**Fines**

Failure to adhere to residence policies may result in a fine. Fines serve as a disincentive. Damage to college or personal property will also incur fees for cost of repair or replacement. Fines will be given for the following:

1. Bikes, scooters, skateboards, hoverboards, rollerblades, etc., or motor vehicles inside college facilities.......................$25
2. Water play inside a building.....................................................$25
3. Animals/pets in dorms.............................................................$25
4. Being on the roof of any building on campus .......................$50
5. Accessing locked college facilities........................................$50
6. Propping locked doors.........................................................$25
7. Burning candles or incense, open flame, candle/wax warmers ...........................................................................$50
8. Failing to evacuate building or follow directions during a fire alarm .................................................................$50
9. Driving on campus sidewalks or grounds (reserved for authorized persons only).................................$100
10. Parking violation .................................................................$20 for first violation.........................................................additional $5 for each successive violation
11. Tampering with vending machines or laundry equipment ......................................................................................$50
12. Tampering with automated external defibrillators (AEDs), fire extinguishers, smoke detectors, exit signs, setting off fire alarms (including door alarm) .................................................. disciplinary action and $100
13. Open house/quiet hours violation ..............................................$50
14. Having unauthorized school property in room ...............$25
15. Removing dorm furniture.........................................................$25
16. Removing window screens.....................................................$25
17. Failure to check out of a room ..............................................$100
18. Failure to clean a room at check out .................................$25
19. Explosive devices or fireworks................................................disciplinary action and $100
20. Smoking, vaping or chewing tobacco on campus (except in designated areas)......................................................$50
21. Using, possessing or being in the presence of alcohol and/or illegal drugs on campus ................disciplinary action and $200 for first offense .................................................................$250
22. Providing alcohol for underage student(s) .............disciplinary action and $350
23. Failure to provide health form up to $300 per semester
24. Failure to meet chapel/forum credit requirements ..................................................disciplinary action and $10 per chapel
25. Special situation (fine determined by Student Development Council (SDC), vice president of Student Life or RD) .............................................. TBD

When a fine is levied, the student receives a notice from the resident directors. The Student Life office handles all fines. Fines may be doubled for each repeat violation.

All other disciplinary actions resulting in more than a fine will go before the RD Council or Student Development Council (SDC).

**Community Accountability and Support (CAS)**

Hesston College supports student success, using CAS to help students remain accountable to the Campus Community Standards. Each person and situation is unique and conduct often reflects this uniqueness.

Our approach to conduct is based on the philosophical approach of restorative justice. This approach embraces the reparation of harm, healing of trauma, reconciliation of interpersonal conflict, reduction of social inequality, and reintegration of people who have been marginalized and stigmatized. In understanding this philosophy, we attempt to be in active relationship with students as they make life choices and experience life consequences. Through this process, students are encouraged, supported, confronted and guided as modeled by the life and teachings of Jesus Christ.

The RD Council is made up of resident directors. This council reviews student issues that appear to be first-time infractions or clear infractions. The RD Council may render accountability and support in the form of CAS and/or fines or refer students to the Student Development Council (SDC). The RD Council cannot suspend or dismiss students.

SDC determines policy violation and any resulting action for any student misconduct, including sexual misconduct. SDC addresses violations to community standards. SDC consists of the vice
Grounds for appeals:

1. The decision is unreasonably disproportionate to the infraction (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
2. Policies and procedures relating to student or academic issues were not followed that affected the student's right to receive a fair decision.
3. The disciplinary or academic decision was not supported by evidence.
4. New evidence has become available since the initial hearing that would have significantly altered its results.

Emergency Policies and Procedures

Fire—Posters and other flammable materials should be placed with discretion. The college prohibits all types of burning in its residence facilities. This includes, but is not limited to the burning of candles, oil lamps, incense and smoking. All campus housing is equipped with fire extinguishers, fire alarms and smoke detectors. State Law requires that everyone vacate the building when the alarm sounds. Anyone who refuses to leave will be fined $50. Tampering with fire protection equipment (alarms, extinguishers and smoke detectors) is a federal offense and may result in a $100 fine and suspension or dismissal from school. See additional information in the Policies section of this handbook.

Tornado—The City of Hesston sounds a continuous alarm blast in the case of a tornado warning. All students are to leave their rooms and go to the nearest windowless area. Basements, hallways and restrooms can provide shelter. Windows must be avoided because of the danger of flying glass. Every Monday morning at 10 a.m. if the weather is clear, the Hesston siren sounds a practice tornado alarm.

Violent Intruder—A violent intruder on college property involves one or more individuals intent on causing physical harm and/or death to students, faculty and staff. There is a sense of security in having a plan when confronted by a violent intruder event. Therefore, Hesston College has approved the following ALICE policies and procedures to protect the campus community. This is not a sequential model and provides options based on the immediate and ongoing situation. Quickly determine the most reasonable way to protect your own life.

- Alert - Initial awareness of an event. This could be the sound of gunfire, screams, loud noises, text, phone call, etc. Students may be notified by RDs, the Blackboard Connect notification system via phones and email and carillon bell system.
- Lockdown - Individuals may be faced with a situation that does not allow for them to evacuate. A lockdown may be their best option. This is an active lockdown. Lock and barricade the door with anything available.
- Counter - There are many ways to counter without fighting or using violence. Distractions such as yelling as you move or throwing things at the intruder's face can disrupt their focus. Consider countering if the intruder comes into the room before you can barricade the door, OR if the barricade is breached. Always remember that Countering is defensive and not offensive; it's a last resort.
- Evacuate - Look for safe routes away from the danger. Focus on movement and distance. Make yourself a difficult target.

Community Accountability and Support (CAS) means:

- Student's progress and behavior are closely monitored.
- Parents or guardians, academic advisor, associate academic dean and athletic director and coaches are notified that the student is on CAS.
- Student may be required to attend counseling or therapy, complete an evaluation or participate in other supportive type services.

Unless otherwise specified, CAS continues for the duration of the current semester. If the student commits another violation while a student at Hesston College, SDC or the vice president of Student Life may suspend or dismiss the student. CAS will be considered disciplinary probation when transfer requests are completed for other colleges.

Suspension means:

A student is sent off campus for a specified period of time. Arrangements are made through the vice president of Student Life. Students are responsible to be in conversation with instructors regarding coursework and assignments.

Dismissal means:

A student is dismissed from the college. At the time of dismissal, the college will specify if/when the student may reapply to Hesston College. If not otherwise stated, dismissal is for the remainder of the academic year. Arrangements are made through the vice president of Student Life.

Appeals:

Appeals must be typed, printed and submitted to the vice president who is hearing appeals within 48 hours of notification of any decision and should include the offense committed, the disciplines assigned and complete reasons for the basis of the appeal. The vice president of Finance will review the appeal request to determine if the appeal should be granted. If the appeal is granted, the vice president of Finance will review all documents, interview persons involved as needed and either overturn or uphold the decision of the RD Council or SDC. All appeal decisions are final.

Grounds for appeals:

1. The decision is unreasonably disproportionate to the infraction (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).

president of Student Life, a faculty representative, a staff representative and two student representatives. Responses to violations may include CAS, a fine or work/community service requirement, other penalties as appropriate to each case, suspension or dismissal.

In the case of a Title IX investigation, once the investigation is completed, the investigator writes a report that contains the facts of the investigation. This report is provided to a three-member panel of faculty and staff. The panel determines if a policy violation occurred and recommends appropriate action based on this determination. The threshold used during a formal investigation is whether a violation of policy more likely than not occurred. The result of the panel review is provided via a letter to the reporting and the responding party. (See Sex Discrimination and Other Forms of Sexual Misconduct Policy.)

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Grounds for appeals:

1. The decision is unreasonably disproportionate to the infraction (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
stay low; move quickly; use cover; don’t run in a straight line.

The college will conduct emergency drills for all of the above, however, all students may not get to drill each part of ALICE.

**Hesston College Missing Persons Policy**—If a resident student has not been seen on campus for more than 24 hours and an acquaintance does not know where the student may be, the vice president of Student Life should be notified.

Students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours. Law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Hesston Police Department should be notified by calling 911 (or 9-911 on a campus phone).

Students may designate a confidential contact person on their Emergency Information form as a contact if the student is deemed missing. At the college’s discretion, in addition to a confidential contact, the college reserves the right to contact a parent and/or guardian.

**Sex Discrimination and Other Forms of Sexual Misconduct Policy**—Visit Monica Miller, Title IX coordinator, for details.

**Residence Hall Closings**

Residence halls are closed during Christmas break and spring break. Students are responsible for their own housing arrangements during these times.
Arts, Activities, Organizations

Art
The Regier Friesen Gallery is located in Friesen Center for the Visual Arts on the Hesston College campus. The gallery exhibits a wide variety of media including ceramics, graphic design, sculpture and photography, as well as interactive and installation work. Shows feature local, regional, alumni and nationally recognized artists. Exhibits connect to classes taught in the current school year, and often deal with social and spiritual issues. The featured artists frequently will present a gallery talk or workshop in conjunction with their artwork. These events are open to the public.

The Hesston College Art Collection, including the Paul A. Friesen Collection, provides a rich visual resource for the campus. The various pieces of sculpture, ceramics, paintings, prints, drawings and photography grace walls throughout the campus and at Dyck Arboretum of the Plains. Many of these works are by Hesston College alumni and faculty and are designed to encourage reflection on aesthetics, life and faith.

Intramural Sports
Intramural sports are important at Hesston College. Students can get involved in a variety of intramural activities including indoor soccer, volleyball, basketball, softball and many other activities. The Campus Activities Center is the site for most indoor intramural sports.

Athletics
Hesston College offers 12 intercollegiate sports. Sports offered are men's cross country, soccer, golf, basketball, track and baseball and women's cross country, soccer, volleyball, basketball, track and softball. The Larks compete in NJCAA Region 6 and the Division I and Division II levels.

The athletic experience at Hesston College goes beyond the field or court as Christian coaches who model values of personal development provide important leadership in developing students as athletes and competent individuals. See the course catalog for details on athletic eligibility.

Theatre
Whether students choose to pursue theatre performance or theatre education as a career, or if they hope to participate while majoring in another area, Hesston College Theatre offers many opportunities for all. The department produces four mainstage performances each year and offers stage managing, technical and directing opportunities. Hesston's mainstage shows include a fall production, a collaborative performance with the music program in the winter, a musical in early spring and a theatre for young audiences show in late spring.

Additional theatre participation opportunities beyond the scheduled shows include numerous theatre courses from The Art of Theatre to Stage Makeup; the college's student-led improv comedy troupe, On a Lark; and a traveling theatre company that performs in local and regional communities and schools.

