STUDENT HANDBOOK

2020  2021

HESSTON COLLEGE
START HERE, GO EVERYWHERE
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The contents of this handbook apply to the 2020-21 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 and COVID-19 resources for the 2020-21 academic year.

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Campus Ministries

Hesston College creates an atmosphere where choices can be made that are consistent with the life and teachings 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 pastoral care and help in faith 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.

*Due to COVID-19, many of the college’s ministry practices are being adapted to keep students and employees safe and to fit with social distancing guidelines. Some activities may not be able to happen this year or are being reworked but the spiritual life of our campus is vital to who we are so we will creatively connect our campus to Jesus through the guidance of God’s Holy Spirit. Students are welcome to dream with us on what it means to follow God in all times, including this pandemic.*

Chapel and Forum

This year the college community will gather for Chapel in two ways. Each Monday from 11 to 11:30 a.m. students will gather in Chapel Houses for input, fellowship, discussion and spiritual formation. Each chapel house will have a small team of house leaders who will lead in discussion and/or spiritual practices that follow and supplement the input. Chapel houses are meant to be a small group where people can engage in conversations that encourage growth in a safe environment and find a group to belong to outside of the sports team and the mod. Chapel houses will be small enough to stay within social distancing group sizes.

Wednesday chapels and Friday forums will both be online and accessible via Moodle. Chapel will still be a space that draws the community together, centered on Jesus and greater caring for the dignity of all people.

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 the campus pastor and the campus ministry team. Please direct questions of a spiritual nature to the campus pastor.

Forums on Fridays consider topics related to the well-being of the Hesston College community and to the college’s 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 24 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. It is each student’s responsibility to monitor chapel/forum attendance on Moodle. All appeals for credit should be made to the campus pastor 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 when in person, 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 vice president of Student Life.

Ministry Assistants (MA)

The campus pastor hires, trains and supervises a group of returning 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 partner with the campus pastor to lead a variety of ministries, campus-wide opportunities for spiritual exploration and growth, based on the gifts of the MA group and the needs of campus. They also help lead the Ministry Experimenters in exploring ministry on campus.

Ministry Experimenters (ME)

Starting this year, students have an opportunity to join the ME team and explore God’s calling in their own lives and to creatively explore options to engage in ministry on campus. The campus pastor will train and supervise this team with the help of the MAs.

Bible Studies, Small Groups and Life 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 or an employee. This year the student leaders of most of these groups will be part of the Campus Ministry Team of MAs and MEs. Local pastors may also be involved in small group leadership. Anyone wanting to be involved in a small group or in campus ministry should contact the campus pastor.

One type of small groups is Life Groups. Each Life 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. Some have a Christian growth focus, some do not. 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.

**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.

**SERVICE OPPORTUNITIES (LOVE IN ACTION)**

Love in Action is Hesston College’s peace and service club and coordinates a variety of service opportunities. Love in Action partners with a number of local organizations to provide voluntary service options that are available in the area. In a typical year, these include M2 prison visitation, Big Brother/Big Sister program, Mennonite Disaster Service, Schowalter Villa and spring break service trips. Love in Action will work to have some options for students this year.

Students can check the service board in the Larks Nest for one-time and ongoing service opportunities.

**MISSION AND SERVICE DAYS**

In a typical year, there are two days where representatives from various mission and service agencies come to campus to provide information about the needs and opportunities within the programs they represent. 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. This year the format of these visits is yet to be decided. Students who want information on a variety of mission and service agencies or camp ministry opportunities may ask the campus pastor for contact information.

**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. This space is reserved through the Campus Facilities department at deb.hiebert@hesston.edu.

**SUNDAY WORSHIP**

Many local churches welcome students to engage with them for Sunday morning worship and other aspects of their life together. Students are encouraged to join in safe ways like joining online services. Due to COVID-19, students are asked to refrain from joining in-person services in order to protect the campus community. Local Pastors will be encouraged to engage with students virtually to help mentor students’ growth.

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**Campus Activities**

Campus Activities are planned and carried out by the campus activities coordinators 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 coordinators. Each club submits an end-of-year report to summarize club activities for the year and help with future planning.
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 resident life experience is enhanced when living with a diverse group of students from a variety of geographical locations, ethnicities and athletic teams. Therefore, every effort is made to create a mod that is made up of first- and second-year students from a variety of backgrounds.

The Hesston College campus community welcomes all students regardless of age, gender, race/ethnicity, religion, nationality, disability 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.

Housing Policy

Hesston College is a residential college and students living together on campus contribute to an important part of the Hesston Experience. All full-time single students without children, 22 years of age or younger, are required to live in college-owned housing and participate in the meal plan, unless living at home with parent(s). Exceptions may be made if one or more of the following conditions apply and a request for waiver, with proper documentation, is presented to the Student Life office for approval:

• Student is living with a legal guardian that is not a parent.
• Student has earned an associate degree or 60 credit hours earned post high school.
• Student requires specialized care due to a documented disability or health condition requiring alternate living arrangements.

• The student is participating in a college sponsored, full-time internship (only during the applicable semester)

All full-time students 22 and younger who wish to request a waiver should complete necessary forms on the Student Life tab on my.Hesston.edu. Students are responsible to contact the Financial Aid office to learn how living off campus will impact financial aid packages, even if the decision to move off campus is made mid-year. Requested documentation should be emailed to the Student Life office at brenda.wenger@hesston.edu. Requests will be considered by the housing committee and a decision will be delivered within seven business days. All decisions are final and are not appealable. Students who are not in compliance with residential requirements above will be charged and held responsible to pay the room and board rate of the current semester.

