

Student **HANDBOOK**



2023-24

HESSTON COLLEGE 
START HERE, GO EVERYWHERE

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The contents of this handbook apply to the 2023-24 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.

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Campus Ministries

Hesston College creates an atmosphere where choices can be made that are consistent with the life and teaching of Jesus Christ. Recognizing that Hesston students are at different places in their faith journeys, the college offers a variety of activities and leadership opportunities to all students, encouraging them to participate where they feel most comfortable.

The campus pastors are a vital resource to students, faculty and staff. The pastors are available for pastoral care and support in faith development and are 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.

FORMATION

Formation includes formation gatherings and community engagement activities. Both are important facets of how Hesston College invites each student to grow in their thought, life, faith journey and service to others. Designed with a Jesus-centered approach that welcomes all denominations and faiths, Hesston College Learning Outcomes and the Philosophy of Faith Formation serve as the foundation for Formation programming. As a collaboration of Student Life and Academics, responsibility for Formation programming rests with Co-Campus Pastors Nick Ladd and Michele Hershberger. Any ideas or concerns related to Formation may be forwarded to them. Each semester, Formation will appear on the grade report and transcript with a grade of pass or no credit.

Formation Gatherings meet Mondays and Fridays from 11 to 11:30 a.m. and provide a time for the campus community to come together for thirty minutes to experience sharing of announcements and concerns, topical presentations, guest speakers, experiential activities or faith practices centered on a variety of themes which integrate intellectual and spiritual content. Students are expected to respect presenters and participants by refraining from talking, studying or using electronic devices, including wearing headphones, during formation gathering. ID cards are scanned at the beginning and end of each gathering to record attendance points. Part-time students and employees are warmly invited to attend and participate in formation gatherings each week.

Community Engagement Activities may be offered on any day of the week and are promoted in advance by the sponsoring campus group or facilitator. This may include a particular performing arts or athletic event, a service opportunity or an intercultural experience which relates to Hesston College learning outcomes or philosophy of faith formation. Attendance is recorded at each event to receive community engagement points. Students interested in planning a community engagement activity should collaborate with a faculty or staff member to prepare a submission request.

Associate Degree Formation Point Requirements: As part of Hesston College's commitment to its learning outcomes and philosophy of faith formation, all dorming and full-time commuter students are required to earn a specified number of formation points each semester, based upon their course load and course level at the beginning of each semester. Each formation gathering is

worth 10 points and community engagement activities are worth 1 point or more, based on activity. Specific requirements are described below.

- On-campus students enrolled in associate degree level coursework will earn at least 300 associate formation points per semester.
- Full-time commuter students enrolled in associate degree level coursework will earn at least 80 associate formation points per semester.
- Any points earned beyond the minimum associate degree formation point requirement during fall semester may be carried over to meet spring semester point requirements.
- It is each student's responsibility to monitor formation attendance points on Moodle. All appeals for credit should be made to the Student Life office manager within two weeks of the event, using official forms found through a link on the Moodle Formation page.
- In the event of an occasional activity that conflicts with formation gathering (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 point requirements as there are plenty of opportunities to earn Formation points.
- Students holding previous college degrees and part-time students are encouraged, but not required, to meet associate degree formation credit requirements.

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.

BIBLE STUDIES AND SMALL GROUPS

Small groups for fellowship, sharing, Bible study and prayer are available for students who desire a more intimate setting in which to experience personal growth and accountability. Each group is led by student leaders or an employee. This year the student leaders of most of these groups will be part of the Campus Ministry Team of MAs. 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.

PRAYER GROUPS

The campus pastors lead group prayer times on an occasional basis. Individuals are invited to form prayer groups or to call the pastors 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, Menonite Disaster Service, Schowalter Villa and other local service opportunities. Students can check the service board in the Larks Nest for one-time and ongoing service opportunities.

MISSIONS AND SERVICE DAYS

In a typical year, there are two specific 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. Students who want information on a variety of mission and service agencies or camp ministry opportunities may ask the campus pastors for contact information.

RETREATS

Stutzman Retreat Center, located eight miles southwest of Hesston, 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. A college employee, resident assistant or ministry assistant must be part of the group. Reservations may be made by contacting debh@hesston.edu.

SUNDAY WORSHIP

Many local churches welcome students to engage with them for Sunday morning worship and other aspects of their life together. Some congregations provide transportation and special classes for students who attend their services. See congregation listing in the Services Available Off Campus section.

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, dance and disc golf clubs. Initially, each club must present a written proposal to the campus activities coordinators 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.

JUNIOR-SENIOR CONNECTOR

The Junior-Senior Residential Connector is focused on building relationships among other upper-level students while also making intentional connections with the broader campus. Commuter and other students may attend events as guests. The Connector will plan 1 to 2 events per month and coordinate such things as jr/sr intramural teams and Bible studies. Email your ideas and questions to jsconnector@hesston.edu.

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 race, religion, gender, perceived gender, gender identity or expression, sexual orientation, ethnicity/national origin, citizenship status, age, ancestry, color, marital or family status, pregnancy or pregnancy-related conditions, physical or mental disability, genetic information, military or veteran or military discharge status, or any other characteristic protected by local, state or federal law in employment or admission or access to, or treatment in, its programs and activities. 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 abby.regehr@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 open to appeal. 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.

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'.

Kauffman Court Apartments: six apartments with four 11' x 13' bedrooms, common living room and kitchen area with basic furnishings and utensils. Available to third and fourth year students who apply as a group.

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. The downstairs apartments can house as many as four students. The upstairs apartments can house as many as two students. This housing is reserved for third- and fourth-year students who apply as a group. The vice president of Student Life, along with the residence life team, selects the next year's Main Street House residents.

Each residence hall room is furnished with the following items for each student: bed, mattress, 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, real Christmas trees and propane are not permitted.

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

- personal microwave ovens
- electric grills
- deep fryers or air 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.

CHECK IN/CHECK OUT PROCESS

Students are checked into rooms and issued keys by a residence life staff member. Upon move out, the student must complete a check out process and return the room key. Fines will be assessed for missing keys or furniture, damages, not cleaning the room or if not present for check out.

DORM POLICIES

Each student is responsible for their room and shares the responsibility for the mod in which they live.

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 Command Strips 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, they will have 24 to 48 hours to move out of the dorm and check out with an RD.
12. Light sensors must not be tampered with in any way.
13. LED strip lights are not allowed.

Trash disposal—Each student is responsible for regularly disposing of their trash in the dumpsters which are located in the parking lots of Erb Hall and Kauffman Court. No common trash receptacles are to be placed in common areas. Mods will be fined \$50 for trash left anywhere but the outdoor dumpsters unless specific individuals can be identified in which to charge. Sustainability and accountability are at the core of this policy. Let's remind each other to complete this task and be mindful of how we can work to decrease the amount of trash we accumulate on campus.