The program also offers a summer high school and middle school theatre camp, Broadway in the Black Box, and paid internships to Hesston College students who want to gain experience in leadership and organizational opportunities. Experience is the best teacher in the field of theatre and Hesston College has many opportunities from which to choose.

Hesston-Bethel Performing Arts
The Hesston-Bethel Performing Arts series is sponsored by Hesston College and Bethel College in cooperation with the cities of Hesston and North Newton. Five annual events present world-renowned performers. All full-time students receive a free season pass to HBPA events.

Music
For more than a century, music has been an important component of campus life at Hesston. The Music department offers students unique and varied performance opportunities. Three Hesston College choirs - Bel Canto Singers, Men's Chorus and Women's Chorus - offer students an artistic outlet and a place to advance singing skills. The college offers a variety of instrumental opportunities. Auditions are required for membership in each ensemble.

Bel Canto Singers is a select mixed ensemble that performs a variety of music from Renaissance to 21st century works encompassing sacred and secular idioms with an emphasis on mainstream college-level literature. Bel Canto Singers tours each academic year and for two weeks during summer in odd-numbered years in addition to providing music for regional worship services, civic events, home concerts each semester and a choral masterworks concert. Voice lessons are required during the first year of enrollment in Bel Canto Singers. This ensemble is selected by competitive audition. Final selections are made by mid April for the next academic year.

The Hesston College Men's Chorus and Women's Chorus focus on sacred repertoire from a broad spectrum of styles and traditions. Both ensembles participate in regional worship services and perform a home concert each semester. The choruses collaborate with Bel Canto Singers to present a choral masterwork. Both ensembles are selected by audition at the beginning of each semester.

International Chorale is comprised of 30 to 40 voices and is offered during the summer in even-numbered years. During the three-week tour, students perform roughly 10 concerts in European Mennonite or related churches and sing informally in cathedrals and civic venues. In addition to performing, choir members are engaged in studying the history and culture and attending concerts in various cities. Comprising about half of the overnight accommodations, home stays are a highlight of this tour. Humanities credit is available.

Hesston College offers applied instruction in piano, organ, voice, guitar and all orchestral instruments. Beginning-level lessons are taught in class settings. Students are taught fundamental music skills and technique as well as basic music theory. Both private instrumental and voice lessons offer students opportunities to further develop their skills and gain experience in various performance settings.
Recreational Facilities

Hesston College has outstanding indoor and outdoor facilities for recreation.

Yost Center houses two basketball courts, two volleyball courts, courts and locker rooms. Campus Activities Center provides a second gym space, with two basketball or three volleyball courts and indoor soccer pitch.

Outdoor facilities include four lighted tennis courts, practice and game soccer fields, baseball and softball diamonds, disc golf course and sand volleyball court. Soccer, softball and baseball game facilities are lighted for night games. The Hesston community has an 18-hole golf course with jogging/biking trails and six additional lighted tennis courts. Students also have easy walking access to Dyck Arboretum of the Plains, which provides walking trails through naturalistic landscaping.

The student lounges in Erb Hall and Kauffman Court provide pool and Ping Pong tables as well as big-screen TV viewing.

Through September, students will have access to the Hesston Wellness Center at Schowalter Villa. In October the new Hesston College Fitness Center in Yost Center will open for student use. Should students wish to continue a membership at the Hesston Wellness Center, they may do so at a reduced rate of $50 per semester.

Special Events

Throughout the year, numerous events provide special moments in the life of this community.

Alumni Homecoming Weekend (late September or early October). Students have the opportunity to interact with alumni in various settings. Events for alumni include class reunions, athletic games, concerts and worship time.

Christmas festivities peak during the last week before the term ends. Performing arts events, special meals, special chapels and mod activities help prepare students to commemorate the birth of Christ.

Grandparent Day (March). The schedule includes class visits, special seminars, a dinner that students attend with their grandparents and evening entertainment.

New Alumni Dinner (April). Hesston College’s newest alumni are welcomed to the Alumni Association at this special dinner provided by the Advancement division of the college. Students are strongly encouraged to attend, and college schedules are cleared to enable them to do so.

Commencement Weekend. Parents and families of graduates are invited to campus to share in recognizing those who graduate.

Other special events include Mod Olympics, International Day of Peace and Talent Show during fall semester and Martin Luther King, Jr., Day celebration in spring.

Stutzman Retreat Center

Stutzman Retreat Center is located eight miles southwest of Hesston. The comfortable log cabin and spacious, shady grounds are available for student groups for overnight retreats, picnics, Bible study, etc. Resident assistants and ministry assistants can reserve Stutzman Retreat Center by contacting Deb Hiebert, Campus Facilities office, extension 8120 or 620-327-8120.
Policies

Access to Student Records

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, seeks to ensure the privacy of your educational records. The act grants you the right to: 1) inspect and review your education records, 2) seek to amend your education records and 3) have some control over the disclosure of information from your education records. The act applies to all institutions that receive funds under any program administered by the U.S. Secretary of Education.

What are educational records?

Education records are data or records, in any form or medium, which are maintained by personnel of the college that are directly related to you and may be shared with, or are accessible to, another individual. Education records include, but are not limited to, academic evaluations, student examination papers, transcripts, test scores, counseling and advising records, disciplinary records, financial aid records, student loan collection records and student financial statements. Some records that do not fit this definition include: an instructor’s “desk notes,” Student Life records that relate to law enforcement, medical records, employment records and alumni records.

Can I inspect my records?

You have the right to inspect your educational records with these exceptions:

1. Your parents’ financial statement(s).
2. Letters and statements of recommendation for which you waived your right of access.
3. Any records containing information on several students, in which case you may inspect only that part that pertains to you.
4. Any other records that are excluded from the FERPA definition of educational records.

You may inspect your educational records by contacting the office where they are stored. The custodian (keeper) of the record has the right to ask you to submit a written request, though that is often not necessary. By law, you must be given access to the requested record within 45 days of the receipt of your request. But typically you will be able to see it within a much shorter time if not immediately. The college may not destroy any record for which a request for access is pending.

What can I do if I think my records are incorrect?

Follow this procedure to seek to change your record:

1. Contact the custodian of the record in question. Identify in writing the part of the record you think is incorrect. Specify why you believe the record is inaccurate, misleading or in violation of your rights.
2. The custodian will review your request. If the request is granted, you will be notified and a statement correcting the information will be added to your record. The statement will be treated in all respects as a part of your record.
3. If your request is denied, you will be notified of the decision and the reason. You will also be informed that you have the right to follow the college’s grievance policy to challenge the custodian’s decision.
4. If, after a hearing, the decision is still not to amend your record, you have the right to insert a statement in the record even though the record itself has not been changed.

What is “directory information” at Hesston College?

Directory information is limited to items which would not generally be considered harmful or an invasion of privacy if disclosed. “Directory Information” is defined by the college to include the following: student name, names of parents or spouse, local and permanent addresses, local and permanent telephone numbers, email address, birth month and day, program of study, classification, current enrollment status and number of hours carried, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees earned and dates of degrees, awards received, most recent previous school attended and photo image. Directory information cannot include a social security number, a student ID number, race/ethnicity or gender.

Can I restrict the release of information about me?

At the beginning of each fall semester (or any other term in which you begin), you will be reminded of your rights under FERPA. You will have the opportunity to ask that certain kinds of information defined as “directory information” not be disclosed without your consent. To prevent such disclosure, you must notify the registrar’s office by the end of the fifth day of the semester. Notification must be in writing by marking the restriction box in your checklist under your my.Hesston account, with an email from your Hesston College account, or through a signed document delivered to the registrar’s office. To the extent possible, the college will honor restriction requests received after the fifth day. Your restriction will remain in effect until you remove it in writing through one of the above means. As long as the restriction is in effect, no directory information will be released without your written permission, except in the following situations.

Is information about me ever released without my consent?

Information may be released without your consent in situations such as the following:

• To college personnel who have a legitimate educational interest in you. College personnel include administrators, faculty, staff, a student employed or asked to serve on an institutional committee and persons under contract to the college such as an attorney or auditor. To claim legitimate educational interest, the personnel must be in a position such that information from your record is needed to fulfill his or her professional responsibilities.
• To certain officials of the federal, state and local governments, to loan providers and others where required by law.
• To organizations or individuals conducting research on behalf of the college, provided that the studies are conducted in a manner that will not permit personal identification of you
and your parents by persons other than those doing the re-
search and that all records of a personal nature are destroyed
when the study is completed.
• To your parents if they claim you as a dependent for income
tax purposes.
• To comply with a judicial order or a lawfully issued subpoena
provided the college is within the jurisdiction of the agency.
In such cases, the college will make reasonable efforts to
notify you before the information is released.
• To accrediting organizations in order to carry out their accred-
iting function.
• To appropriate parties as necessary to ensure your health and
safety and that of others.
• To an alleged victim of a crime of violence, notifying them of
the results of any institutional disciplinary proceeding against
the alleged perpetrator with respect to that crime.

Where can I file a complaint if I feel that the college
has violated my rights?
Complaints may be filed with
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5920

SEX DISCRIMINATION AND OTHER FORMS OF
SEXUAL MISCONDUCT

INTRODUCTION

Hesston College is committed to providing a learning, working
and living environment that promotes personal integrity, civility
and mutual respect in an environment free of discrimination on the
basis of sex. Sex discrimination violates an individual’s fundamental
rights and personal dignity. Hesston College considers sex discrimi-
nation in all its forms—referred to in this policy as “sexual miscon-
duct”—to be a serious offense.

Title IX of the Education Amendments of 1972 prohibits
discrimination based on sex in educational programs and activities
that receive federal financial assistance. To ensure compliance with
Title IX and other federal and state civil rights laws, Hesston Col-
lege has developed policies and procedures (specified below) that
prohibit sex discrimination in all of its forms. This policy applies to
all persons who participate in the College’s educational programs
and living environment that promotes personal integrity, civility
and mutual respect in an environment free of discrimination on the
basis of sex. Sex discrimination violates an individual’s fundamental
rights and personal dignity. Hesston College considers sex discrimi-
nation in all its forms—referred to in this policy as “sexual miscon-
duct”—to be a serious offense.

Sexual misconduct is an omnibus term that captures all forms
of sex discrimination prohibited by this policy. By its very nature,
sexual misconduct refers to behavior or conduct that the target of
the conduct did not want or did not consent to. Sexual misconduct
can take many forms as defined below.

Sex Discrimination— Sex discrimination is material, adverse treat-
ment on the basis of sex with respect to access to or the benefits
of the College’s educational programs and activities. For pur-
poses of this policy, sex discrimination includes material, adverse
treatment on the basis of gender identity or gender stereotype.