A room deposit of $50 is required of each student. Main Street House and President’s House require 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.

Housing Facilities

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’.
- Guest House: The house is located at 331 S. Main, on the east side of campus. The main entrance to the house is on the west side. The main level consists of a partial kitchen, a living room, and three bedrooms with private bathrooms. The lower level has five bedrooms with two shared bathrooms. Both levels also have emergency exits.
- 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.
- President’s House: The house is divided into two areas - the main floor and the upstairs - with the main entrance on the west side of the house. The basement is only to be used as a storm shelter. The main floor has a full kitchen, utility, living and dining rooms. The upstairs consists of four bedrooms. Bedroom sizes are approximately 14’ x 16’, 18’ x 13’ with a master bathroom, 12’ x 10’6”, and 18’ x 10’6”. There is a shared bathroom off the hallway. This housing is reserved for juniors and seniors who apply as a group. The vice president of Student Life, along with the Residence Life team, selects the next year’s President’s House residents.
Each residence hall room is furnished with the following items for each student: bed, mattress, 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 waterbeds 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, waterbeds 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.

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 and mod decorations may not hang from hallway ceilings due to state fire code.
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.
12. Light sensors must not be tampered with in any way.

**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, President’s House 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.

**Overnight guests will be allowed according to the CARES level at which the college is operating.**

**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/diptheria/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.

Although not required, a flu vaccine will be highly encouraged for all students. An on-campus clinic will be promoted so all students will have an opportunity to get the influenza vaccine. This year it will be especially important to be immunized as flu symptoms mirror that of COVID-19.
There are additional requirements for nursing and aviation students.

Failure to complete the Health Form by August 28 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 29 will result in a $150 fine. If the health form is not complete by March 15, an additional $150 fine will be assessed.

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.

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 through a homeowner’s policy or a company specializing in student contents insurance.

Police working dog 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 unannounced parking lot sweeps. This is intended to be a deterrent to substances being brought to campus which would have a negative impact 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.

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—In a typical year, 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. There is no additional charge for single rooms in 2020-21.

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, bottles, bottle caps and/or shot glass collections displayed in a room are prohibited on campus.

**Campus Community Standards for Students Living on Campus**

All students and employees at Hesston College are in the process of becoming who God created them to be, made and growing in God’s image with unsurpassable worth. We believe people are most able to grow when they feel a sense of belonging and are nurtured in Christ-centered community, marked by radical, loving acceptance with an invitation to grow, change and be formed in the image of Jesus Christ with the help of the Holy Spirit.

**Jesus is the center of our faith**

With the Bible as the framework, these standards outline a vision of shalom which includes right relationships with ourselves, other people, God and all creation. Therefore, the college has adopted a set of Campus Community Standards to maintain a healthy living and learning community, striving to be Christ-centered and globally engaged in all that we do by adhering to the following principles:

- caring for each person's dignity, which means respecting each person, including ourselves and those with whom we disagree.
• promoting and maintaining the health and safety of all members of the community
• respecting our neighbors as well as the federal, state and local laws
• serving God and each other, as global citizens and compassionate peacemakers

**Community is the center of our life**

Hesston College believes that a community is shaped by the actions of all of its members who are responsible to act in ways that build the community by maintaining the Community Standards (described below). Because the choices of each member directly impact other members, everyone must clearly understand and agree to these standards and expectations, which encourage all to adopt lifestyles and values that reflect commitment to personal and community wellness. Thus, we work together to build a community where:

Each person is welcomed and is welcoming of neighbors, where everyone can be who they are, without fear of rejection or prejudice.

- Respect the rights and property of others and use campus and community facilities responsibly and expect to repair any damage for misuse.
- Respect the dignity and diversity of others. Whether in seriousness or in jest, any form of harassment, intimidation, threat, name-calling, racial prejudice, intentionally or unintentionally lessening a person’s worth, whether through actions, spoken, written or implied, is not acceptable.
- Engage in responsible relationships that are not coercive, exploitative, abusive or promiscuous in nature and support healthy sexual relationships are best in the context of a committed marital relationship.
- Be honest in lifestyle choices, community life and interaction with others, including academic assignments (see Academic Integrity policy in Course Catalog).
- Adhere to all city, state and federal codes. Violation of the law will also be considered a violation of campus standards.
- Follow Hesston College policy of no guns (including BB, pellet, air and paintball guns), ammunition or fireworks are permitted on campus.
- Build trust with others by following the Community Expectations for Living Together (outlined later in this document).

Each person’s health and wellness is valued and leads to a successful living and learning environment, resulting in reaching educational and personal goals.

- Use only designated areas for smoking, vaping and chewing tobacco. Use of tobacco products is strongly discouraged and is prohibited in other areas of campus.
- Abstain from the use, possession or distribution of illegal drugs and the possession of related containers or paraphernalia. The misuse and illegal distribution of prescription drugs is also prohibited under state law.
- Support the nonuse of alcohol on campus and the misuse of alcohol at any time, where misuse refers to underage drinking and/or drinking to excess. Students who are over 21 are not allowed to drink on campus nor enter campus in a drunken state. Providing alcohol to someone under 21 years of age is a serious offense in the state of Kansas. Remaining in the presence of persons who are consuming alcohol on campus without objecting to its use may be considered a violation.