Cleaning—Mod restrooms will be cleaned one time per week, so cleaning up after each use is expected. On-campus apartments will have clearing products available in each unit and will be cleaned by the apartment residents. During breaks, college staff will enter rooms to check for such things as secure windows, thermostat settings and trash disposal and they will empty refrigerators of perishable or spoiled food. Rooms and mod lounges requiring trash disposal will incur a cleaning fee of \$50. Cleaning fees are not eligible for appeal.

Damages—Students are responsible for any damages to their dorm rooms and common areas of each mod. Mod walk-throughs will occur each semester to inform RAs of any mod damages. By the end of each semester, RAs may report specific individuals to charge or charges will be divided among modmates and charged to individual student accounts.

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, on the sidewalk south of the Bookstore or at the end of the ramp near Erb central and west.

Guests in student housing (dorms and apartments)—Students wishing to have same gender 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 will be asked to leave. Students are responsible for the actions of the guests they bring to campus.

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

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

Failure to complete the health form by September 1 will result in a \$150 fine. If the health form is not complete by fall break, 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 February 1 will result in a \$150 fine. If the health form is not complete by spring break, 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 or damage of such property. This includes items stored in basement storage rooms and left in college laundry areas. 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 interior or exterior 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—Returning students may apply 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 \$500 per semester and second-year students for an additional cost of \$1,000 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 and limits on the number of single rooms per mod.

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 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 have a direct impact on 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 which 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, paintball, toy and water bead guns), ammunition or fireworks are not 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 discourage 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 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 voluntarily 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 (including toy guns and guns shooting water beads) or explosives of any kind on campus
- Tampering with fire safety alarms or equipment
- Tampering with or obstructing campus security cameras
- 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 requirements (e.g. not completing community accountability and support (CAS) sanctions in the required timeline, disregarding mandatory meetings, etc.).

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 toward 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 their 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 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 appointed to hear 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 will review the appeal request to determine if the appeal should be granted. If the appeal is granted, the vice president 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 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 Community Hours which are posted in each mod designating the times when it is permitted for students to visit each other's residences. After hours, dorm rooms and mods should only be used by those who live in those spaces, and students should use public spaces to study or spend time with friends. These hours are in place to promote safety, privacy, rest and to allow all students to create boundaries in their living spaces with which they are comfortable.
- Students are to use public restrooms when visiting an opposite gender mod.
- For safety reasons, students are to live in the dorm room assigned to them. Hesston College dorm spaces have been approved by the fire marshall for an occupancy of no more than two residents per room.
- 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 and symbols (e.g. Confederate flag).

- 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 they understand and agree 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. Riding 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..... \$50 per day
4. Being on the roof of any building on campus\$50
5. Accessing locked college facilities\$50
6. Propping locked doors.....\$50
7. Burning candles or incense, open flame, candle/wax warmers or appliances violating fire code (see dorm/room under Housing Facilities)\$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. Tampering with or obstructing campus security camera\$100

14. Community hours/quiet hours violation\$50
15. Having unauthorized school property in room\$25
16. Installing LED strip lights in room or mod\$30
17. Removing dorm furniture from room or building.....\$25
18. Removing window screens.....\$25
19. Failure to check out of a room\$100
20. Failure to clean a room at check out or for safety checks.\$50
21. Key replacement\$25
22. Explosive devices or fireworks..... disciplinary action and \$100
23. Smoking, vaping or chewing tobacco on campus (except in designated areas).....\$50
24. Using, possessing or being in the presence of alcohol and/or illegal drugs disciplinary action and \$200
Second offense\$250
25. Providing alcohol for underage student(s) disciplinary action and \$350
26. Failure to provide health form up to \$300 per semester
27. Failure to comply with safety and health guidelines\$100
28. 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 immedi-

ate 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—See policies section of this handbook or hesston.edu/titleix or visit Whitney Douglas, Title IX coordinator, for more information.

RESIDENCE HALL CLOSINGS

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

Arts, Activities, Organizations

ART

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

INTRAMURAL SPORTS

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

ATHLETICS

Hesston College offers 12 intercollegiate sports and two club sports. Sports offered are men's cross country, soccer, golf, basketball, track and baseball and women's cross country, soccer, volleyball, basketball, track and softball. The Larks compete in NJCAA Region 6 and the Division I and Division II levels. Disc golf is a club sport that participates in the Mid American Disc Golf Conference. Dance club is a non-competitive club activity that performs at campus events.

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, technical theatre 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 and a musical in early spring. The final show alternates between a theatre for young audiences performance and the popular 10-minute play writing event Pen to Paper to Performance. The department ends the semester during commencement weekend with a theatre showcase that celebrates the work of student actors and directors.

Additional theatre participation opportunities beyond the scheduled shows include numerous theatre courses including Acting I and II, Theatrical Design and Stage Makeup. Open to all, the HC Theatre Company course features community engagement with a weekend or longer excursion to tour regional and professional theatres and places of significance in surrounding states. Theatre also offers many opportunities to represent the program in Formation, on social media and during special events like homecoming.

The theatre program also offers an overnight, weeklong summer camp for middle and high school and middle school students with paid internships for 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. Two Hesston College choirs - Bel Canto Singers and Global Voices - 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.

Global Voices is a mixed vocal ensemble which focuses on music from around the world in a variety of styles, from Gospel to folk to traditional choral literature. Emphasis is placed on peace and cross-cultural understanding through music. The choir performs on and off campus throughout the year. Global Voices often collaborates with Bel Canto Singers to perform a choral masterwork or for special events on campus. Membership is 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 and locker rooms. Campus Activities Center provides a second gym

space, with two basketball or three volleyball courts and indoor soccer pitch.

Outdoor facilities include four lighted tennis courts, a soccer field, baseball and softball diamonds, disc golf course and sand volleyball court. Soccer, softball and baseball game facilities are lit 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. The Hesston Wellness Center at Schowalter Villa is located within walking distance and offers additional fitness training equipment, classes, a pool and hot tub. 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. An RA or MA must be part of the group.

Policies

ACCESS TO STUDENT RECORDS

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

What are educational records?

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

Can I inspect my records?

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

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

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

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

Follow this procedure to seek to change your record:

1. Contact the custodian of the record in question. Identify in writing the part of the record you think is incorrect. Specify why you believe the record is inaccurate, misleading or in violation of your rights.
2. The custodian will review your request. If the request is granted, you will be notified and a statement correcting the information will be added to your record. The statement will be treated in all respects as a part of your record.

3. If your request is denied, you will be notified of the decision and the reason. You will also be informed that you have the right to follow the college's grievance policy to challenge the custodian's decision.
4. If, after a hearing, the decision is still not to amend your record, you have the right to insert a statement in the record even though the record itself has not been changed.

What is "directory information" at Hesston College?

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

Can I restrict the release of information about me?