Sexual Harassment— Sexual harassment is harassment that occurs
in one of two ways: Quid Pro Quo and hostile environment.
• Quid Pro Quo Harassment – Unwelcome sexual advances, re-
quests for sexual favors, and other verbal or physical conduct of
a sexual nature, by a person having power or authority
over another, when submission to such sexual conduct is
made either explicitly or implicitly a term or condition of
rating, evaluating, or providing a benefit to an individual’s
education or employment development or performance.
• Hostile Environment Harassment – When sexual harassment
is severe, persistent or pervasive, and objectively offensive
(unreasonably interferes with, denies, or limits someone’s
ability to participate in or benefit from the institution’s edu-
cation or employment programs).

Non-Consensual Sexual Contact— This is intentional contact
with breasts, buttock, groin, genitals, or touching another with
any of these body parts, or making another touch you or them-
selves with or on any of these body parts, or any other inten-
tional bodily contact in a sexual manner. This includes:
• any intentional sexual touching,
• however slight,
• with any object,
• by a person upon another person,
• that is without consent and/or by force

Non-Consensual Sexual Intercourse— This is vaginal or anal
penetration by a penis, object, tongue, or finger, or oral copula-
tion (mouth to genital contact), no matter how slight the
penetration or contact. This includes:
• any sexual intercourse,
• however slight,
• with any object,
• by a person upon another person,
• that is without consent and/or by force.

Sexual Exploitation— Sexual exploitation includes non-consen-
sual or abusive conduct that takes sexual advantage of another
person, for his or her own advantage or benefit, or to benefit/
advantage someone other than the individual being exploited,
and does not constitute any other sexual misconduct offense
addressed in this policy.

Intimate Partner Violence— An act or threatened act of violence
against a person with whom the offender is involved or has been
involved in a dating relationship, or an act or threatened act of
violence against a family or household member by a family or
household member. Domestic violence also includes any other
crime committed against a person or against property, or any
municipal ordinance violation against a person or against prop-
As used in [the definition of stalking]: “Course of conduct” means—
1. Recklessly engaging in a course of conduct targeted at a specific person, which would cause a reasonable person in the circumstances of the targeted person to fear for such person’s safety, or the safety of a member of such person’s immediate family and the targeted person is actually placed in such fear;
2. Engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person’s safety or the safety of a member of such person’s immediate family; or
3. After being served with, or otherwise provided notice of any protected order…that prohibits contact with a targeted person because they engaged in the protected activity of making a report or participating in an investigation.

As used in [the definition of stalking]: “Course of conduct” means two or more acts over a period of time, however short, which evidence a continuity of purpose. A course of conduct shall not include constitutionally protected activity nor conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct shall include, but not be limited to, any of the following acts or a combination thereof:
A. Threatening the safety of the targeted person or a member of such person’s immediate family;
B. Following, approaching, or confronting the targeted person or a member of such person’s immediate family;
C. Appearing in close proximity to, or entering the targeted person’s residence, place of employment, school or other place where such person can be found, or the residence, place of employment, or school of a member of such person’s immediate family;
D. Causing damage to the targeted person’s residence or property or that of a member of such person’s immediate family;
E. Placing an object on the targeted person’s property or the property of a member of such person’s immediate family, either directly or through a third person;
F. Causing injury to the targeted person’s pet or a pet belonging to a member of such person’s immediate family;
G. Any act of communication;

“Communication” means to impart a message by any method of transmission, including, but not limited to: Telephoning, personally delivering, sending, or having delivered, any information or material by written or printed note or letter, package, mail, courier service, or electronic transmission, including electronic transmissions generated or communicated via a computer;
“Computer” means a programmable, electronic device capable of accepting and processing data;
“Immediate family” means father, mother, stepparent, child, step-child, sibling, spouse, or grandparent of the targeted person; any person residing in the household of the targeted person; or any person involved in an intimate relationship with the targeted person.

Retaliation—Retaliation is material, adverse action taken against a person because they engaged in the protected activity of making a report or participating in an investigation.

Consent—Consent is all of the following three things: clear, knowing, and voluntary. Consent is words or actions that give permission for specific sexual activity. Here is some additional guidance as it relates to consent:
• Consent is active, not passive.
• Silence, in and of itself, cannot be interpreted as consent.
• Consent can be given by words or actions, as long as those words or actions would lead a reasonable person to understand the other party is willing to engage in the specific sexual conduct at issue
• Consent to one form of sexual activity does not automatically imply consent to any other form of sexual activity.
• Previous relationships or prior consent do not imply consent to future sexual acts.
• Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop promptly.
• In order to give consent, one must be of legal age.
• Consent cannot be given by someone who is incapacitated.

In cases involving alleged non-consensual sexual contact and non-consensual sexual intercourse, the College must determine whether consent was present. The College’s definition of consent is available here. A person who is incapacitated cannot give valid consent. Consent cannot be procured by force.

Title IX Coordinator
The Title IX Coordinator for Hesston College oversees this policy as well as the reporting, investigation, and response process to any report. This position is currently housed within the Business Office. The current Title IX Coordinator is Monica Miller, 2nd Floor Alliman Administration Center, monica.miller@hesston.edu, and 620-327-8265.
**Reporting**

Hesston College prohibits sexual misconduct and will take steps calculated to stop the behavior, appropriately remedy what occurred, and work to prevent future occurrences. We want individuals who believe they have experienced sexual misconduct to tell someone, and encourage reporting of what occurred to a faculty or staff member. Reporting can be completed anonymously through our online reporting system. The majority of our faculty and staff members are considered mandatory reporters and are obligated to report a concern of sexual misconduct to the Title IX Coordinator. They are trained to communicate to you your rights, our obligations as an institution, discuss the resources available to you, or to point you to someone who can more fully help. Included in our faculty and staff are college support persons who can specifically help an individual understand available resources and decide on next steps. Student workers who work in the Student Life department (i.e. Resident Assistants; Intramurals; CAB; etc.) are considered mandatory reporters; all other student workers do not have a duty to report.

A reporter has three options when they report sexual misconduct: request a formal investigation; request an informal resolution; or request nothing be done. With a formal investigation, the Title IX Coordinator or an authorized designee will conduct an investigation, to include gathering evidence, conducting witness interviews, and will provide facts related to the investigation to the Student Development Council (SDC). SDC will be responsible for determining if this policy was violated and to recommend appropriate action based on the facts presented. The evidentiary standard used during a formal investigation is whether a violation of policy more likely than not occurred.

With an informal resolution, the Title IX Coordinator or Student Life Office will work with the appropriate parties to resolve the situation. Informal resolutions may include discussions, mutually agreed upon plans of action, or mediation. Informal resolutions are only available if the individuals involved agree to participate and if the Title IX Coordinator agrees that it provides the best possible outcome for the situation and there are no additional safety concerns. An individual who initially agrees to participate in informal resolution may insist upon a formal investigation at any time.

If the reporter requests no action, the situation will be recorded and respect.

- Ensure both the reporting party and the responding party have opportunities to participate in the investigation.
- Recognize that the College has the burden of proving any violation of policy; that burden is not on those involved in the investigation.
- Provide equitable procedural protections to all parties.
- Determine if the responding party more likely than not violated the policy and provide a response of such to the reporter and the responding party.
- Provide the reporter and the responding party an opportunity to review the initial investigation report and give them 48 hours to respond to any additional information relevant to the investigation.
- Take appropriate action for any policy violation.

**Good Samaritan Policy for Students**

Our main concern under this policy is to ensure the safety of our students. We want to empower students to report concerns for themselves or others who are in danger. Hesston College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time a sexual misconduct incident occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Hesston College strongly encourages students to report incidents of sexual misconduct to campus officials. A person who reports sexual misconduct to College officials or law enforcement will not be subject to conduct action for community standard violations of alcohol and/or drug use policies occurring at or near the time of the sexual misconduct.

**Investigations**

When a report is made and a formal investigation is requested (or required), the report will go through a thorough investigation process that includes notifying the responding party of the allegations in writing, gathering evidence, writing an investigative report, and providing this report to a panel for review. The College will conduct the investigation in a reasonably prompt manner. Three (3) employees on the Student Development Council (SDC) review the evidence gathered during the investigation, determine whether the evidence establishes it is more likely than not that a policy violation occurred, and, if the evidence supports the existence of a policy violation, determine necessary responsive action, including discipline for the responding party.

A written determination of the investigation will be provided to the reporter and responding party. Each party will have the option of appealing the decision and will be provided the specifics of that process in the determination letter.

**Participation in an Investigation**

During the course of an investigation, it is expected that all participants maintain professionalism and provide respectful, cordial responses. Intentionally filing a false report, or knowingly providing false information during an investigation, is a violation of this policy. Tampering with evidence, coercing witnesses, or colluding with others to provide a common response, are violations of this policy.
Resources

Hesston College has several resources available to reporters or those impacted by sexual misconduct:

- College Support Person
- Harvey County Domestic & Sexual Assault Task Force
- Law Enforcement
- Non-Mandated (Confidential) Reporters
- Safehope
- Support Person

Campus Safety

Individuals should be aware that the college may have a legal obligation to issue a timely warning to the campus community when incidents reported to them pose a substantial threat of bodily harm or danger to members of the campus community. Details of this warning can be found on our Student Life website.

Timely Warning

In order to keep the campus community informed about safety and security issues on an ongoing basis, the Clery Act mandates that an institution must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. These crimes must include all Clery Act crimes that are:

- Reported to campus security authorities or local police agencies; and
- Are considered by the institution to represent a serious or continuing threat to students and employees.

A 2008 amendment to the Clery Act directs that a timely warning be given to the campus community without delay of an incident that affects the safety of the campus community. The warning should be issued as soon as the pertinent information is available, because the intent of a timely warning is to alert the campus community of continuing threats especially concerning safety, thereby enabling community members to protect themselves.

Retaliation

Retaliation is material, adverse action taken against a person because they engaged in the protected activity of making a report or participating in an investigation. Retaliation is a form of sexual misconduct prohibited by this policy. If an individual believes they have been retaliated against, they should immediately report the retaliation in the same way they would report other forms of sexual misconduct.

Policy Violations

The Student Development Council (SDC) is responsible for determining policy violation and any resulting action for any student misconduct, to include sexual misconduct. When investigations involve employees, the Student Development Council will also make the determination for policy violation and any resulting action with employees. The SDC facilitator may assign authorized designees in lieu of current SDC members when they are unable to attend to ensure appropriate representation. Violations of this policy by students are subject to the same forms of discipline specified in the student handbook for other types of student misconduct, including dismissal, suspension, fines, community service, and reprimand. Faculty or Staff found in violation of this policy are subject to disciplinary action up to and including termination per our performance management policy.