A drug or alcohol screen can be required if there is cause to suspect a student is illegally using alcohol or illegal drugs. The student is responsible to pay for the screen if they test positive.

**NOTE on Self-Reporting for Alcohol and Other Drugs:** Individuals who self-report consumption or potential misuse of alcohol and other drugs will not face disciplinary action. In cases of self-reporting, a member of the Student Life team will meet with the student to determine the best educational and/or recovery options available for the student, if needed. This may apply to other policy violations as well.

Each person will experience campus safety and security as a priority; therefore, the following violations may carry an automatic consequence of suspension and/or expulsion from school:

- Possession or use of fireworks, guns of any kind or explosives of any kind on campus
- Tampering with fire safety alarms or equipment
- Deliberate destruction of property or theft
- Threats, intimidation or violent action toward others, expressed through action, inaction, verbally or in jest.
- Failure to comply with Hesston College policy or discipline recommendations.

**Reconciliation is the center of our work.**

Hesston College’s approach to conduct is based on the teachings of Jesus which leads us to work towards restorative justice. The philosophy of restorative justice embraces the reparation of harm, healing of trauma, reconciliation of conflict, and reintegration of people who have been harmed or who have violated the community standards. In understanding this philosophy, we attempt to be in an active relationship with students as they make life choices and experience consequences. Students are encouraged, supported, confronted and guided through the process in hope that relationships and community are restored. We strive to act with integrity and truth, to care for all involved. This is not an easy way out for those who do harm as it requires taking responsibility and being accountable in ways that are not easy. When a policy is violated, RD Council and Student Development Council become involved in the accountability process.

The RD Council is made up of Residence Life staff which reviews student issues that appear to be first-time incidents or clear violations of policy. The RD Council has the option to render community accountability and support (CAS), issue fines or refer the student to the Student Development Council (SDC).

The Student Development Council (SDC) and the vice president of Student Life address violations of Campus Community Standards. The Student Development Council consists of faculty representative(s), staff representative(s), student representatives, and the vice president of Student Life. SDC response to violations may include Community Accountability and Support (see below), suspension or dismissal. The vice president of Student Life may at his/her discretion offer an option to address violations directly with the student.
COMMUNITY ACCOUNTABILITY AND SUPPORT (CAS) MEANS:

• The student is held to a higher level of accountability by regularly meeting with an assigned Student Life team member.
• Parents or guardians (students under 21), academic advisor, associate academic dean and coaches are notified that the student is on CAS.
• The student may be required to pay a fine, attend counseling, participate in activities to repair the harm done, complete assigned learning activities or engage with other forms of accountability (e.g. AA or Celebrate Recovery.)

Most often, CAS is for the remainder of the semester unless otherwise specified. If the student commits another violation while a student at Hesston College, the Student Development Council or the vice president of Student Life may suspend or dismiss the student.

Community Accountability and Support (CAS) is what other colleges refer to as Disciplinary Probation. When students transferring to other colleges ask for a housing reference from the Student Life office, any questions regarding disciplinary probation will be answered according to whether students have been on CAS during their time at Hesston.

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).
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.

EXPECTATIONS FOR COMMUNITY LIFE*:
The Student Life team 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 broader Hesston community. Members of the campus living environment are expected to build a dorming community of trust and respect by demonstrating the following actions:

• Observe quiet hours which are posted in each mod designating the times when students are asked to be quiet enough that persons inside and outside of the dorms will not be disturbed. Courtesy hours are in effect at the college 24 hours a day, 7 days a week. This means that all music, conversation, TV volumes and all other noises should be respectful of others.
• Observe open house hours which are posted in the mods designating the times when it is permitted for men and women to visit each other’s residences. These hours are in place to allow all students to create boundaries in their living spaces with which they are comfortable. Work together as peers to be accountable for this guideline which is designed to help all students feel at home.
• Avoid decorating rooms or mods with inappropriate or offensive items which promote alcoholic beverages or illegal drugs, are sexually explicit or are racist in nature. Examples of such items include: cans, bottles, posters, symbols (e.g. Confederate flag) and hookahs.
• Refrain from wearing clothing that advertises or promotes alcohol, illegal drugs, sexually inappropriate behaviors, violence or behavior undermining the mission of Hesston College.
• Due to allergies of residents and potential damage to facilities, pets are not permitted in campus housing with the exception of tropical fish in an approved aquarium not to exceed 10 gallons. Students will have 24 hours to remove the pet from campus. After this point, resident directors will remove the pet and locate a suitable home. (Process for service and emotional support animal approval appears in the Policy section of the online student handbook.)
• Responses to Expectations for Community Life violations will vary and may include financial penalty, removal of the violation or other penalties as appropriate for the situation. Repeat offenses of Community Expectations could lead resident directors to requiring Community Accountability and Support.

SUMMARY AND SIGNATURES
Each student’s signature on the application for admission and Affirmation of Campus Community Standards indicates that he or she understands and agrees to uphold these standards during this academic year. While these standards may not represent an individual’s conviction or preference, each person must abide by these standards while attending Hesston College. May we all work together to build this Hesston College community by promoting the growth, success, and sense of belonging and safety of each person.