At the beginning of each fall semester (or any other term in which you begin), you will be reminded of your rights under FERPA. You will have the opportunity to ask that certain kinds of information defined as "directory information" not be disclosed without your consent. To prevent such disclosure, you must notify the registrar's office by the end of the fifth day of the semester. Notification must be in writing by 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

Or on the student privacy website, studentprivacy.ed.gov

SEX DISCRIMINATION AND OTHER FORMS OF SEXUAL MISCONDUCT*

During the 2023-24 academic year, Hesston College Title IX Implementation Group is actively working to implement recommendations from the 2023 Title IX External Report conducted by outside firm Cozen O'Connor during the 2022-23 school year. Additionally, the federal Department of Education is expected to roll out new Title IX regulations in the fall of 2023. Because of these two realities, the Hesston College Title IX policy is subject to change this school year as the college implements trauma informed best practices and adjusts to be compliant with federal regulations. All changes to this policy will be communicated to all students via their Hesston College email accounts. For any questions or concerns related to Title IX policy, please contact the Title IX Coordinator at 620-327-8342.

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 under-

stand the other party is willing to engage in the specific sexual conduct at issue

- o Consent to one form of sexual activity does not automatically imply consent to any other form of sexual activity.
- o Previous relationships or prior consent do not imply consent to future sexual acts.
- o Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop promptly.
- o In order to give consent, one must be of legal age.
- o Consent cannot be given by someone who is incapacitated.
- o 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 housed within Academics. The Title

IX Coordinator is Whitney Douglas, Smith Center, 301 S Main St, Hesston, KS 67062; whitney.douglas@hesston.edu; and 620-327-8342.

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; or
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 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 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:

Advisor**Law Enforcement****loveisrespect.org****Responsible Reporters****Non-Mandated (Confidential) Reporters****Safehope****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.

STUDENT COMPLAINT POLICY

During the college experience, students may find that they have concerns related to their student life or academic experience. Students are encouraged to use the following avenues to resolve conflict.

RESIDENTIAL OR COMMUNITY LIFE RELATED CONCERNS

Students are encouraged to resolve residential life issues directly or with the help of the RA and/or RD. Off-campus students can contact the vice president of student life directly with any community life concerns.

Escalated concerns must be submitted to the vice president of student life within two weeks of the date the concern occurred. The complaint should be in writing and contain information such as the student's name, address, phone number, email address and specific details regarding the complaint. Alternative means of filing complaints that are available to Hesston College, such as a personal interview, large print or a recording, will be made available if requested. Failure to provide relevant details into the complaint may result in closing the concern due to insufficient information.

The vice president of student life 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 vice president of student life will issue a written decision on the complaint no later than 30 days after its filing.

If the situation involves an employee of the college, Human Resources may collaborate with Student Life in investigating and resolving the issue.

If the problem remains unresolved, the student should file a written complaint with the president of Hesston College. The president or assigned designee will have 30 days to review the complaint and will respond in writing. This is the last and final step of the complaint process.

ACADEMIC RELATED CONCERNS

Students should follow the course catalog information as it relates to grade-specific concerns. If there are specific concerns related to an instructor, students are encouraged to resolve academic issues directly with that instructor or with the help of their academic advisor.

Escalated concerns must be submitted to the academic dean within two weeks of the date the concern occurred. The complaint should be in writing and contain information such as the student's name, address, phone number, email address and specific details regarding the complaint. Alternative means of filing complaints that are available to Hesston College, such as a personal interview, large print or a recording, will be made available if requested. Failure to provide relevant details into the complaint may result in closing the concern due to insufficient information.

The academic dean 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 academic dean will issue a written decision on the complaint no later than 30 days after its filing.

If the situation involves an employee of the college, human resources may collaborate with academics in investigating and resolving the issue.

If the problem remains unresolved, the student should file a written complaint with the vice president of academics. The vice president of academics will have 30 days to review the complaint and will respond in writing. This is the last and final step of the complaint process.

COMPLAINTS ABOUT ONLINE COURSES

Unresolved student concerns regarding online classes in programs authorized through the State Authorization Reciprocity Agreement are referred to the state portal entity. If you are a student in an online class who worked through the complaint process explained above and the issue remains unresolved, section 4.5 of the SARA Policy Manual (kansasregents.org/academic_affairs/sara) provides guidance on how to proceed with your complaint.

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 academic dean 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.
- The complaint should be in writing and contain information such as the student's name, address, phone number, email address and specific details regarding the complaint. Alternative means of filing complaints that are available to Hesston College, such as a personal interview, large print or a recording, will be made available if requested.
- The academic dean or the vice president of student life 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 disability services coordinator will maintain the files and records of Hesston College relating to such grievances.

- The academic dean or the vice president of student life will issue a written decision on the grievance no later than 30 days after its filing.

Appeal Procedure:

- The person filing the grievance may appeal the decision by writing to the vice president of academics, if the complaint is academic in nature; or to the college president for grievances that are non-academic, within 10 days (excluding weekends) of receiving the previous decision. The vice president of academics or the president shall issue a written decision in response to the appeal no later than 15 days (excluding weekends) 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 every attempt to provide appropriate arrangements to ensure that persons with disabilities are provided accommodations to participate in the grievance process. The disability services coordinator will be responsible for such arrangements. At Hesston College, the Section 504 coordinator is the disability services coordinator.

STUDENTS WITH DISABILITIES

The American with Disabilities Act (ADA) of 1990 and amended in 2009, and Section 504 of the Rehabilitation Act (Section 504), prohibit discrimination against individuals with disabilities. By law, Hesston College is required to provide reasonable accommodations for otherwise qualified students with disabilities. The term disability is defined, in general, as “a physical or mental impairment that substantially limits one or more major life activities.” This document will serve to guide the process for students with disabilities once a request for academic accommodation is received.

Students who wish to request accommodations should contact the Disability Services Coordinator, Whitney Douglas at 620-327-8342, or whitney.douglas@hesston.edu.

The following policy applies to all students who request accommodations under the ADA or Section 504.

EXPLANATION OF POLICY

1. A student must self-disclose as a person with a disability and must formally make a request, in person or in writing, for an accommodation with the disability services coordinator. The disability services coordinator, in consultation with the student, will decide what, if any, reasonable accommodations are available.
2. A student requesting an accommodation based on a disability must have a disability covered by law and be qualified to attend Hesston College with or without reasonable accommodation(s). While the college is required to provide reasonable accommodations, it is not required to alter its programs to accommodate the student. Therefore, not all accommodation requests will be granted.
3. All accommodation requests must be accompanied by supporting documentation from a medical or otherwise qualified professional and are reviewed on an individualized case-by-case basis. Please note that providing documentation does not mean

that the accommodation can be made.

4. During the process of determining if a reasonable accommodation can be made, the academic dean, certain faculty members, and other officials of the college may be consulted to determine if the college can reasonably fulfill the accommodation request and, if so, how best to implement the accommodation.
5. While the process of determining if a reasonable accommodation can be made, a temporary accommodation may be implemented. However, a temporary accommodation is not intended to be permanent nor does it constitute a reasonable accommodation which the college is obligated to continue to provide.