The outcome of an investigation involving students is part of the education record of the students involved, and is generally protected from release to third parties under a federal law called the Family Educational Rights and Privacy Act (FERPA), subject to narrow exceptions. The college will abide by FERPA and only disclose the outcome of an investigation involving student as permitted by the law.

Appeal Process

A reporter or responding party may appeal an investigation decision. The appeal process will be included in the determination letter. An appeal can only be based on one or more of the following grounds:

1. There is new information that was not known or available at the time of the decision that would have resulted in a different outcome.
2. There was a procedural error that materially affected the determination as to whether or not a policy violation occurred (i.e., improperly excluding evidence)
3. The action taken is substantially disproportionate to the findings in the case (i.e., too lenient or severe)
4. The finding as to whether or not a policy violation occurred is clearly erroneous in light of the evidence.

The appeal must be made in writing to the Title IX Coordinator within 5 calendar days of the date of the determination letter. If an appeal fails to assert one or more of the grounds specified above, it will be dismissed. If the appeal asserts a proper ground, two Vice Presidents from the Administrative Council will review the documents and provide an appeal decision. If an employee is the reporter or responding party in the investigation, the Vice President for whom they report to is not allowed to participate in the appeal process. The decision made on appeal is final and there will be no further appeals.

Section 504 Grievance Procedures

It is the policy of Hesston College not to discriminate on the basis of disability. Hesston College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Hesston College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances which are related to academics must be submitted to the vice president of Academics within two weeks of the date the person filing the grievance becomes aware of
the alleged discriminatory action. Grievances which are not academic in nature must be submitted to the vice president of Student Development within two weeks of the date the person filing the grievance becomes aware of the alleged discriminatory action.

- A complaint must be in writing, containing the name and contact information of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The respective vice president (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Hesston College relating to such grievances.
- The respective vice president will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision by writing to the college president within 15 days of receiving the previous decision. The college president shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office for Civil Rights.

Hesston College will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio versions of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements. At Hesston College the Section 504 coordinator is the ACCESS Lab coordinator.

### Student Complaint Policy

Students are encouraged to use the following avenues to resolve conflict.

1. Students are encouraged to resolve residential life issues directly or with the help of the RA. Off-campus students can contact the vice president of Student Life directly with any community life concerns. Students are encouraged to resolve academic issues directly with their instructor or with the help of their academic advisor.
2. If the issue is not resolved, students should contact their resident director and then the vice president of Student Life for unresolved issues in residential life. For unresolved academic issues, the student should contact the vice president of Academics.
3. If the problem remains unresolved, the student should file a written complaint with the president of Hesston College.

### State of Kansas Private Postsecondary Complaint Process

The State of Kansas Private Postsecondary Complaint Process can be found at this website: www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

The complaint must be submitted online at the above website. Private postsecondary institutions operating in Kansas must meet and maintain certain standards of quality in order to qualify for a certificate allowing them to offer or provide training or course work to Kansas citizens.

It is the mutual goal of the Kansas Board of Regents and the certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by taking the steps outlined in the complaint process.

Private postsecondary institutions operating in Kansas must meet and maintain certain statutorily established standards in order to qualify for a certificate allowing them to offer degrees, training, or course work to Kansas citizens. It is the goal of the Kansas Board of Regents to insure that the institutions subject to board authority comply with the applicable laws as they provide educational training and programs. Thus, the board office accepts complaints involving these institutions.

If an individual does not wish to be identified or to put anything in writing, it is very hard for the board office to investigate the complaint. It is very important that all persons who have a complaint about such a school understand that this agency does not represent individuals and cannot act as their legal representative. However, all individuals have the right to seek advice from a private attorney.

When problems or concerns arise, the involved individuals should attempt to reach a fair and reasonable solution by first taking the following steps:

1. Discuss the issue thoroughly with the teacher or other involved school employee(s). If there is no resolution continue to Step 2.
2. Discuss the issue with the manager or director of the school. If there is no resolution continue to Step 3.
3. Present the facts and issue to the owner/Board of Directors of the school.

Individuals with a complaint about a private or out-of-state school operating in Kansas must use the online submission form provided below and provide the requested information. Failure to do so may result in the board office being unable to accept or process the complaint.

If the board office receives the completed complaint form together with any other pertinent written information, board staff will ordinarily take the following steps:

1. Review the submitted information in order to determine if it is sufficient. If insufficient information has been submitted, the complainant will be so informed and given a deadline for submitting additional necessary information.
2. Once sufficient information is provided, the board office will determine if it has jurisdiction and authority over the matter. If it does not, the complainant will be so informed and the file closed.
3. If the complaint appears to involve matters over which the
board has legal authority, the board office will conduct an investigation in the manner that it deems appropriate under the circumstances. In most instances the school will be contacted, provided a copy of the written complaint, and given an opportunity to respond to it in writing. In other situations, the board office may conduct interviews and speak to witnesses including the involved parties.

4. Based upon the results of the investigation, the board office will determine whether the matter has been resolved or requires further action by the board.

5. The matter may also be referred to other governmental agencies that may have authority over aspects of the complaint such as the Consumer Protection Division of the Office of the Attorney General or a District/County Attorney.

6. The complainant will be notified of any proposed resolution or final action by the board office, if doing so will not compromise any further investigation or adjudicative actions, and will always be informed when their complaint file is being closed.

**Early Arrival Policy**

Hesston College students participating in athletics, music, aviation or other campus programs may be required to report for training no earlier than when the dorms are officially open to early arrivals. Students must be allowed to fully participate in opening weekend activities such as student orientation, Opening Celebration and Mod Olympics.

**Classroom Behavior Expectations**

Believing that the classroom is a place for respect, discussion and learning, the Hesston College faculty have articulated the following expectations for this setting:

- While Hesston College encourages expression of ideas and convictions, the expectation is that this will be done in a manner in keeping with the values of Hesston College.
- Students as well as faculty should exemplify respect for one another.
- Maintenance of an environment conducive to learning is the responsibility of all.
- Faculty may respond to any classroom disruptions by requiring the student to leave the class pending discussion and resolution of the concern. An appointment may be scheduled with the faculty member and the vice president of Academics or the vice president of Student Life in the event resolution is not attained.

**Service Animals Policy**

**Purpose**

The purpose of this policy is to outline needs and requirements for allowing both service and emotional support animals on campus for all students, visitors, and temporary residents.

**Policy**

Hesston College is committed to complying with all applicable provisions of the Americans with Disabilities Act Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act. With respect to a request for a service or emotional support animal, the college will determine on a case-by-case basis, and in accordance with applicable laws and regulations, whether such an animal is a reasonable accommodation on campus. In doing so, the college must balance the needs of the individual with the impact of animals on other campus community members.

The student will assume full responsibility for the care and management of his or her own service or emotional support animal. This will include, but is not limited to, providing food, water and shelter; managing the animal’s behavior on campus and in the community; maintaining health and wellness; and disposing of animal waste in an appropriate manner.

**Section 1. Definitions**

**Service Animals** - As defined by the Americans with Disabilities Act (ADA), a service animal is defined as a dog that is individually trained to do work or perform tasks for the benefit of a person with a disability. The dog must also be trained to behave properly in places of public accommodation. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support, are not service animals. ADA accommodation requests will also be considered as required by the ADA for miniature horses. With protections from the ADA, service animals are permitted in most locations and situations on campus.

**Emotional Support Animals** - An emotional support animal (ESA) is an animal that has been prescribed for a person by his/her licensed mental health professional in a properly formatted letter. This letter should state that the person is determined to be emotionally or psychiatrically disabled and that the presence of the animal is necessary for the disabled person's mental health. ESAs do not require specific task-training as it is the presence of the animal that mitigates the negative symptoms associated with a person's disorder. The Fair Housing Act offers protections for ESAs as related only to housing on campus.

**Assistance Animals** - For the purposes of this document, Assistance Animals will be used to refer to either an ADA service animal or an ESA.

**Therapy Animals** - A therapy animal is an animal (normally a dog) that has been obedience trained and screened for its ability to interact favorably with humans and other animals. The primary purpose of a therapy animal is to provide affection and comfort to people in locations such as hospitals, retirement/nursing homes, schools, disaster areas, and to people with learning difficulties. Therapy animals are not protected; however, they may be permitted on campus on a case-by-case basis.

**Pets** - A pet is an animal kept for ordinary use or companionship. Pets are not considered as assistance animals. Pets, while not covered by this policy, are not protected, and are not permitted on campus. (See HC Student Handbook on Animals/Pets in the Residence Halls). Missing your pet is not a reason to request this accommodation.

**Handler** - A person with a service or therapy animal.

**Procedure**

**Section 2. Approval Process**

Assistance Animals may not be brought into college housing without expressed approval of college officials.
Emotional Support Animal Approval Procedures

Students in need of an assistance animal must make a formal accommodation request to the Disability Support Committee. To do so, the student should submit “Accommodation Request and Consent Form” found at: hesston.edu/disability-services as well as any required documentation to support the request.

The committee will meet within 10 business days of receipt of a completed request with supporting documentation. Requests, including all documentation, should be received at least 30 days prior to the first day of the semester. While applications submitted within 30 days before the start of a new semester will be accepted and considered, HC cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the semester.

Documentation of the need for an assistance animal should follow Disability Support Services guidelines for documentation of disability, which can be located on the Student Success Services website, www.hesston.edu/catalog/academic-life/student-success/.

In addition to documentation supporting the accommodation for an assistance animal, the handler must show proof that the animal has met the following regulations:

- **Vaccinations:** As required by the City of Hesston, the service animal should be current on vaccinations against rabies at the time of application, and should receive an annual vaccination. Vaccination documentation must be either worn by the animal on its collar, or carried by the handler.
- **Health:** A record of current Veterinarian Clean Bill of Health must be submitted
- **Identification:** Hesston College encourages partners/handlers to identify their service animal from a pet by having it wear a vest, harness, or other apparatus indicating its status as a working animal. Similarly, appropriate tags are encouraged for ESAs.

The Disability Support Committee will review documentation and, if the committee approves the request, it will arrange a meeting with the person requesting a service or emotional support animal. This policy will be carefully reviewed with the person at that time.

Students whose request for an assistance animal through this process is not granted, will have the opportunity to appeal such decisions. All appeals are reviewed by the vice president of Student Life or designee. Students will receive information about the appeals process upon notification of decision of request for accommodations.

Upon approval of an assistance animal, Residence Life staff will be notified as appropriate.

Upon approval of an assistance animal, the student’s roommate will be notified (as applicable) to solicit their acknowledgment of the approval, and notify them that the animal has been approved to reside in the shared living space. Competing health issues will be resolved with full consideration of all parties, but may result in reassignment of on-campus housing to the most appropriate housing location.