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 or emergency drill $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) or tampering with light sensors disciplinary action and up to $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 Second 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 $10 per chapel
25. Failure to comply with safety and health guidelines related to COVID-19 TBD
26. 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).

**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.
- **Inform** - Pass on real information. Location, what is going on, description of the assailants. Dial 911 when it is safe to do so.
- **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: 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 from Thanksgiving through Christmas 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 14 intercollegiate sports. Sports offered are men’s cross country, soccer, golf, basketball, powerlifting, track and baseball and women’s cross country, soccer, volleyball, basketball, track, powerlifting and softball. The Larks compete in NJCAA Region 6 and the Division I and Division II levels. *Cross country, track and powerlifting will not be offered during the 2020-21 year.*

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 HC Theatre Company creates new performance pieces based on what’s happening in the world and the needs of the community; and opportunities to represent the program in forums and chapels and at special events.

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.

**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 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 sec-
ond gym space, with two basketball or three volleyball courts and indoor soccer pitch.

Outdoor facilities include four lighted tennis courts, a soccer field, 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.

The Fitness Room of Yost Center provides cardio machines and weight lifting equipment. Because of limited capacity due to COVID-19, students may sign up for a one hour workout time beginning Aug. 28. The Hesston Wellness Center at Schowalter Villa is located within walking distance and offers additional fitness and strength training equipment, classes, a pool and hot tub. If public health guidelines allow, Hesston College students may purchase a membership for a discounted rate of $50 per semester.

**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.
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 completing and signing a FERPA Directory Information Restriction form (available from the registrar’s office) and delivering it to registrar’s office staff. 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 accrediting 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

Policy
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 discrimination in all its forms—referred to in this policy as “sexual misconduct”—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 College has developed policies and procedures (specified below) that prohibit sexual misconduct in all of its forms. This policy applies to all persons who participate in the college’s educational programs and activities, including students, administrators, faculty, staff, and those who come onto campus, including visitors, alumni, vendors, guests, and prospective students. As such, the term utilized throughout this policy to refer to those covered is “individual.”

In situations where this policy is violated, Hesston College strives to stop the behavior, appropriately remedy what occurred, and work to prevent future occurrences. A reporting and investigation process is in place to provide appropriate action for policy violations.

SEXUAL MISCONDUCT

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.

Domestic Violence—The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence—The term “dating violence” means violence committed by a person—
1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   - The length of the relationship.
   - The type of relationship.
   - The frequency of interaction between the persons involved in the relationship.

Retaliation—No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

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

Sexual Assault—Sexual assault, defined as: Sex Offenses, Forcible. “Sexual Assault” includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.
1. “Rape” is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is “carnal knowledge” if there is the slightest penetration of the vagina or penis by the sex organ of the other person. Attempted Rape is included.
2. “Sodomy” is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
3. “Sexual Assault with an Object” is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is
incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

4. “Fondling” is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

5. “Incest” is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Kansas law.

6. “Statutory Rape” is sexual intercourse with a person who is under the statutory age of consent as defined by Kansas law.

**Sexual Harassment**— Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or

3. “Sexual assault” as defined herein.

**Stalking**— Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

• Fear for their safety or the safety of others; or

• Suffer substantial emotional distress.

A course of conduct means two or more acts over a period of time.

**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. In certain cases the college must determine whether consent was present. 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.

• Consent cannot be obtained by force or threats of force.

**Force**—Force occurs when physical violence, a threat, intimidation, or coercion are used to gain sexual activity.

• Physical violence is the intentional use of force upon another, use of physical restraint, or the presence of a weapon to gain sexual access. This could include (but is not limited to) being hit, held down, pushed, restrained, or otherwise acted upon violently.

• Threats cause someone to do something they would not have done absent the threat, and the statement is clear and explicit. One example of this would be stating “if you do not have sex with me, I will hurt you.”

• Intimidation is an implied threat, where someone uses his or her power or authority to influence someone else. For example, the statement “if you sleep with me you will receive an A on the next exam,” is not a threat, but could be seen as intimidation.

• Coercion occurs when pressure, duress, and compulsion are used to gain sexual activity. Coercion can occur when someone makes it clear that pressure is unwelcome, and yet the pressure continues.

**Incapacitation**—Incapacitation is a state where decision-making faculties are dysfunctional. In other words, the reporting person does not understand the Who, What, When, Where, Why, and How with respect to sexual activity. Sexual activity with someone you know to be or should know to be incapacitated is a violation of this policy.

• Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.

• What the responding party should have known is objectively based on what a reasonable person in the place of the responding party – sober and exercising good judgment – would have known about the condition of the reporting party.

• Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give consent.

• Incapacitation also covers people who are incapacitated due to mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs.

**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, 301 S Main St, Hesston, KS 67062; 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 responsible employees and are obligated to report a concern of sexual misconduct to the Title IX Coordinator. However, the college has actual knowledge of a report only when it is reported to the Title IX Coordinator or the Vice President of Student Life. These two individuals 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 provide additional assistance you may need. Students who work in the Student Life department (i.e. Resident Assistants; Assistant Resident Directors; etc.) are considered responsible employees; all other student workers do not have a duty to report.

Once a report of sexual harassment is made, a complainant (i.e. the alleged victim of the sexual harassment) may file a formal complaint requesting an investigation and hearing under this policy. A complainant may also elect not to file a formal complaint, in which case the Title IX Coordinator may elect to file a formal complaint if doing so is not clearly unreasonable.