HOW TO REQUEST ACCOMMODATIONS

1. Students requesting accommodations should set up a meeting with the disability services coordinator, located in the Disability Services office on the first floor of Smith Center, to discuss the accommodation and complete the appropriate request form. Students should not make requests directly to faculty members or other employees of the college; neither should faculty or other employees of the college provide accommodations to any student which have not been approved by the disability services coordinator and/or the academic dean. Once an accommodation is approved, all employees of the college are expected to implement the accommodation.

Hesston College requires timely requests for accommodations, before the start of the academic term, due to the time it may take to acquire appropriate documentation. Requests received within the first quarter of the term will be considered. However, accommodations made after the academic term has already begun will not be applied retroactively, i.e., students may not retake exams or resubmit assignments which were taken and/or submitted before the accommodation was implemented.

Some of the accommodations that Hesston College provides are: testing services (such as extended time on exams and areas with reduced distractions), access to electronic textbooks, magnified text, reader, and note taker. Students should contact the disability services coordinator if they require other accommodations they wish the college to consider.

2. Students requesting accommodations will be required to provide appropriate documentation. While documentation may vary according to the circumstances, it should include a) a description of the medical or otherwise qualified professional's credentials and contact information; b) a detailed description of any impairments caused by the disability as they relate to the student's ability to learn and participate in the academic program indicated; c) a description of any tests, assessments, records, evaluations and/or other materials the professional used in arriving at the specific diagnosis; d) a list of specific accommodations the professional believes would allow the student to equally and fully participate in the chosen academic program and how said accommodations would help the student.

Specific accommodations recommended by a medical or otherwise qualified professional do not guarantee that the accommodations will be provided. The college reserves the right to provide alternative reasonable accommodations when necessary. While documentation of past accommodations is helpful, it will not be the sole determining factor as to if or what accommodations will be granted by Hesston College. The college reserves

the right to request additional documentation if the initial documentation does not provide sufficient information.

HOW APPROVED ACCOMMODATIONS ARE IMPLEMENTED

Once a student has been approved for an accommodation, the disability services coordinator will prepare a document describing the accommodation. This document will be emailed to the faculty member(s). The student will receive a copy of the Accommodations Request Form. However, it is the student's responsibility to discuss the approved accommodation with the faculty member in each course for which the student has requested the accommodation be applied.

If a student believes that an approved accommodation is not being applied appropriately, or has difficulty with a faculty member regarding the accommodation, the student should report the incident to the disability services coordinator, or by following the procedure under Procedure for Grievances and Complaints contained within this document.

PERIODIC CHECK-INS AND/OR MODIFICATION OF APPROVED ACCOMMODATIONS

If problems or concerns arise regarding the approved accommodation(s), it is the student's responsibility to contact the disability services coordinator to discuss the issue. This may include any changes to the student's class schedule, any changes or modifications to the current accommodation(s), etc. The disability services coordinator will assume that the accommodation(s) implemented is effective unless the office is otherwise informed.

While it is required to request accommodations before or at the beginning of the academic term, students who have been granted accommodations may request modifications to accommodations which have already been granted. The request for modification of the accommodation will be taken under consideration by the disability services coordinator to determine if it can be implemented. Any assignments or exams taken or submitted prior to modifications may not be re-done retroactively to the modifications being implemented.

PROCEDURE FOR GRIEVANCES AND COMPLAINTS

A student who believes that accommodations have been denied or otherwise disagrees with a Disability Services accommodation should discuss the concern with the disability services coordinator. A conversation may be all that is needed to resolve a problem or concern.

Should a discussion not prove sufficient to resolve the complaint, a student who disagrees with a Disability Services decision regarding a request for accommodation may seek a review of the decision by following the procedure outlined below. Requests for review of a decision should be made promptly, and in any event within 60 calendar days of the decision being made.

The complaint should be in writing and contain information such as the student's name, address, phone number, email address and specific details regarding the complaint. Alternative means of filing complaints that are available to Hesston College, such as a personal interview, large print or a recording, will be made available if necessary.

Within 15 calendar days after receipt of the complaint, the disability services coordinator will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the disability services coordinator will respond in writing, and when necessary, in another format available to the college and accessible to the student (large print or recording). The response will explain the position of Hesston College and offer options for a resolution of the complaint. If the response of the disability services coordinator does not satisfactorily resolve the issue, the student may appeal the decision within 15 calendar days after receipt of the response to the academic dean. Within 15 calendar days after receipt of the appeal, the academic dean will meet with the student (and the disability services coordinator where appropriate) to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the academic dean will respond in writing, or in another format available to the college and accessible to the student, with a final resolution of the complaint.

EARLY ARRIVAL POLICY

Hesston College students participating in fall athletics, Bel Canto Singers, aviation or for certain campus jobs may be required to report for training before Opening Weekend. During this time, coaches/directors are responsible for dining needs and supervision of their respective student groups. Resident directors and a limited number of resident assistants will be available for overnight security and supervision. Students must be allowed to fully participate in opening weekend activities such as RA orientation, registration, student orientation, Opening Celebration, mod/CAB activities and the Sunday evening campus picnic and Mod Olympics.

BEHAVIOR/CIVILITY IN THE ACADEMIC ENVIRONMENT

Hesston College is committed to providing an educational environment that is respectful of all and free from harassment and hostility, where all members of the community may enjoy academic freedom in their quests for knowledge.

While Hesston College encourages expression of ideas and convictions, these must be shared in a manner that is in accordance with the values of the college; in other words, civil conduct is expected in all academic settings. In order to maintain a classroom environment conducive to learning, students and faculty will:

- Treat each other with dignity and consideration
- Speak in a tone of voice that is appropriate for the situation
- Respect others' rights to express their views, even if you disagree
- Manage conflict in a respectful, non-confrontational manner

Incivility encompasses many negative behaviors, such as unprofessionalism or rudeness; shouting or swearing; intimidation or bullying; threatening comments or actions; unsolicited or unwelcome conduct, comments (oral or written, including online), gestures or actions which cause offense, humiliation, physical or emotional harm to any individual. Incivility conduct may be subtle or overt, and can be intended or unintended.

Incivility conduct will negatively affect all in the classroom and will not be tolerated. Examples include but are not limited to:

- Profane, abusive, aggressive or violent language or actions directed at another individual
- Humiliating, degrading, belittling, frightening or intimidating another person, whether verbally, written or online
- Distributing comments to or about an individual which are unjustified and will have a negative impact on the individual if they were exposed to them, whether written, verbal or online
- Shouting
- Throwing objects or slamming doors
- Telling inappropriate jokes or stories

Faculty are encouraged to attempt to resolve behavioral issues by addressing them promptly. This may involve asking the student to cease the offensive behavior, leaving the academic setting, or meeting with the student after class to discuss the issue. Should the issue remain unresolved, or if any individual believes that they were treated in an uncivil manner in any academic setting, the incident should be reported to the academic dean for further inquiry.

Individuals who fail repeatedly to uphold the standards of respect in any academic setting are subject to disciplinary action, which may include an administrative course withdrawal or dismissal from the college. Disciplinary actions will be determined by the professor of the class and the academic dean.