The student must request to receive accommodations each academic year.

Section 3. Handler Responsibilities

Control Requirements

While legal access rights are afforded to users of service animals, the access comes with the responsibility of ensuring that the animal behaves and responds appropriately at all times.

- The animal must be on a leash at all times. It should never be permitted to wander around off leash except if the animal is working.
- The handler must be in full control of the animal at all times.
- The animal must be as unobtrusive as possible.
- The animal must be well groomed (controlling odor, dander, and pests such as fleas).

An assistance animal must be well behaved and its handler must ensure that the animal does not engage in behaviors that would be a direct threat to the health and safety of others. When a service animal or emotional support animal is determined to be out of control, the infraction will be treated on an individual basis through the vice president of Student Life, disability services coordinator or designee. If the animal poses a threat to the safety of others, local police may be part of the collaborative team to determine the outcome resulting from the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and its handler, or exclusion from college facilities.

Access Restrictions

Accepted emotional support animals will be permitted in and around the living area of the handler. ESAs are not permitted in other areas of campus.

Service animals shall be permitted to accompany that student at all school functions, whether in or outside the classroom. They will be considered as a necessary accessory (such as a wheelchair) and allowed at all times. Access will be restricted to the service animal where the presence of the animal fundamentally alters the setting, where there is a safety concern, or where otherwise restricted by another law/ordinance. Some examples of this could be restrictions to certain areas of a residence hall, in clinical practicums of nursing and health sciences programs, or in laboratories that could pose a safety risk. Should a laboratory or classroom setting be determined unsafe, a team of individuals including Student Support Services, the professor or laboratory professor(s), and the Student Success team will provide reasonable accommodations to assure the individual equal access to the activity.

Should a service animal become disruptive or out of control of the handler, or an animal is not housebroken, college staff may request that the animal be removed from the premises. However, if a dog barks just once, or barks because someone has provoked it, this would not signify that the dog is out of control. Should the animal be excluded due to being out of control, the college will give the individual who uses the service animal the opportunity to remedy the control deficiencies in order to continue to participate in the service, program, or activity.

Relief Areas

Relief areas will be designated on an individual basis with the collaboration of the Student Support Services and Campus Facilities department personnel. It is the handler’s responsibility to be aware of the dog’s need to relieve itself and act accordingly.
The animal’s waste must be removed into a proper receptacle. Individuals needing assistance to clean up after their animals should notify the vice president of Student Life or disability services coordinator so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside a building, or in another area that requires cleaning or maintenance, the handler must notify Facilities Department and will be responsible for the cost of cleaning and/or repair.

Section 4. Conflicting Disabilities
Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact the vice president of Student Life or disability services coordinator. The person impacted by the presence of the animal may be required to provide verifiable medical documentation to support their claim. The needs of both persons will be considered in resolving the issue.

If an allergy or other conflict resulting from the animal’s presence within a residence hall cannot be resolved agreeably, then Residence Life staff, the vice president of Student Life and disability services coordinator will collaborate to determine a solution. In the event of a conflict in living spaces, the first person assigned to the residence hall (whether the animal owner or person allergic to said animal) will remain in the assigned housing.

Section 5. Complaints
If there is any complaint regarding the animal and its behavior, the vice president of Student Life, or designee should contact the student and, in collaboration with the disability services coordinator, inform the student of the policies regarding service animals.

Drug and Alcohol Policy
It is the policy of Hesston College to maintain for students an environment that is free from illegal drugs and alcohol. The possession or the use of alcohol or the unlawful manufacture, distribution, dispensing, possession or use of any illegal drugs or unlawfully obtained controlled substances by students, in whatever setting owned or operated by Hesston College (including personal vehicles used in the conduct of official business) is prohibited. Violation of the spirit and/or substance of this policy may result in discharge.

Students shall receive annual distribution in writing of:

- Standards of conduct that clearly prohibit the possession, use or distribution of illegal drugs or alcohol on Hesston College’s property or as part of any of its activities;
- A description of the applicable legal sanctions under local, state or federal law for the unlawful possession, use or distribution of illegal drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation or reentry program that is available;
- A clear statement that the institution will impose disciplinary sanctions on students (consistent with local, state and federal laws) and a description of those sanctions, up to and including expulsion and referral for violations of the standards of conduct outlined in the first item of this section. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Students who violate the terms of this policy may be reported to the appropriate law enforcement officials and may be subject to the following sanctions:

1. Placement on Community Accountability and Support (CAS) status;
2. Temporary suspension from classes and activities;
3. Suspension for a semester from classes and activities;
4. Expulsion;
5. Fine.

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. In addition to the above sanctions, a student may be required to meet with a counselor or complete an evaluation. In lieu of suspension or expulsion, a student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

This program will be reviewed biennially by the vice president of Student Life to determine the program’s effectiveness, to implement changes where necessary and to ensure that the required disciplinary sanctions are being enforced consistently.

Crime Awareness and Campus Security Information
In compliance with PL 101-542 as amended by PL 102-26, Hesston College offers the following policy and procedural information, and statistics for crime on this campus.

I. Reporting of Crimes/Criminal Activities and Other Emergencies on Campus
Hesston College has three layers of organization set up to manage campus, handle emergencies and respond to any campus security concerns.

A. Resident Assistants
Hesston’s dorms are divided into units of 10 to 16 students. Each of these units, or “mods,” is headed up by a student leader, referred to as the RA, who is responsible to provide supervision for that area of the dorm and for the students in that unit.

B. Resident Directors
Hesston College employs four adult staff persons as resident directors. These persons live in the dorms and are prepared to give adult supervision and direction for any emergency situation.

C. Vice President of Student Life
The vice president of Student Life has the responsibility for the supervision of the resident directors.

All students are encouraged to take ownership in helping to make the campus safe and are encouraged to use the 911 emergency number whenever needed.

II. Security for Campus Facilities

- Residential Buildings. All rooms in the dorms are secured by lock and key, and all students are encouraged to be very careful about keeping their rooms locked when they are not there.
- The residences are further secured by locking the access doors into their residential areas at midnight. The students living in
the secured areas have access through the secured doors by use of their room keys.

• All Other Buildings. Hesston College has an employee responsible for checking and locking up campus buildings each night. As this person checks the buildings, he or she also is alert to any other problems or potential problems he or she might observe such as finding unfamiliar person(s) on campus.

Hesston College’s campus lighting system makes Hesston’s campus a safe place at night by making it possible for people to move around the campus without having to go through dark areas.

It is the college’s policy to call the police if there is someone on campus who does not belong here or who represents a threat either to students or to facilities. Hesston College has an excellent relationship with the local police force. Hesston police have been both very responsive and cooperative in dealing with campus security issues.

III. CAMPUS LAW ENFORCEMENT

Hesston College has a small campus located in a small community, and at this point it is not necessary for the college to employ its own campus law enforcement personnel. As indicated above, the college works closely with local city police staff, and is satisfied with the excellent coverage provided by the local police. They are fully cooperative in supporting college policies and programs, and the college in turn does all it can to support their work.

In light of the fact that there is no campus security force, the responsibility for campus security rests with the vice president of Student Life and his or her staff.

IV. EMERGENCIES: HOW TO RESPOND

The following guidelines apply to emergency conditions on campus. It is not possible to establish procedures for every conceivable type of emergency, but these guidelines can be used for any similar emergency or hazardous situation. Please review them frequently so you will be prepared in an emergency.

Fire—If you discover a fire, call the fire department at 911 (or 9-911 from a campus phone) before doing anything else. Pull a fire alarm. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. Help rescue anyone in need of assistance. Contain the fire by closing, but not locking, as many doors as possible. Evacuate the area. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. If you are notified of a fire in your building, evacuate the area. For Hesston College students living in the residence halls, please contact your RA or RD for detailed information about fire evacuation plans in your particular residence hall. If you are above the ground floor and fire or dense smoke has restricted your exit routes: remain in your room; place something at the base of your door to prevent the entrance of smoke; call 911 (9-911 from a campus phone) and let them know your situation; open any windows and signal your need for help.

Bomb Threats—Notify the police and residence staff immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

Medical Emergencies—For any situation requiring emergency medical assistance on campus, call the Rescue Squad at 911 (or 9-911 if using a campus phone). Notify your resident director immediately.

Physical Facilities—If you observe what you consider to be a hazardous condition in your dorm, notify your resident assistant or resident director.

Medical assistance
• call Mid Kansas Family Practice, 620-327-2440 or Partners in Family Care, 620-327-2314
• visit or call the Newton Medical Center’s Convenient Care Center, 316-281-9700, 118 E 12th St, Newton, KS 67114
• visit or call the emergency room at Newton Medical Center, 316-283-2700, 600 Medical Center Drive, Newton, KS 67114

File a report with the police
• Hesston Police Department, 620-327-2020
• non-emergency number, Deb Roth - 620-327-8236

Counseling Services
• Campus Counselor, Julie Lehman, 8238
• Prairie View Inc., Newton 800-362-0180

Fire Safety Systems in Campus Housing

Erb Hall: This building has an electronic fire protection system that utilizes photo type smoke detectors, heat detectors, ductwork smoke detectors and manual pull stations, connected to one of two main panels depending on which part of the building they are located in (east or central/west). The panels are a Faraday MPC 2000 for the east part of the building and a Faraday MPC 7000 for central/west. These systems are interconnected such that each will trigger the other in the event of an alarm. The panels activate audible warning devices (horns and sounder bases) and visual warning devices (strobes). In addition, magnetic door hold-opens are released in the event of a fire alarm, allowing fire rated doors to swing shut, preventing the spread of fire. This entire system has a backup (battery) power supply. An alarm triggered from any part of the building by any device will activate the horns, sounder bases and strobes in the entire building. Fire extinguishers are located throughout the building as are emergency lights/exit lights with backup battery power.

Kauffman Court: This building utilizes a Faraday MPC 2000 fire panel with manual pull stations located throughout the building as well as photo detector smoke detectors located in the resident director apartments. The fire panel activates horns and strobes and has a back up (battery) power supply. An alarm triggered from any device connected to the fire panel will activate the horns and strobes in the entire building. There are also stand-alone smoke de-
tectors in each of the dorm rooms as well as in each of the common areas (hallways, lounges). Fire extinguishers and lighted exit signs with a battery backup are located throughout the building.

**FIRE DRILLS AND FIRE SAFETY TRAINING**

The college conducts one fire drill early in the fall semester each year for both student housing facilities. The Student Life staff coordinates and executes this drill. Hesston College provides training and education for students through mod (dorm) meetings, fire drills and posted fire safety procedures.