Whether a complainant makes a formal complaint or not, the complainant may receive supportive measures during the reporting phase of this process, or ongoing as needed. Supportive measures are also available to a respondent.

When receiving a report, Hesston College will:

• Respect a complainant's choice not to file a formal complaint when doing so is in the best interest of the parties involved as well as the college community.
• If a formal complaint is filed, provide a neutral, unbiased, impartial, and objective investigation and hearing to determine if this policy was violated.
• Utilize a Title IX Coordinator, investigator, hearing officer, and appeals officer who are free of conflicts of interest and bias.
• Follow college procedures without material deviation.
• Treat everyone who participates in the investigation with dignity and respect.
• Ensure both the complainant and respondent have equal opportunities to participate in the investigation by being interviewed, identifying witnesses, and providing evidence.
• Pursuant to Department of Education regulations, the college will presume that the respondent is not responsible for the alleged conduct unless and until a determination of responsibility is made at the end of the processes specified in this policy.
• Recognize that the college has the burden of collecting evidence and 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 respondent more likely than not violated the policy and provide a written notice of such determination to the complainant and the respondent.
• Provide the complainant and the respondent an opportunity to review relevant evidence gathered in the formal investigation if they so choose. Give them 10 days to respond with any additional information relevant to the investigation.
• Provide the complainant and the respondent an opportunity to review the draft investigation report and give them 10 days to respond with any additional information relevant to the investigation before the investigation report is finalized.
• Take appropriate action for any policy violation, including disciplinary and remedial measures.

When a formal complaint is filed, the Title IX Coordinator or an authorized designee will conduct an initial assessment to determine if a formal complaint is subject to dismissal. At any time during this assessment or formal investigation, a formal complaint must be dismissed for the following reasons:

1. If the complainant filed the formal complaint and at the time the complainant is not participating in or attempting to participate in the education programs or activities of the college;
2. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved;
3. If the conduct did not occur in college’s education programs and activities; or
4. If the conduct did not occur against a person in the United States.

At any time during this assessment or formal investigation, a formal complaint may be dismissed, in the college’s discretion, for the following reasons:

1. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the recipient;
3. Specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If a formal complaint is dismissed under this policy, it may be referred to Student Life for investigation under the student code of conduct policies or for investigation under other college policies and procedures in the case of a formal complaint against an employee.

**EMERGENCY REMOVAL**

The college may remove a respondent from the college’s education programs and activities on an emergency basis. The college will conduct an individualized safety and risk analysis to determine if there is an immediate threat to the physical health or safety of a student or another individual related to the allegations, which justifies removal. The respondent will be made aware of this decision and provided an opportunity to appeal the decision after removal. Appeals will need to be in writing to the Title IX Coordinator and will follow the appeal process as noted below. The college retains discretion to place an employee on administrative leave irrespective of whether there is an immediate threat to the physical health or safety of any individual.

**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 bystander reporting in good faith or a victim/survivor reporting 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 formal complaint is received, the formal complaint will go through a thorough investigation process that includes notifying
the parties in writing, determining jurisdiction, gathering evidence, writing an investigative report, and providing this report to a panel for review via a live hearing. The college will conduct the investigation in a reasonably prompt manner.

The college will provide the complainant, respondent, and their advisors an opportunity to review the evidence as well as the draft investigative report prior to finalizing it for the panel review and give them an opportunity to provide additional relevant materials and witnesses to be interviewed and considered before the investigative report is finalized.

**Advisors**

The complainant and respondent have the right to an advisor of choice to join them during this investigation and hearing process. The advisor may be a friend, faculty or staff member, family member, or an attorney. If an advisor is not chosen, or the advisor decides to discontinue participation in this process, one will be assigned to the party by the college for purposes of conducting questioning of the other party and witnesses at the hearing.

Advisors have the right to accompany a party to any investigatory meeting, review the evidence subject to inspection, review the investigation report, and to attend the hearing and question directly, orally, and in real time the other party and any witnesses by asking all relevant questions and follow-up questions, including those challenging credibility.

**Evidence**

In an investigation there may be documents, screenshots, or physical items provided as evidence for consideration in the investigation. In general, three different types of evidence may be gathered:

1. Evidence that is relevant and directly related to the allegations in the formal complaint.
2. Evidence that is directly related to the allegations in the formal complaint but that is determined in the investigation to not be relevant.
3. Evidence that is not relevant nor directly related to the complaint.

The investigator will determine what evidence is directly related to the complaint and therefore used within the investigation. The complainant and respondent will have an opportunity to review any evidence that is directly related to the formal complaint, including both inculpatory and exculpatory evidence, and request that additional evidence be considered. If evidence is provided that contains sexually graphic images, the investigator and/or Title IX Coordinator have the right to redact all or portions of the image provided for purposes of dissemination in the investigation. If the image needs to be provided in full, it will be done so in a controlled manner.

**Informal Resolution**

At any time during the formal complaint process, and with both the complainant’s and the respondent’s written permission, an informal resolution may be pursued. Informal resolutions are only available if the individuals involved agree to participate and if the Title IX Coordinator agrees that it provides a reasonable outcome for the situation and there are no additional safety concerns. With an informal resolution, the Title IX Coordinator or Student Life Office will work with the appropriate parties to resolve the situation by reaching an agreement. Informal resolutions may include discussions, mutually agreed upon plans of action, mediation, or other options as agreed upon by the parties and Title IX Coordinator. An individual who initially agrees to participate in informal resolution may insist upon a formal investigation at any time before the informal resolution is complete. However, once an informal resolution is reached, it is final unless the terms of the informal resolution state otherwise. An informal resolution may not be used in a situation in which the respondent is an employee and the complainant is a student.