MEDICAL WITHDRAWAL

DEFINITION

Students at Hesston College may request a medical withdrawal from the college due to medical conditions or circumstances which significantly impair their ability to function in class and/or for other college-sanctioned activities. These conditions or circumstances may include symptoms due to an ongoing medical problem, serious injury, extreme illness or an extended hospital stay.

A medical withdrawal is a complete withdrawal from all classes and the student's transcript will reflect the notation WM. No partial withdrawals will be granted. However, if the student has completed any 8-week courses at the time of the medical withdrawal, the student will be given grades for those courses.

RE-ENROLLMENT TO HESSTON COLLEGE

In all cases of a medical withdrawal, the student ultimately makes the decision to withdraw from the college. Such a decision may be reached with the encouragement or the assistance of college officials. When necessary, a plan for re-enrollment may be established at the time of withdrawal.

A student may re-enroll following a medical withdrawal provided they satisfy all re-enrollment criteria to return to the college, including any plans made for re-enrollment at the time of the medical withdrawal. In certain cases, medical documentation verifying that the student is cleared to return to their academic studies may be required.

MEDICAL WITHDRAWAL PROCESS

To request a medical withdrawal, the student must submit a written request to the academic dean before the last day to withdraw from classes for the current enrollment period. The request will include documentation (as described below) of the medical condition or circumstance. Once these materials have been

submitted, the student must complete the withdrawal form found on my.Hesston. Upon receipt of the completed form and approval from the academic dean, the registrar will process the withdrawal. Please note that a student shall be considered enrolled until notification is received. A medical withdrawal will be granted only for the current semester and will not be granted retroactively.

MEDICAL DOCUMENTATION

In order to be considered for a medical withdrawal, the student must submit documentation of the medical condition or circumstance from a qualified medical professional. This documentation must include a) the credentials of the medical professional and their contact information; b) a description of the medical condition or circumstance; and c) support from the medical professional for withdrawal from the college due to the condition or circumstance. Any documentation of an ongoing medical condition already on file in the college's Disability Services Office will also be taken into consideration. If the student is unable to initiate this process, a parent, spouse or other designee may contact the academic dean on their behalf.

INTERNATIONAL STUDENTS

In the event that an international student needs to request a medical withdrawal, the student should contact the director of international admissions prior to making the request to determine what effect, if any, a medical withdrawal would have on their visa status.

ASSISTANCE ANIMAL POLICY

(abridged version, see Student Handbook on the college website for full policy)

INTRODUCTION

It is the general policy of Hesston College that members of the campus community may NOT bring animals into campus facilities. Subject to this policy, however, students, faculty or staff may be allowed to have a service animal (dog) in campus facilities where animals would typically not be permitted. Also, subject to this policy, students residing in college housing may request as an accommodation that an emotional support animal be allowed to reside in the student's college residence.

DEFINITIONS

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

Emotional Support Animals—An emotional support animal (ESA) is an animal that has been prescribed for a person by their licensed mental health professional in a properly formatted letter. This letter should state that the person is determined to be emotionally or psychiatrically disabled and that the presence of the animal is necessary for the disabled person's mental health.

ESAs do not require specific task-training as it is the presence of the animal that mitigates the negative symptoms associated with a person's disorder. The Fair Housing Act offers protections for ESAs as related only to housing on campus.

SERVICE ANIMAL POLICY

In accordance with Titles II and III of the Americans with Disabilities Act and the Kansas White Cane Law (K.S.A. 39-1101, et seq.), Hesston College allows a person with a disability to be accompanied by a service animal, which is generally limited to a dog. The Americans with Disabilities Act (ADA) defines service animals as "...a dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items." The work or tasks performed by a service animal must be directly related to the individual's disability.

SERVICE ANIMAL QUALIFICATIONS

- A service animal is trained to provide a service or task directly related to the handler's disability.
- A service animal may accompany the person with a disability wherever the animal's service is needed on campus.
- A service animal needs to be at least 9 months old and fully housebroken.
- A service animal is not a pet.

Service Animals are approved only for students who have a verifiable need as defined by the law.

SERVICE ANIMAL REQUEST AND APPROVAL

Requests should be made as soon as practicably possible before moving into college housing. A service animal will be approved when the required documentation for the student's disability is received by the disability services coordinator. Verification of the student's disability includes documentation that identifies diagnosed disability and clearly demonstrates that the disability substantially limits one or more major life activities.

EMOTIONAL SUPPORT ANIMAL POLICY

Emotional support animals (ESAs) in accordance with the Fair Housing Act and Section 504 of the Rehabilitation Act, individuals with a disability may qualify for an emotional support animal as a reasonable accommodation in campus housing facilities that otherwise impose restrictions or have prohibitions on non-service animals in residence.

The ESA is allowed in college housing only as long as it is necessary because of the owner's disability. The usage of the ESA is seen as a part of the overall treatment plan and will be re-evaluated every academic year requiring the owner to provide new paperwork indicating ongoing need for the animal.

EMOTIONAL SUPPORT ANIMAL QUALIFICATIONS

- Unlike a service animal, an ESA does not need to be trained to provide a service or task
- Also unlike a service animal, an ESA does not accompany the person with a disability at all times.
- ESAs need to be at least 9 months old and fully housebroken.

- An ESA is not a pet.
- ESAs are approved only for students who have a verifiable need as defined by the law.

Verification includes documentation that identifies disability, clearly demonstrates that the disability substantially limits one or more major life activities and explains how the requested ESA accommodation addresses this need or limitation.

POLICY RESTRICTIONS AND FINES

Animals are not permitted on campus before or during the evaluation period. If an owner does not follow this policy, they jeopardize approval of the ESA request and will be fined \$50/day for each day the animal is on college property and will be responsible for any charges incurred by the college for additional cleaning and pest spraying.

In all cases, the owner of the ESA is responsible for the animal's behavior. The removal of any ESA and any necessary cleaning, repairs and/or pest control will be done at the expense of the resident responsible who will also be subject to disciplinary action. Residents will be permitted to have no more than one animal per dorm room due to the confined residential living space and any exceptions will be reviewed and made on an individualized basis by the ESA Review Team listed below.

ESA REQUEST AND APPROVAL

All requests are reviewed by the ESA review team, a committee of employees convened by the disability services coordinator that includes the vice president of student life (or their designee), a resident director and a representative of the facilities department.

Requests should be made as soon as practicably possible before moving into college housing. The deadline to have completed the ESA application including all required documentation is 60 days prior to the beginning of the semester. However, if a request is made for an accommodation fewer than 60 days before the individual intends to move into college housing, Hesston College cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

Fall 2023 deadline is Thursday June 22, 2023.

Spring 2024 deadline is Monday November 13, 2023.