**EMERGENCY CONTACT NUMBERS**

Ambulance, Fire, Police.....911.....or 9-911 on a campus phone
Facilities.....620-327-8120.....or 8120 on a campus phone
Facilities Director.....620-327-6064 or 9-327-6064 on a campus phone
Residence Life.....620-327-8160 or 8160 on a campus phone
       620-327-8170 or 8170 on a campus phone, 620-327-8180 or 8180 on a campus phone, 620-327-8190 or 8190 on a campus phone

**HESSTON COLLEGE CRIME STATISTICS**

Crime statistics are available on the Hesston College website at hesston.edu/crimestats
**Dining Handbook**

**Mission Statement**
Provide high quality (nutrition and taste) meals to dorm students and others in the most cost effective manner while remaining safe and compliant.

**Staff**
Director of Dining Services: Jessica Miller

**Dining Hours/Pricing**

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<th>Guest/Off-Campus</th>
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<tr>
<td></td>
<td>Adult</td>
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<tr>
<td>Breakfast (7:30 to 9:30 a.m.)</td>
<td>$4.75</td>
</tr>
<tr>
<td>Lunch (11:30 a.m. to 12:45 p.m.)</td>
<td>$8.00</td>
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<tr>
<td>Supper (5:30 to 6:30 p.m.)</td>
<td>$8.00</td>
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*Open 7:30 a.m. to 6:30 p.m., Monday through Friday. Hot meal times listed above.

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<tr>
<td>Supper (5:15 to 6 p.m.)</td>
<td>$8.00</td>
</tr>
<tr>
<td>Sun. Breakfast (8:30 to 10:30 a.m.)</td>
<td>$4.75</td>
</tr>
<tr>
<td>Sun. Lunch (noon to 12:45 p.m.)</td>
<td>$10.50</td>
</tr>
<tr>
<td>Sun. Supper (5:15 to 6 p.m.)</td>
<td>$8.00</td>
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*Child prices are for children ages 5 to 12. Children under 5 eat free.

**Bontrager Student Center Dining Hall**
Dining Services offers buffet, self-service style dining experience for students, commuters, faculty, staff and visitors. Meal plans are required for all students living on campus. Payment for all others can be by cash, credit or charged to their campus account.

**ID Cards**
ID cards are required to enter the dining hall for breakfast, lunch and dinner. Meal plans are not transferable and lost or missing ID cards may be replaced through the Student Life department.

**Special Services Provided**

**Sack Lunches/Meal Refunds**
Sack lunches are available to boarding students whose on-campus work or class schedule prevents them from eating in the cafeteria. College sponsored classes or activities scheduled over meal times may be eligible for reimbursement. Advance notification from faculty, staff or sponsor is required to be eligible for reimbursement.

**Sick Meals**
Meals are provided for those who are sick and unable to eat in the dining hall. Contact your resident assistant (RA) or resident director (RD) for the proper forms, complete the form and deliver it to Dining Services in exchange for a sick meal.

**Special Dietary Needs**
Any special dietary needs should be addressed directly with the director of Dining Services at Ext. 8177. Dining Services staff will try to accommodate, to the best of their ability, any medically diagnosed dietary needs.

**Dining Hall Policies/Understandings**
Shoes and shirts must be worn in the dining hall at all times.

Food and property of the college may not be taken from the dining hall. We have an “all you can eat” policy which provides you with plenty to eat while you are in the dining hall.

Kansas health code requires that diners use clean dishes and glassware when returning for “seconds” of food and beverages. Do not bring personal glasses, cups or dishes into the serving area.

Inappropriate behavior in the dining hall, including: throwing food and other items, creating messes that make the area unusable by others, tampering with food products or equipment or displaying offensive or disruptive behavior will not be tolerated. These actions are seen as a violation of Hesston College’s Campus Community Standards and will be dealt with by the Student Life department.
Other Campus Services

Personal Counseling
Everyone encounters times in life where we need some extra support, an objective listening ear, a perspective different from our own or help navigating difficult emotions and situations. Hesston College Counseling Services is here for those times.

- safe, confidential process
- free, accessible services
- compassionate, non-judgmental perspective

People come to talk with us for any number of reasons. No issue is too small to bring to counseling and you are free to talk about anything that is important to you. Sometimes simply naming the difficulty can bring relief from a troubling situation. Talking with a counselor can help a person clarify the issues he or she is dealing with. Counseling can also be helpful in bringing about a better understanding of self or situations. Counseling can assist students in helping to resolve conflicts which may interfere with personal growth development and goal attainment.

The counselor makes referrals to area mental health services if requested by the student or if additional services needed. The counselors also work with area mental health services for crisis stabilization.

For information on counseling services, contact Julie Lehman at ext. 8238 (off campus dial 620-327-8238) or email julie.lehman@hesston.edu. Julie’s office is in Friesen Center. Kevin Wilder is also available for counseling a few hours a week and can be reached at kevin.wilder@hesston.edu. Kevin’s office is in Kropf Center.

International Student Support
Hesston College provides a variety of support services to international students including assistance in these areas:

- medical appointments
- Social Security number
- Kansas ID card
- travel arrangements
- airport transportation
- host families during vacation sessions
- applying for employment authorization
- off-campus housing (for those who are eligible)
- shopping trips to Newton and Wichita

The international student support team is also available for counseling and advising in matters related to cultural adjustment, dormitory and roommate concerns, transfer to other colleges and other concerns or problems that may occur.

North American students are also welcome to utilize the international student advisor’s services for counseling and advising related to issues or concerns that affect the college’s unique mix of many cultures and backgrounds.

Bookstore
The Bookstore sells textbooks, school supplies, clothing, insignia items, greeting cards, personal items, snacks and gifts. Visa, Mastercard, Discover and American Express are accepted for any purchase.

Textbook Buyback Policy

- The textbook buyback policy can be found on the Hesston College Bookstore textbook website under the help topics of Selling Textbooks / Guaranteed Buyback.

Mail Service
The campus post office is located in Alliman Administration Center. Beginning this year there will no longer be a student post office in Bontrager Student Center. All incoming and outgoing mail will be located in Alliman Administration Center.

Incoming Student Mail:
Incoming student mail and packages will be available for pickup in Alliman Center during limited hours Monday through Friday. Students will receive text notification or email communication when mail or packages are available for pick-up, to include the times that the mailroom is open. To retrieve mail and packages, a student must come to the post office during open hours and sign for each item. Mail or packages greater than 8 weeks old will be recycled or returned to sender.

Hours: Mon. - Fri. noon to 2 p.m.

Outgoing Student Mail:
Outgoing mail leaves campus at 3 p.m. Monday through Friday. Mail and packages that students wish to send via the United States Postal Service (USPS) should be stamped and ready to send before dropping off at the campus post office. Stamps and envelopes are available for purchase at the Bookstore. Any additional postage services are available at the local USPS location, 120 W Knott St., in Hesston; personal postage pricing will not be available for processing at the campus post office. All outgoing mail must have sufficient postage or it will be returned to the student. Mail needs to have both first and last names of receiving person clearly written on each item. Packages will be recycled or returned to sender.

UPS outgoing is available at Laban Peachey Center. FedEx outgoing is also available by requesting pickup through FedEx to
send it from Hesston College. Incoming UPS and FedEx will be delivered to the campus post office on the afternoon run and available for pick up during open hours.

Additional services such as sending insured, certified or international mail or packages must be completed at the USPS location in Hesston.

Campus Mail
Campus mail for students has been discontinued.

Your Hesston College mailing address is:
Your first and last name
Hesston College
PO Box 3000
Hesston, KS 67062-3000

Your Hesston College package address (UPS, FedEx, other non-USPS delivery services) is:
Your first and last name
Hesston College
325 S College Dr
Hesston, KS 67062-9112

Questions? Call the business office at ext. 8219.

**Campus Telephone Service**
Most students arrive on campus with a cellular phone that they use as their primary tool for voice communication and thus have no need for a landline phone in their dorm rooms. The college will provide phone access (including voice mail) upon request. Contact Campus Facilities at ext. 8120 (620-327-8120) to request campus phone service in your dorm room.

Each mod is equipped with a campus phone that students may use to call other campus extensions or to make local Hesston calls.

**Information Technology**
In conjunction with administrators, the Information Technology department has established the following policies for computer, Internet and email usage. For more information on IT resources, go to the IT helpdesk page on my.Hesston.

**Hesston College Computer and Network Use Policy**
Hesston College provides network accounts to all current students and employees of Hesston College. A network account provides access to the local area networks, cloud services from Google and Microsoft, a personal ‘home’ network drive (H:); web portal access for myHesston and Moodle (learning management), and access to the wider Internet.

Students at Hesston College have several options for computer and software access across campus including computer labs, classrooms and the library. Computers on campus offer a variety of software including: MS Office, Adobe Creative Suite, Internet/email access, and more. Wireless network/Internet access is available in all buildings.

As the Hesston College network is considered to be an extension of the Hesston College community, conduct should be consistent with the rules and expectations laid out by the Campus Community Standards. In addition, conduct on the Internet must conform to any rules or policies encountered while on 3rd party networks.

The use of the college network implies your acceptance of these policies. Failure to follow these policies can result in the termination of your account and/or the suspension of your network/email privileges. If you have any questions regarding these policies, call the IT Help Desk at 620-327-8103 or email helpdesk@hesston.edu.

1. As a Hesston College user, you are assigned a personal HC network account, which includes integrated accounts for Moodle (our learning management site), G Suite (formerly Google Apps - providing access to email, calendaring, cloud storage, etc.), and Microsoft Office 365 (online Office, local office for installation on personal devices, cloud storage, etc.). You are expected to check your email account on a regular basis, as it is the primary college communication channel and you may receive information that will need to be read in a timely manner.

2. You may not allow anyone else to use your HC account or know your password. Do not write down your password. You will be held accountable for all activity or mail sent from your account. You may not use someone else's account, even if you have their permission. When you leave a campus computer, you must log off first—even if you plan to return shortly. Remember to treat email/Moodle sessions on public/campus computers with caution, as others can still possibly access your session unless you explicitly log out.

3. Hesston College IT department purchases, supports and manages all college owned computing devices. Personal device (computers, mobile, etc.) configuration required for accessing Hesston College network resources is provided online and by our HC IT Help Desk at no cost. Support and repair of personal devices beyond connecting to Hesston College resources is available for current students, charged by the hour, and will be applied to the student's account.

4. Hesston College lab computers are configured to erase any local data upon logoff. This is employed so that all users experience a fresh session, no matter what machine they log in on. However, this also means that any documents saved on the hard drive of a lab computer will be erased when the user logs off. Any documents that the user has created/edited must be saved on their network drive, emailed, or copied to a USB device if they are to be retained. This is applicable to all computer labs on campus, except the Friesen Center Mac lab.