**Live Hearing**

An investigation will be followed by a live hearing to determine if there is a violation of this policy as well as any applicable sanctions. The hearing panel will be responsible for resolving disputed facts, determining if this policy was violated, and to recommend appropriate action based on the facts presented. A live hearing will be recorded and available for the parties to review at a future date. The parties will be expected to have their advisor present at the hearing. If a party does not have an advisor available for the hearing, the college will provide one for the limited purpose of conducting questioning of the other party and witnesses. The evidentiary standard used during a formal investigation is whether a violation of policy more likely than not occurred (i.e., a “preponderance of the evidence”).

A respondent, complainant, or witness that does not attend the live hearing and submit to question and cross examination will have the information provided by them removed from consideration of the determination made in the live hearing.

A written determination of the outcome will be simultaneously provided to the complainant and respondent. Each party will have the option of appealing the decision and will be provided the specifics of that process in the determination letter.

**Policy Violation Remedies**

In the case of a policy violation, the recommended action should take into account the facts and circumstances of the specific investigation, as well as any mitigating factors about the responding party, to include their prior disciplinary history, the nature and seriousness of the offense, and the effect on the reporter as well as the campus community. The recommended action must be in line with action taken in other student misconduct situations. Some potential actions include:

**Student**

• Probation
• Loss of privileges
• Services hours
• Parental Notification
• Alcohol and/or drug assessment and counseling
• Fines
• Required counseling
• Required training
• Residence hall relocation, suspension, or expulsion
• Limited or no access to specific campus buildings
• No contact order
• Suspension
• Dismissal
• Warning
• Withholding diploma
• Revocation of degree
• Removal from campus and disbarment from future participation in any activities sponsored by Hesston College, in which Hesston College participates, or on Hesston College property.
• Discretionary sanctions

Faculty/Staff
Faculty or Staff found in violation of this policy may receive disciplinary action up to and including separation per our performance management policy.
• Limited or no access to specific campus buildings
• Required counseling
• Required training
• No contact order
• Warning – Verbal or Written
• Probation
• Paid or Unpaid Leave
• Suspension
• Separation of employment
• Loss of privileges
• Reduction in pay/loss of annual increase
• Loss of supervisory or oversight responsibilities
• Removal from campus and disbarment from future participation in any activities sponsored by Hesston College, in which Hesston College participates, or on Hesston College property.
• Discretionary sanctions

The above actions will be reviewed periodically for effectiveness and may have additions and removals as warranted per the situation.

Appeals
The complainant(s) and respondent(s) to the allegation have the right to appeal the investigation finding within five (5) business days of the written determination. An appeal will only be considered if it is based on one or more of the following:
1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or hearing panel member(s) had a conflict of interest or bias for or against the complainants or respondents generally or the individual complaint or respondent that affected the outcome of the matter.

If an appeal fails to assert one or more of the reasons specified above, it will be dismissed. The appeal should include an explanation and argument for why the appeal should be granted based on the specified ground(s). If the appeal is not dismissed, the non-appealing party will be provided written notice of the appeal and afforded five (5) business days to submit a written response. Thereafter, two Vice Presidents from the Administrative Council will review the documents and provide an appeal decision. If appealed, the decision that results from the appeal will be considered final and there will be no further appeals.

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:

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.

Retaliation
This policy prohibits intimidation, threats, coercion, discrimination, and other forms of retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. 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.

FERPA
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(s) as permitted by the law.

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 Life 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](http://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 associate academic dean 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.
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 Facili-
ties 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 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; and
- 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/Assistant Resident Directors

Hesston College employs 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, they also are alert to any other problems or potential problems they 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 their 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, 620-327-8238
• 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 (strobos). 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 resi-
dent 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 detectors 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
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 HOURS¹/Pricing

<table>
<thead>
<tr>
<th></th>
<th>Guest/Adult</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (7:30 to 9 a.m.)</td>
<td>n/a</td>
<td>$3.50</td>
</tr>
<tr>
<td>Lunch (11:30 a.m. to 1:30 p.m.)</td>
<td>n/a</td>
<td>$5.75</td>
</tr>
<tr>
<td>Supper (5:15 to 6:45 p.m.)</td>
<td>n/a</td>
<td>$5.75</td>
</tr>
<tr>
<td>*Open 7:30 a.m. to 6:30 p.m., Monday through Friday. Hot meal times listed above.</td>
<td></td>
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</table>

Weekends:
<table>
<thead>
<tr>
<th></th>
<th>Guest/Adult</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat. Brunch (11:30 a.m. to noon)</td>
<td>n/a</td>
<td>$5.75</td>
</tr>
<tr>
<td>Sat. Supper (5:15 to 6 p.m.)</td>
<td>n/a</td>
<td>$5.75</td>
</tr>
<tr>
<td>Sun. Breakfast (8:30 to 10 a.m.)</td>
<td>n/a</td>
<td>$3.50</td>
</tr>
<tr>
<td>Sun. Lunch (noon to 12:45 p.m.)</td>
<td>n/a</td>
<td>$7.25</td>
</tr>
<tr>
<td>Sun. Supper (5:15 to 6 p.m.)</td>
<td>n/a</td>
<td>$5.75</td>
</tr>
</tbody>
</table>

¹Hours may change due to COVID-19. See online menu for current hours.
*Child prices are for children ages 5 to 12. Children under 5 eat free.