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ESA ACCOMMODATION REQUEST PROCESS

Students wishing to request an ESA must complete the following steps prior to having their requests reviewed:

- Submit a letter, written by the student, explaining the need for the ESA, which includes the following:
 - The nature of the disability and the accommodation requested
 - Date of disability diagnosis and prescription for the accommodations needed
 - Type of animal and description, include age of the animal and approximate weight, height and length and a photo of the animal.
- Submit a signed letter on professional letterhead from the student's healthcare provider (licensed therapist, psychologist or psychiatrist) who is qualified to diagnose related disability and recommend treatment. The healthcare provider must have evaluated and treated, face-to-face, the student making the request. The letter must include the following:
 - Clear identification of the disability and date of diagnosis
 - How the disability limits one or more major life activities
 - How the ESA meets this need or addresses the limitation. Specifically, the documentation must address how the ESA will meet a disability-related need within the housing area.
- Type of animal prescribed

After the letters of request and required documentation have been submitted, the college will review the request and evaluate the documentation presented. Upon receiving approval from the disability services office, the following must be completed before the ESA is allowed on campus. The student must:

- Supply documentation that the animal is spayed or neutered and that all vaccinations are current, including rabies vaccination, for the approved ESA before the animal is allowed on campus.
- Pay a \$350 cash deposit before the ESA is allowed on campus. This deposit will be refunded at the end of the academic year or when the student moves out of the residence hall provided there are no damages caused by the ESA. Should there be damages, the cost of those would be deducted from the deposit and any remaining balance would be refunded. Any damages above \$350 would also be the responsibility of the handler.
- Sign and return the Emotional Support Animal Agreement.

ADDITIONAL CONSIDERATIONS AND REMINDERS

Animals are not permitted on campus during the evaluation period. And students with unapproved animals on campus will be fined \$50 per day for the presence of the unapproved animal.

Animals are not permitted on campus unless approval has been granted in writing, an ESA agreement has been signed regarding ESA approval and the deposit has been paid.

ESA approval is by definition a housing accommodation, and all other restrictions of animals in other parts of campus remain in place.

Approval for the ESA is for the specified period of time only. Further requests may be required if the ESA is needed for multiple semesters/years.

Designated housing areas will be used for approved ESA requests.

Hesston College reserves the right to enforce all rules for the use of ESAs through the ESA Agreement.

ESAs are not allowed anywhere on campus, outside of the approved residence hall room, where animals are not normally allowed.

An ESA may be removed from campus if it is found in any other building on campus other than the approved residence hall room.

The college reserves the right to revoke approval granted for the ESA in the campus residence hall if the owner violates the ESA Agreement.

DRUG AND ALCOHOL POLICY

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

Students shall receive annual distribution in writing of:

- Standards of conduct that clearly prohibit the possession, use or distribution of illegal drugs or alcohol on Hesston College's property or as part of any of its activities;
- A description of the applicable legal sanctions under local, state or federal law for the unlawful possession, use or distribution of illegal drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation or reentry program that is available; 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.

POSTERS ON CAMPUS POLICY

PURPOSE

The following guidelines govern the hanging of posters and flyers around campus.

POLICY

The Student Life office must approve and stamp all posters and flyers prepared by students and student organizations before posting occurs on campus.

Guidelines

- The name of the student/s or student organization must be clearly indicated on the poster or flyer.
- Posters/flyers shall be affixed with masking tape or with thumb tacks on departmental or college bulletin boards and the public bulletin boards. Any materials (staples, glue, nails, cellophane tape, etc.) which could cause damage shall not be used to affix posters/flyers to surfaces.
- A fine may be assessed against the student/s or student organization placing or displaying the poster/flyer for any repairs or clean-up charges associated with damage to facilities.
- Use of Hesston College marks and logos requires prior approval by the Marketing and Communications office.

Posters/flyers may not be placed on the following: building's doors; windows; fire alarm boxes and emergency equipment; trash receptacles; elevator interiors; sidewalks; light or electrical fixtures including utility poles; trees; automobiles or other vehicles; sculpture or other outdoor artwork; entry, directional, informational or traffic signs; pillars; and other similar surfaces.

- Only one poster or flyer regarding any one event is allowed on each bulletin board.
- Only three posters or flyers regarding any one event may be placed in each area, corridor, hallway or room.
- When posting on exterior walls, posters and flyers must be placed two or more feet from all doorways.
- Posters and flyers may not be placed on top of any existing materials on the college's bulletin boards or walls.

All posters and flyers must be in good taste. Poor taste includes, but is not limited to:

- sexually explicit pictures or photographs of any persons without clothing
- statements, symbols, depictions or references to alcohol or drugs, foul language
- and any other offensive or vulgar material.

Posters and flyers are prohibited that display fighting words, true threats, obscenity, false advertising, defamation, invasion of privacy, unlawful harassment or that violate Hesston College's policies, rules or codes of conduct.

The posting organization, department or individual is responsible for removing all posters and flyers within 24 hours of the conclusion of the publicized event. In the event that a poster is not linked to a specific dated event, the poster can be displayed for up to 14 calendar days.

Students, faculty and staff should not remove posters or flyers from campus unless the publicized event has already occurred or the poster is in clear violation of any of the aforementioned regulations.

Posters/flyers not posted in accordance with this policy will be removed by college employees.

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 excel-

lent 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 NMC Health Family Medicine, 620-327-2440 or Partners in Family Care, 620-327-2314

- visit or call the NMC Health Immediate Care, 316-281-9700, 118 E 12th St, Newton, KS 67114
- visit Xpress Wellness Urgent Care, 106 E 10th St, Newton, KS 67114, 316-836-2005
- visit or call the emergency room at NMC Health 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, Michael Smalley - 620-327-8236

Counseling Services

- Campus Counselor, Jose Gloria, 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 (strobes). In addition, magnetic door hold-opens are released in the event of a fire alarm, allowing fire rated doors to swing shut, preventing the spread of smoke and fire. This entire system has a backup (battery) power supply. An alarm triggered from any part of the building by any device will activate the horns, sounder bases and strobes in the entire building. Fire extinguishers are located throughout the building as are emergency lights/exit lights with backup battery power.

Kauffman Court: This building utilizes a Faraday MPC 2000 fire panel with manual pull stations located throughout the building as well as photo detector smoke detectors located in the resident director apartments. The fire panel activates horns and strobes and has a back up (battery) power supply. An alarm triggered from any device connected to the fire panel will activate the horns and strobes in the entire building. There are also stand-alone smoke 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 each semester 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.....319-325-0930

Residence Life.....620-327-8160 or 8160 on a campus phone

620-327-8170 or 8170 on a campus phone, 620-327-8180 or

8180 on a campus phone, 620-327-8190 or 8190 on a campus

phone

HESSTON COLLEGE CRIME STATISTICS

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

Dining Handbook

MISSION STATEMENT

Provide happiness by producing a fresh food experience in a safe and healthy environment for students, faculty, staff and guests of Hesston College.