5. The use of misleading, defamatory, abusive, obscene, profane, threatening, racially or sexually offensive, or illegal material is strictly prohibited as per the Campus Community Standards. This includes accessing areas on the Internet containing any of the above through a college-provided internet connection. Keep in mind that all Internet and local traffic is monitored and logged locally by HC IT and by remote service providers.

6. Never falsify email--this type of forgery can result in serious criminal penalties and disciplinary action. All messages must correctly identify the sender. In addition, the subject line is important and should always be used to summarize the content of your message. Emails with blank subject lines are often blocked by Spam filters. Emails with vague or generic subject lines are often blocked or ignored by recipients.
7. Be respectful of other users. Do not send rude, offensive or harassing Emails. If someone asks you to stop sending them Email, you must comply. “For Sale” and commercial or third party businesses promotions and advertisements are not allowed in email. Keep in mind that large email attachments are taxing for the network infrastructure and consume your G Suite storage limits. The Google email system does not allow attachments bigger than 25MB (you’re required to attach and share a Google Drive file). Messages sent to multiple recipients should not have attachments exceeding 1MB, as this impacts delivery and storage for destination users and is inconsiderate.

8. Copyrighted material may not be sent or received by email or any of the Internet protocols unless you have written permission from the copyright holder. This includes but is not limited to sending or receiving pirated software and/or copyrighted music/video that you have not purchased. Please see the Hesston College Policy Regarding Network Distribution of Copyrighted Material for more detail.

9. “Server” and “Peer-to-Peer” type programs (such as LimeWire, Torrents, FTP servers, Web servers, etc.) are expressly prohibited. The Hesston College IT Dept. implements measures to block, monitor, report, and limit access to these programs in order to insure network integrity.

10. “Hacking” into other computers (accessing services/resources without permission), whether college servers, other student computers, or computers on the Internet will not be tolerated and will be grounds for account suspension/termination and legal/disciplinary action up to and including expulsion and criminal/civil penalties. If you do encounter a security vulnerability on a college server, you are expected to inform the Hesston College IT Dept. as to the nature and severity of the problem.

11. “Cloud” services (Dropbox, OneDrive, Box, Evernote, etc.) are not supported by HC IT. Students are free to use such services, keeping in mind the student is responsible for data use, security, backups, etc. Employees may use such third-party services for personal use only. Supported alternative file storage and transfer systems include your network home drive (H:), Google and Microsoft drives (included in your HC G Suite and Office 365 accounts), flash drives and other removable media.

12. Google Drive (integrated with your G Suite account) is available for cloud-based unlimited storage to enable file access both on and off campus. Keep in mind it may have performance implications for large files, and is not backed up directly by Hesston College IT.

13. As a Hesston College user, you have access to a personal network storage space, accessible from any campus machine. This is known as your ‘H-drive’. Your H-drive is only accessible by you, and is useful for storing private college-related material. Keep in mind that this H-drive has a 500 MB storage limitation and is not accessible from your home computer, or any other that is not connected to the campus network, unless you request assistance from the HC IT Helpdesk in configuring access. Please be aware of this when you plan time away from campus.

14. Computer storage can and will break, sometimes beyond reasonable repair or recovery. The Hesston College network drives/servers are redundant, backed up regularly, and are recoverable from multiple physical locations in case of an emergency. There are no precautions or backups in place to restore any data that might be lost on an individual computer. If professional (i.e., 3rd party) data recovery is required, the user will be expected to pay any resulting expenses.

15. The Google spam filter actively works to intercept “junk” and malicious email before it reaches your inbox. While the filter catches an overwhelming majority of these messages, occasionally an unwanted email will slip through to your inbox. It is important to remember that the Hesston College IT Dept. will never ask for your account information in an email. Any message that requests your username and/or password is a scam. Also, any email from the IT department will always be identified as the ‘Hesston College IT’ department, along with the name of whoever is in contact with you. General administrative terms and a lack of specifics are indications of spam. Spam messages like this can be deleted.

16. Any attachments (especially .zip files, .exe files, or faxes) should be treated with caution, as scammers often try and pose as generic departments in an attempt to have you initialize a virus. If in doubt, call and confirm the legitimacy of the email before opening any suspicious attachments. If you have opened a suspicious attachment, be it on a college or personal device, inform HC IT Help Desk immediately.

17. With many mobile devices serving as email and scheduling tools, users may want to use their personal cell phones/tablets to receive Hesston College email, calendar notifications, and other data. You are encouraged to reference online help material provided by HC IT (at IT.hesston.edu) to assist in device configuration, but support is available through the HC IT Help Desk should it be needed.

18. Printer Policy: There is a charge for printing to college printers: $.05 per sheet for black and white and $.25 for color. All personal printing is charged directly to your personal account through PaperCut.

Hesston College Dormitory Computer Connectivity Policies

The Hesston College Computer and Network Usage Policies apply to all Hesston College student network accounts (e.g. Hesston College email, network sign on, Internet, etc.), regardless of where the account is accessed from. Computer connectivity from the Hesston College dormitory is an extension of the Hesston College network, thus all conduct from the dormitory must be consistent with Campus Community Standards, the Hesston College Campus Computer Usage Policies, and these Hesston College Dormitory Computer Connectivity Policies.

1. Unauthorized activity: Immediately report any questionable activity, whether from, to or through a computer in a Hesston College dormitory, to Information Technology at ext. 8103. Any dormitory connection suspected in gaining unauthorized access to other student computers, campus computer systems or Internet computer systems, or violating any relevant policies is subject to being disconnected at the discretion of Information Technology and disciplinary action by Student Life.

2. Viruses and spyware: It is required that you have anti-virus software for your Windows computer and keep it up to date. If you suspect your device may be infected, you are required to attempt...
to address the issue, and may request assistance from the HC IT Help Desk (at an hourly fee.)

3. Personal WiFi: Personal Wi-Fi “Hot-Spots” (either through a cell phone or a similar mobile device, or for WiFi-enabled Printers) are not necessary and are discouraged from use on the Hesston College campus as they can cause interference with campus wireless services. Students are welcome to bring a personal printer to campus if preferred; however, IT Help Desk does not support attaching WiFi-enabled printers to the campus WiFi network for the reasons mentioned above. If you would like assistance connecting your personal printer locally (wired/USB), please contact the HC IT Help Desk.

4. Electrical: The campus dormitory electrical outlets are not protected from electrical spikes or brown outs. You may want to consider protecting your computer system (i.e. all components connected to it by cables, phone lines and network cables) from electrical spikes such as lightning strikes, by using surge suppression or UPS hardware.

Policy review
These Hesston College Policies will be reviewed every three years at a minimum, as part of the Student Life policy review process conducted by the Student Life department Policy Review Committee in collaboration with Information Technology.

Hesston College Policy Regarding Network Distribution of Copyrighted Material
The Hesston College campus network (network, email system, internet connection and dorm room connections) provides services owned and operated by the college. Conduct on the campus network is to be consistent with Campus Community Standards and must conform to this policy.

Failure to follow these policies may result in the termination of an individual’s network access account and/or the suspension of computer lab, dorm connectivity and/or network and email privileges, and/or other disciplinary procedures. Any questions regarding these policies may be directed to Information Technology at ext. 8103.

Copyrighted material may not be sent or received by email or any of the Internet protocols unless written permission has been secured from the copyright owner. This includes but is not limited to sending or receiving pirated software, music or video that has not been purchased.

The use of server and peer-to-peer type programs, such as LimeWire, FTP servers, web servers, etc., are expressly prohibited. Hesston College Information Technology may implement measures to block, monitor or limit access to these file sharing services as needed to ensure network integrity.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq

Legal downloading
Examples of legal sites that can be used to purchase and download video and music files include: Amazon, Apple iTunes, Microsoft Zune, Netflix and Pandora.

Disciplinary process
When a violation of the Hesston College Policy Regarding Network Distribution of Copyrighted Material occurs, the student will be notified by Information Technology (IT) personnel. The network account for that student will be disabled meaning the student’s ability to access the campus network resources will be suspended. The student will meet with the vice president of Student Life. The student may be required to enter into the Campus Community Standards disciplinary process. Prior to restoring the student’s campus network access privileges, the student’s computer must be inspected by HC IT personnel to remove any illegal material and/or software. Access will be restored by IT only after the appropriate representative of the Student Life department approves.

Continued violation of the Hesston College Policy Regarding Network Distribution of Copyrighted Material may result in suspension or dismissal from Hesston College.

Policy review
The Hesston College Policy Regarding Network Distribution of Copyrighted Material will be reviewed every three years as part of the Student Life Policy Review process conducted by the SLD Policy Review Committee in collaboration with Information Technology.

ACADEMIC SERVICES/ACCESS
Located on the main floor of Smith Center, the Academic Center for Career Exploration and Student Success (ACCESS) provides the following services to help all students achieve academic success:

• A quiet setting for study, computers for word processing and research and staff assistance with students’ coursework.
• Success courses designed to improve study skills and to develop tools integral to academic success: College Learning Strategies, Basic Writing and Career Development.
• Open tutoring and group study sessions for specified subject areas. See details at the ACCESS Lab website (sites.google.com/a/hesston.edu/access/).
• Free peer tutoring in any subject area.
• Individual consultation with ACCESS staff to assist students working to meet their academic goals.
• Accommodations for students with special needs are coordi-
nated by ACCESS staff. Professional documentation may be required to receive these services.

- Career advising is available for students deciding on a major or considering a change.
- Writing fellows are trained to support peers in writing assignments in any course at any stage of writing from brainstorming to final editing.

### Financial Aid

The purpose of financial aid is to assist students in paying their college bills. Financial aid is used to supplement family resources for college.

The Financial Aid office and admissions counselors are available to explain the financial aid application process, the details of various aid programs and the requirements of each. Students may also refer to the Hesston College course catalog for a complete listing of financial aid resources and details on eligibility requirements, academic requirements and refund policies.

The application for financial aid (Free Application for Federal Student Aid - FAFSA) is good for one year only and must be renewed. Students may complete the FAFSA any time after October 1. The information from the previous tax year will be used.

Financial aid is awarded on a first-come, first-served basis. Early applicants will receive the best financial aid packages. The priority deadline to apply for financial aid is April 1. Financial aid will be awarded after that date only as money is available.

A student's financial aid file must be complete and all necessary forms provided before financial aid will be credited to the student’s account.

### Laundry Facilities

The campus laundry facilities are located in the basement of Erb Hall and on Kauffman Court's A side. The centers are equipped with folding tables and coin-operated washers and dryers. These facilities are for Hesston College students only.

### Transportation to and from Campus

During Opening Weekend, the college will provide transportation from Wichita or Newton free of charge. This service will be provided at regular intervals throughout the weekend.