Bontrager Student Center Dining Hall
Dining Services offers a variety of menu options throughout the day for students. Meal plans are required for all students living on campus. Payment for all others can be by 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.

Masks
Masks are required at all times in the dining hall with the exception of when students are seated at tables to eat. Students must replace masks before disposing of plates and utensils and exiting the dining hall.

Special Services Provided
Sack Lunches
Sack lunches are available to boarding students whose on campus work or class schedule prevents them from eating in the cafeteria.

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.

Dining Hall Accommodations
For students with documented dietary needs, Hesston College works with each student to determine reasonable accommodations when the student has filed a request with the Disability Services Coordinator, Kristin Kaufman, and submitted adequate documentation as described below. The request for accommodation must be as specific as possible and normally must be accompanied by the Documentation of Disability form or an equivalent report (e.g. a copy of a medical diagnosis or dietician’s evaluation).

Students may be asked to supplement the documentation provided. Once a specific request for accommodation is received, staff will work interactively with students to identify one or more appropriate accommodations, which may or may not be the specific accommodation(s) requested. The college is required to provide reasonable accommodations that are effective, although they may not be the specific accommodations requested in all cases. The plan will be reviewed at the start of each semester.

Students are required to notify the director of Dining Services within six hours before missing a meal with menu substitutions. Students who repeatedly miss meals with menu substitutions may risk having less menu substitutions provided. In addition, unused special purchase food items may not be reordered. In cases where group meals are provided for field trips or athletic competitions, students must communicate with Dining Services director well in advance as to whether a special meal is needed or if students will provide their own food. Provided meals will be charged to the student account.

If Dining Services is not able to reasonably accommodate dietary needs according to the documentation, students may be eligible for a 10-meal plan at a reduced rate. Meal plan accommodation must have administrative approval from the vice president of Student Life.

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 care to 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.

Students from the U.S. are encouraged to utilize the international student advisor’s services for counseling and advising related to international travel, study abroad opportunities and 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.

Hours
9 a.m. to 4 p.m. Monday through Friday. The Bookstore is closed weekends except for special occasions.

Location
First floor of Erb central

Textbook Refund Policy
- Textbook refunds are based on the MBS Direct return policy.
  The policy can be found on the Hesston College Bookstore textbook website under the help topics of Returns and Refunds.

Non-Textbook Return Policy
- Refund or exchange accepted within 14 days of purchase with original receipt.
- Merchandise must be in its original condition.
- Non-returnable items include: clearance merchandise, opened supplies, DVDs or CDs, snacks and consumable items.

Book Buyback Policy
- Textbook buyback is done in the Hesston College Bookstore at the end of each semester or textbooks can be sold directly to MBS Direct.
- 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.

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 or printed.

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.

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 Computing Resource Use and Access Policy

PURPOSE
This policy establishes general guidelines for the access and use of computing and network resources at Hesston College. These resources are limited and should be used wisely and carefully with consideration for the needs of others and the institution.

DEFINITIONS
Information technology computing resources—Data and information assets belonging to a department or unit. This includes computers, mobile devices, networks, peripherals, Internet access, etc.

Computer communication facilities—Any means useful in the transmission of messages, signs, signals, pictures or sounds of all kinds in a computer or computer network.

College-owned or controlled computer communications facilities or equipment—College-supplied computing resource or device intended for college-related work or access.

Data owner—An individual or department who is accountable for a data asset. This is typically an executive role that goes to the department, team or business unit that owns a data asset.

Data asset—Any entity that is composed of data. For example, a database is a data asset that consists of data records. A data asset may be a system or application output file, database, document or web page. A data asset also includes a service that may be provided to access data from an application.

User—A person who utilizes a computer or network resource and has an account identified to the system by a user name. Users include students, staff, faculty or authorized third party.

SCOPE
This policy applies to all individuals including students, staff, faculty or authorized third-party users who have access to college-owned or controlled computing resources. The use of campus resources implies acceptance and adherence to this policy.

EXPECTATIONS AND RESPONSIBILITIES

1. Access to the Hesston College’s information technology resources is a benefit granted to students, faculty, staff and third parties. Access to these resources must take into account relevant laws and contractual obligations, the requestor’s need to know, the sensitivity of the information, and the risk of damage to or loss by the college.

2. The college requires that users act in accordance with this policy which is intended to ensure users shall:
   a. Respect software copyrights and licenses;
   b. Respect the integrity of computer-based information resources;
   c. Refrain from seeking to gain unauthorized access; and
   d. Respect the privacy of other users.

3. The college reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners may allow - under special circumstances - access to information for which they are responsible, so long as such access does not violate college policy, or any federal, state, county or local law or ordinance.

4. Users are personally responsible for all activities on their user id or computer system. Thus, they may be subjected to disciplinary action and/or loss of access privileges for misuse of computing systems under their control even if not personally engaged in the unauthorized activity.

5. College computing resources or facilities must only be used in support or college-related work or activities. The college reserves the right to monitor or access the contents of stored computing information at any time for any purpose for which it has a legitimate need.