STAFF

Director of Dining Services: Dakota Cox, dcox@freshideasfood.com
diningservices@hesston.edu, 620-327-8177

BONTRAGER STUDENT CENTER DINING HALL

Dining Services offers a variety of menu options throughout the day for students and will regularly feature special meals and dining events. Students are welcomed and encouraged to submit feedback and menu ideas on the dining program to the director and chef. Meal plans are required for all students living on campus.

MEAL PLANS

All Access Plan + \$50 Larks Dollars at \$3,168 per semester (required for freshmen and sophomores, available to all students)

150 Meal Block + \$50 Larks Dollars at \$2,376 per semester (available to juniors and seniors)

75 Meal Block + \$50 Larks Dollars at \$1,140 per semester (available for seniors)

Juniors and seniors will select a meal plan at the beginning of each academic year. Those who do not respond will be assigned the All Access Plan. Changes may be made for second semester if desired. Send change requests to studentlife@hesston.edu.

Larks Dollars can be used in the Larks Nest or for additional meals in the dining hall.

FRESHX APP

Your Hesston dining app provides dining hall menus, nutritional and allergen information, your meal plan and Larks Dollar balances, mobile ordering for the Larks Nest, feedback opportunities and serves as your dining program ID. FreshX will be promoted in the registration line. Contact the director of dining services with questions or for more information.

DINING HOURS/PRICING

Monday-Friday	Guest/ Adult	Off-Campus Student/Child*
Breakfast (7:30 to 9 a.m.)	\$5.75	\$4.50
Lunch (11:30 a.m. to 1 p.m.)	\$9	\$6.75
Dinner (5:30 to 7 p.m.)	\$9	\$6.75

*Open 7:30 a.m. to 7 p.m., Monday through Friday. Hot meal times listed above.

Weekends:

Sat. Brunch (11:30 a.m. to noon)	\$9	\$6.75
Sat. Supper (5:15 to 6 p.m.)	\$9	\$6.75
Sun. Continental Breakfast (8:30 to 10 a.m.)	\$5.75	\$4.50
Sun. Lunch (noon to 12:45 p.m.)	\$11.50	\$8.25
Sun. Supper (5:15 to 6 p.m.)	\$9	\$6.75

See online menu for current hours.

*Child prices are for children ages 5 to 12. Children under 5 eat free.

MEAL SCHEDULE DURING BREAKS AND DAYS WITHOUT CLASSES

On days without classes, the serving schedule will include brunch and supper with no between meal cold bar services.

During breaks (e.g. fall break, Thanksgiving break, etc.), students remaining on campus will be given opportunity, via email and/or resident assistants, to sign up for meals they plan to eat. Students who go through the line who did not sign up for that meal will receive a charge to their student account. This will be communicated through Formation announcements, Larks in the Loop and email.

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 Disability Services Coordinator Whitney Douglas, 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 servings 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 they are 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 best way to make an appointment to speak with a counselor is to use the link at calendly.com/hesstuncounseling. You can also find information at hesston.edu/counseling or talk to Student Life staff, your academic advisor, RA or RD.

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 Jose Gloria at ext. 8238 (off campus dial 620-327-8238) or email jose.gloria@hesston.edu. Jose's office is in Erb Hall across from the Larks Nest.

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 or drivers license
- travel arrangements
- airport transportation
- applying for employment authorization
- off-campus housing options (for those who are eligible)
- shopping trips to Newton and Wichita
- cultural entertainment and outings as available
- support for domestic students who come from a variety of cultures

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 clothing, insignia items, school supplies, greeting cards, personal hygiene items and gifts. Visa, Mastercard, Discover and American Express are accepted for any purchase. Textbooks can be purchased through the online bookstore.

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 online through MBSbooks.com.
- 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 the Bookstore in Erb Hall.

Incoming Student Mail

Students will receive text notification or email communication when mail or packages are available for pickup, including the times that the mailroom is open. To retrieve mail and packages, a student must come to the bookstore during open hours. Mail or packages greater than 8 weeks old will be recycled or returned to sender. Incoming UPS, FedEx and USPS mail will be delivered to the bookstore at 3 p.m. daily and will be available for pickup during open hours.

Hours: 9 a.m. to 4:30 p.m., Mon. through Fri.

Outgoing Student Mail

Outgoing mail leaves campus no later than 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 bookstore. Stamps and envelopes are available for purchase at the Bookstore. 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. Outgoing mail can be left in the Bookstore to go out.

Additional services such as sending insured and certified mail can be purchased in the Bookstore. Sending international mail or packages must be completed at the USPS location in Hesston.

Your Hesston College mailing address for letters, cards, bank statements, bills, etc., is:

Your first and last name
Hesston College
301 S Main St
Hesston, KS 67062

Your Hesston College package address (UPS, FedEx, when ordering from Amazon) is:

Your first and last name
Hesston College
325 S College Dr
Hesston, KS 67062-9112

Questions? Call the bookstore at ext. 620-327-8104.

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

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

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

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

The use of the college network implies your acceptance of these policies. Failure to follow these policies can result in the termination of your account and/or the suspension of your Network/Email privileges. If you have any questions regarding these policies, call the IT Help Desk at +1.620.327.8103 or email Helpdesk@Hesston.edu.

1. As a Hesston College user, you are assigned a personal HC network account, which includes integrated accounts for Moodle (our learning management site), G Suite (formerly Google Apps - providing access to email, calendaring, cloud storage, etc.), and Microsoft Office 365 (online Office, local office for installation on personal devices, cloud storage, etc.). You are expected to check your email account on a regular basis, as it is the primary college communication channel and you may receive information that will need to be read in a timely manner.
2. You may not allow anyone else to use your HC account or know your password. Do not write down your password. You will be held accountable for all activity or mail sent from your account. You may not use someone else's account, even if you have their permission. When you leave a campus computer, you must log off first—even if you plan to return shortly. Remember to treat email/Moodle sessions on public/campus computers with caution, as others can still possibly access your session unless you explicitly log out.
3. Hesston College IT department purchases, supports, and manages all college owned computing devices. Personal device (computers, mobile, etc.) configuration required for accessing Hesston College network resources is provided online and by our HC IT Help Desk at no cost.
4. Hesston College lab computers are configured to erase any local data upon logoff. This is employed so that all users experience a fresh session, no matter what machine they log in on. However, this also means that any documents saved on the hard drive of a lab computer will be erased when the user logs off. Any documents that the user has created/edited must be saved on their network drive, emailed, or copied to a USB device if they are to be retained. This is applicable to all computer labs on campus, except the Friesen Center Mac lab.
5. The use of misleading, defamatory, abusive, obscene, profane, threatening, racially or sexually offensive, or illegal material is strictly prohibited as per the Campus Community Standards. This includes accessing areas on the Internet containing any of the above through a college-provided internet connection. Keep in mind that all traffic is logged locally by HC IT and by remote service providers.
6. Never falsify email--this type of forgery can result in serious criminal penalties and disciplinary action. All messages must correctly identify the sender. In addition, the subject line is important and should always be used to summarize the content of your message. Emails with blank subject lines are often blocked by Spam filters. Emails with vague or generic subject lines are often blocked or ignored by recipients.
7. Be respectful of other users. Do not send rude, offensive or harassing Emails. If someone asks you to stop sending them Email, you must comply. "For Sale" and commercial or third party businesses promotions and advertisements are not allowed in email. Keep in mind that large email attachments are taxing for the network infrastructure and consume your G Suite storage limits. The Google email system does not allow attachments bigger than 25MB (you're required to attach and share a Google Drive file). Messages sent to multiple recipients should not have attachments exceeding 1MB, as this impacts delivery and storage for destination users and is inconsiderate.