Students may bring a car, pickup or motorcycle to campus. Each vehicle must be registered with the Campus Facilities department. The owner must accept all liability for that vehicle.

Students requesting transportation through the college on other occasions will be required to do the following:

- Transportation arrangements will be granted only after student has already tried finding transportation on his or her own.
- Students are encouraged to request transportation needs to the Student Life office one week prior to trip.
- A non-refundable fee of $55 (for a Wichita trip) or $25 (for a Newton trip) will be payable to the Student Life office at the time a transportation request is made.
- When making airport reservations, it is highly encouraged to fly to and from Wichita, as rides will not be provided to and from Kansas City.

### Health Insurance

Hesston College expects all students to be covered by a personal or family health and hospitalization insurance plan (health insurance). Students are encouraged to carry a copy of their current health, dental and prescription insurance cards. Students are responsible for their own costs of medical services and health insurance plans.

#### Enrolling in a health insurance plan

Students who do not have health insurance through their family may explore plans available through their local insurance broker, the national health insurance exchanges, or through other vendors. Students may elect to enroll in the student health plan offered through Hesston College. All undergraduate students taking 9 or more credit hours are automatically enrolled in this insurance plan at registration and are required to purchase this insurance plan unless proof of comparable coverage is furnished by the waiver deadline - September, 13, 2019. To complete the enrollment or waiver process, go to www.studentcenter.uhcsr.com/hesston. For more information on the Hesston College Student Health Insurance Plan, see the plan description at www.uhcsr.com/hesston.

The following student groups are required to show proof of coverage under primary health insurance:

1. Athletes participating or practicing in an intercollegiate sport
2. Nursing students participating in clinical settings
3. International students
4. Aviation students participating in flight instruction

Students who are not members of the above groups should participate in the waiver process described below, but are not required to show proof of primary health insurance.

Students will either “waive” coverage in the offered United Health Care student plan or enroll in the plan as part of their enrollment checklist. The online process will use questions to determine whether the student's insurance plan is current (in effect), provides coverage in Kansas, and is carried by a legitimate primary health insurance provider. If the student is unable to waive enrollment in the student health plan, they will enroll in the offered plan and be billed the premium for the year on their student account.

All dorming students are covered under a Mandatory Student Accident Plan (MSAP). This is a secondary insurance policy which assists students in the event of injury from accident while at Hesston College.

All student athletes are also covered under a secondary athletic accident/injury policy. If an injury occurs as a result of the athlete practicing or participating in intercollegiate sports, the claim for the injury / accident is processed first through the primary insurance, then to the MSAP, then to the athletic secondary insurance.

Student athletes are required to pay a $200 fee (per year) to assist with the cost of providing secondary insurance coverage under the MSAP and secondary athletic policies. Secondary coverage helps offset out-of-pocket expenses for athletic injuries not covered by a student’s primary insurance plan (e.g. deductibles, copays, etc).
**Student Employment**

**On-campus employment.** Hesston College employs approximately 175 students to perform a variety of assignments on campus. Most campus jobs are subsidized by the federal government through the Federal Work-Study Program. Students eligible for work study are given priority in the hiring process, assuming they meet the position qualifications. All campus jobs that need to be filled will be listed on my.hesston.edu. Students apply for the job(s) that interest them on this website. We recommend that students have no more than two campus jobs.

Supervisors select candidates based on the applications submitted by the students for each position. Supervisors will contact students and advise them of the next steps once they receive an application.

**Off-campus employment.** Many students work part-time in the local community. Job listings are posted on the job board outside the dining hall in Bontrager Student Center.

Students who are at least second semester freshmen and academically qualified may choose to earn credit through a Cooperative Education placement. These positions are sometimes paid and must be in the student’s major field of study. More information about this employment option may be obtained from the registrar’s office or the student’s academic advisor.

**Banking Services**

The Business office provides check cashing services for students (Hesston College ID required). Business office hours are 10 a.m. to noon and 1 to 4:15 p.m., Monday through Friday.

**Vehicle Registration**

Vehicle registration is free and can be done online through your my.Hesston account. Each student motor vehicle—car, motorcycle, truck, etc.—must be registered and display a Hesston College parking sticker on the left side of the rear bumper or in the lower left hand corner of the rear window. Make sure the sticker is visible. A registration sticker provides quick identification of a vehicle owner when a vehicle must be moved for snow removal or in emergency situations. Failure to display a Hesston College registration sticker by August 30, 2019, will result in a $50 fine.

If you have a vehicle registration sticker from the 2016-17, 2017-18 or 2018-19 school years, you do not need to re-register your vehicle.

**Vehicle Parking Policy**

1. 15-minute parking signs or yellow curbs designate areas for short-term parking.
2. Signs indicate the handicapped parking areas. Please observe these areas.
3. Red curbs or a red fire lane areas. No parking at any time. Vehicles will be towed at owner’s expense.
4. Park motorcycles in the parking lots or in designated areas only. No motorcycle parking under the outside stairways of Kauffman Court or on the sidewalks.
5. South of Bontrager Student Center is a delivery and service area. Do not park in this area at any time.

6. The drive along the south side of Erb Hall is reserved for Campus Facilities department use. No student parking and/or vehicle activity is allowed.
7. Motorized vehicles are not permitted on sidewalks and lawns (except Campus Facilities vehicles). $100 fine.
8. Park vehicles parallel with and between the parking space lines. One parking space per vehicle.

Fines for violations of this parking policy are: $20 for the first violation, $25 for the second, $30 for the third.
Banking Services

Several local banks and credit unions provide a variety of services to Hesston College students. Available services include: ATMs, wire services, Visa gift cards, car loans, free checking/check cashing, Internet banking with free bill pay, mobile banking with downloadable apps for iPhone and Android, etc. Visit or call the following institutions for full details: **Central National Bank** (www.central-national.com, 711 E Lincoln Blvd, 620-327-4241), **The Citizens State Bank** (www.thecsb.com, 201 N Main St, 620-327-4941, 888-327-4941), **First Bank** (www.firstbankks.com, 347-A N Old Hwy 81, 620-327-2600) and **Golden Plains Credit Union** (www.gpcu.org, 140 N Main St, 620-327-4144).

Medical and Health Services

Hesston College has excellent health services located near campus. Mid Kansas Family Practice (705 E Randall, 620-327-2440) and Partners in Family Care (371 N Old Hwy 81, 620-345-6322) serve the medical needs of the community and are eager to serve students. Medical office staff try to work students into the schedule when they need to see a doctor. Hesston also has excellent dental (Hesston Dentistry LLC - 620-327-2887) and eye care (Mid Kansas Eye Care - 620-327-2800) available.

Newton Medical Center (316-283-2700) with full services is located just 12 miles away. Prairie View Mental Health Center, a nationally recognized institution, is also located in Newton. In an emergency, students should contact their resident director or resident assistant, who will call for appropriate help.

Local Church Listing

Local congregations welcome student participation and involvement. Below is a list of Hesston churches and congregations in the surrounding area. This does not include many of the churches in Newton of various denominational backgrounds.

- Garden Community Church, 620-327-4413, 6520 N Halstead Rd, Moundridge
- Grace Community Church, 316-283-2554, 1600 S Anderson Rd, Newton
- Grace Crossing Church, 620-345-3636, 111 W Cole St, Moundridge
- Hesston Mennonite Brethren Church, 620-327-2847, 610 W Randall, Hesston
- Hesston Mennonite Church, 620-327-4885, on campus
- Hesston United Methodist Church, 620-327-4305, 600 N Ridge Rd
- Highland Trinity United Church of Christ, 316-283-6140, 8322 N Anderson Rd, Newton
- Kingdom Life Ministries, 620-327-2101, 505 S Ridge Rd, Hesston
- Meridian Church of God in Christ, Mennonite, 620-327-4297, 2894 Apache Rd, Hesston
- New Anthem Community Church, 316-620-5048, 425 E 61st St N, Park City
- Second Baptist Church, 316-283-4627, 1124 W First St, Newton
- St. Mary's Catholic Church, 316-283-0459, 101 E 9th St, Newton
- Whitestone Mennonite Church, 620-327-4123, 629 Crescent Dr, Hesston
Where to Find Answers

Admissions

Admissions Counselor

............Alliman Administration Center, 2nd floor, ext. 8222
(620-327-8222)

Academic Records

Registrar ..... Alliman Administration Center, 2nd floor, ext. 8204
(620-327-8204)

Campus Ministries

Campus Pastor..............................Erb Hall, 1st floor, ext. 8237
(620-327-8237)

Campus Regulations

Student Life Office .........................Erb Hall, 1st floor, ext. 8235
(620-327-8235)

Chapel Information

Student Life Office .........................Erb Hall, 1st floor, ext. 8235
(620-327-8235)

Class Schedule

Registrar ..... Alliman Administration Center, 2nd floor, ext. 8204
(620-327-8204)

CLEP Exams

Registrar ..... Alliman Administration Center, 2nd floor, ext. 8204
(620-327-8204)

College Bills

Business Office

............Alliman Administration Center, 2nd floor, ext. 8216
(620-327-8216)

Counseling

Julie Lehman’s Office.........................Friesen Center, ext. 8238
(620-327-8238)

Employment On Campus

Campus Student Employment Coordinator

Alliman Administration Center, 2nd floor, ext. 8220
(620-327-8220)

Financial Aid

Dir. of Financial Aid

............Alliman Administration Center, 2nd floor, ext. 8208
(620-327-8208)

General Information

Student Life Office .........................Erb Hall, 1st floor, ext. 8235
(620-327-8235)

Housing

Student Life Office .........................Erb Hall, 1st floor, ext. 8236
(620-327-8236)

Lost and Found

Business Office

............Alliman Administration Center, 2nd floor, ext. 8216
(620-327-8216)

Student Life Office .........................Erb Hall, 1st floor, ext. 8235
(620-327-8235)

Mail

Post Office....................... Alliman Administration Center, ext. 8219
(620-327-8219)

Registration

Registrar ..... Alliman Administration Center, 2nd floor, ext. 8204
(620-327-8204)

Student Bank

Cashier ....... Alliman Administration Center, 2nd floor, ext. 8218
(620-327-8218)

Transcripts

Registrar ..... Alliman Administration Center, 2nd floor, ext. 8204
(620-327-8204)

Tutorial Services

contact course instructor

Work-Study Checks

Cashier ....... Alliman Administration Center, 2nd floor, ext. 8218
(620-327-8218)

Work Study Jobs

Campus Student Employment Coordinator

............Alliman Administration Center, 2nd floor, ext. 8220
(620-327-8220)
For a more detailed map including all streets, visit maps.google.com and search for Hesston, KS.