6. Access or use of misleading, defamatory, abusive, obscene, profane, threatening, racially or sexually offensive material is strictly prohibited. This includes harassment of any kind via computing resources. Refer to the Student Code of Conduct or relevant HR policy for detailed regulations.

7. When computer network response, integrity or security is threatened, the Information Technology (IT) department is authorized to access all files and information necessary to find and correct the problem or otherwise resolve the situation.

8. With the intent to prevent unauthorized access to confidential information, users are responsible for taking basic but important precautions. These include, keeping passwords secure, protecting physical access by locking doors, computer screens (i.e.
User Accounts

1. User accounts provide access to campus computing resources. Account access permissions are determined by the supervisor, department head, and the IT department.

2. An employee network account is the property of Hesston College and is to be used by staff or faculty for administrative or academic work only.

3. A student account is the property of Hesston College and is to be used for educational-related purposes. Student accounts consist of the first name + last name (i.e. for John Doe the account would be john.doe@hesston.edu).

4. A user account provides integrated access to most campus computing and resources, including:
   a. Moodle (Learning Management Service),
   b. Google Suite (Drive, Docs, Sheets, etc.),
   c. Microsoft Office 365,
   d. MyHesston (campus portal)
   e. Printing
   f. Wi-Fi connectivity

5. User accounts also provide access to the college's email system (Gmail). Email is the primary method of campus communication so it should be checked frequently. Never falsify email—this type of forgery can result in serious criminal penalties and disciplinary actions including student suspension or employment termination. 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.

Public Resource Access Considerations

Computer Labs

1. Computers in campus labs are configured to erase any local data upon logout. This is so all users experience a fresh session upon login regardless of the computer in use. However, this also means that any documents saved on the computer's local drive will not be permanently stored. Therefore, any documents that the user has created/edited should be saved to the user's network "home" (H:) drive, Google Drive, self-edited, or copied to a portable device if they are to be retained.

2. Most campus computer labs hours are posted and may change from one semester to another. If you have questions, contact the IT Help Desk by email/text helpdesk@hesston.edu or call 620.327 8103. You can also contact the department which alab is associated with. A lab may be closed without prior notice in the event it’s not available for supervision or if emergency work/maintenance on computer(s)/network(s) is required.

Email and Shared Resource Practices

3. Large email attachments can be taxing for the network infrastructure and consume storage limits. Thus, the college's email system (Gmail) prevents attachments larger than 25MB (megabytes). If larger attachments are needed, users are required to embed a Google Drive file link instead. Messages sent to multiple recipients should not have attachments exceeding 1MB.

4. "Peer-to-Peer" type applications (such as LimeWire, Torrents, FTP servers, Web servers, etc.) are expressly prohibited. These create excessive and unnecessary network traffic and frequently allow access to unsafe or illegal online content. Hesston College IT department implements measures to block, monitor, report, and limit access to these programs in order to insure network integrity.

5. "Hacking" into other computers (accessing services/resources without permission), whether college servers, other student computers, or computers on the Internet is prohibited. This practice can begrounds for user account suspension/termination and legal/disciplinary action up to and including expulsion and criminal/civil penalties.

Storage Access

6. College user accounts provide access to unlimited cloud-based storage on Google Drive. Other similar services such as Dropbox, OneDrive, etc. although allowed for personal use, are not supported by the IT department. This means the IT department is not responsible for their use, security, backups, etc. Additionally, as a Hesston College user, you have access to a departmental drive (K:), and a personal H: drive (accessible from any device if they are to be retained.
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 Lab
Located on the main floor of Smith Center, the Access Lab 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 coordinated by Access Lab staff. Professional documentation may be required to receive these services.
• Writing assistants 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 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 their 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 encourages all students to have health insurance. For international students, students in nursing and aviation programs and student athletes without a health insurance plan, the college offers a plan that provides basic medical coverage from time of enrollment in the plan (but no earlier than Aug. 1, 2020) through July 31, 2021. This policy remains in effect and no refund is provided even if the student withdraws or graduates from Hesston College prior to July 31, 2021. The cost of this plan for 2020-21 is $1,805.

Hesston College requires nursing students, international students and intercollegiate athletes to submit proof of health insurance coverage. If not covered under an individual or family health plan, the college requires that the student purchase the student health plan. Hesston College also requires intercollegiate athletes insured under the student health plan to purchase a supplemental/secondary athletic accident/injury policy that assists the athlete and families with expenses not covered by primary insurance.

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 28, 2020, will result in a $50 fine.

If you have a vehicle registration sticker from the 2017-18, 2018-19 or 2019-20 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.
**Services available off campus**

**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), **Intrust Bank** (www.intrustbank.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, 553 N Old Hwy 81), eye care (Legacy Eye Care - 620-327-2800, 607 E Randall) and personal counseling (Central Kansas Counseling - 620-869-9986, 114 Commerce Dr.) available. Newton Medical Center (316-283-2700) with full services is located just 12 miles away. Convenient Care-Newton Medical Center is at 118 E 12th St/316-281-9700. 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 Baptist Church, 620-327-4190, 117 N Main St, Hesston
- 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)

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
Access Lab
Smith Center, ext. 8213
(620-327-8213)

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)
Hesston College Campus Map

For a more detailed map including all streets, visit maps.google.com and search for Hesston, KS.