8. Copyrighted material may not be sent or received by email or any of the Internet protocols unless you have written permission from the copyright holder. This includes but is not limited to sending or receiving pirated software and/or copyrighted music/video that you have not purchased. Please see the Hesston College Policy Regarding Network Distribution of Copyrighted Material for more detail.
9. "Server" and "Peer-to-Peer" type programs (such as LimeWire, Torrents, FTP servers, Web servers, etc.) are expressly prohibited. The Hesston College IT Dept. implements measures to block, monitor, report, and limit access to these programs in order to insure network integrity.
10. "Hacking" into other computers (accessing services/resources without permission), whether college servers, other student computers, or computers on the Internet will not be tolerated and will be grounds for account suspension/termination and legal/disciplinary action up to and including expulsion and criminal/civil penalties. If you do encounter a security vulnerability on a college server, you are expected to inform the Hesston College IT Dept. as to the nature and severity of the problem.
11. "Cloud" services (Dropbox, OneDrive, Box, Evernote, etc.) are not supported by HC IT. Students are free to use such services, keeping in mind the student is responsible for data use, security, backups, etc. Employees may use such third-party services for personal use only. Supported alternative file storage and transfer systems include your network home drive (H:), Google and Microsoft drives (included in your HC G Suite and Office 365 accounts), flash drives and other removable media.
12. Google Drive (integrated with your G Suite account) is available for cloud-based storage to enable file access both on and off campus. Keep in mind it may have performance implications for large files, and is not backed up directly by Hesston College IT.
13. As a Hesston College user, you have access to a personal network storage space, accessible from any campus machine. This is known as your 'H-drive'. Your H-drive is only accessible by you, and is useful for storing private college-related material. Keep in mind that this H-drive has a 500 MB storage limitation and is not accessible from your home computer, or any other that is not connected to the campus network, unless you request assistance from the HC IT Helpdesk in configuring access. Please be aware of this when you plan time away from campus.
14. Computer storage can and will break, sometimes beyond reasonable repair or recovery. The Hesston College network drives/servers are redundant, backed up regularly, and are recoverable from multiple physical locations in case of an emergency. There are no precautions or backups in place to restore any data that might be lost on an individual computer. If professional (ie: 3rd party) data recovery is required, the user will be expected to pay any resulting expenses.
15. The Google spam filter actively works to intercept "junk" and malicious email before it reaches your inbox. While the filter catches an overwhelming majority of these messages, occasionally an unwanted email will slip through to your inbox. It is important to remember that the Hesston College IT Dept. will never ask for your account information in an email. Any message that requests your username and/or password is a scam. Also, any email from the IT department will always be identified as the 'Hesston College IT' department, along with the name of whoever is in contact with you. General administrative terms and a lack of specifics are indications of spam. Spam messages like this can be deleted.
16. Any attachments (especially .zip files, .exe files, or faxes) should be treated with caution, as scammers often try and pose as generic departments in an attempt to have you initialize a virus. If in doubt, call and confirm the legitimacy of the email before opening any suspicious attachments. If you have opened a suspicious attachment, be it on a college or personal device, inform HC IT Help Desk immediately.
17. With many mobile devices serving as email and scheduling tools, users may want to use their personal cell phones/tablets to receive Hesston College email, calendar notifications, and other data. You are encouraged to reference online help material provided by HC IT (at IT.Hesston.edu) to assist in device configuration, but support is available through the HC IT Help Desk should it be needed.
18. Printer Policy. There is a charge for printing to college printers: \$.05 per sheet for black and white and \$.25 for color. All personal printing is charged directly to your personal account through PaperCut.

HESSTON COLLEGE DORMITORY COMPUTER CONNECTIVITY POLICIES

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

1. Unauthorized activity: Immediately report any questionable activity, whether from, to or through a computer in a Hesston College dormitory, to Information Technology at ext. 8103. Any dormitory connection suspected in gaining unauthorized access to other student computers, campus computer systems or Internet computer systems, or violating any relevant policies is subject to being disconnected at the discretion of Information Technology and disciplinary action by Student Development.
2. Viruses and spyware: It is required that you have anti-virus software for your Windows computer and keep it up to date. If you suspect your device may be infected, you are required to attempt to address the issue, and may request assistance from the HC IT Help Desk (at an hourly fee.)
3. Personal WiFi: Personal Wi-Fi "Hot-Spots" (either through a cell phone or a similar mobile device, or for WiFi-enabled Printers) are not necessary and are discouraged from use on the Hesston College campus as they can cause interference with campus wireless services. If you would like assistance with connecting to the campus networks or configuring your wireless printer, please contact the HC IT Help Desk.
4. Electrical: The campus dormitory electrical outlets are not protected from electrical spikes or brown outs. You may want to consider protecting your computer system (i.e. all components

connected to it by cables, phone lines and network cables) from electrical spikes such as lightning strikes, by using surge suppression or UPS hardware.

Policy review

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

USER ACCOUNTS

Network and Email Account Information

All Hesston College students and employees receive a network and email account (generally First/PreferredName.LastName@Hesston.edu). This account provides access to Hesston College systems, including:

- The HC_Secure wireless network (the preferred and best performance and security network).
- Web resources, such as: my.Hesston.edu, moodle.hesston.edu and helpdesk.hesston.edu
- Student lab computers, and college printers;
- for employees: classroom and office computers.
- Network file storage, including private (H:\), class shared (M:\ Classes);
- for employees: departmental (K:\) and shared (M:\ and F:\) network drives.
- A Google Apps account, for email and other Google services (eg: Google Docs and Drive cloud storage).
- A Microsoft Office365 account, for Office (FREE!) and other Microsoft services (eg: OneDrive cloud storage).

Use of this account is an implicit acceptance of the “Hesston College Computer Usage Policies” and the Hesston College Campus Lifestyle Standards which can be found in the Student Handbook. This includes keeping your account private, as you are responsible for all activity under your account.

New students or employees should have received instructions on accessing your new account by email before arriving on campus. If not, please contact your admissions counselor or Helpdesk@Hesston.edu.

(Returning students and employees will still have access to their account from the previous year, and will be notified when their record is marked as not expected to return for the following semester.)

For students: your Resident Assistant (RA) is also available to assist you in getting connected to these resources.

If you have questions or are unable to connect:

- email Helpdesk@Hesston.edu (will generate a ticket automatically - our preferred contact method)
- call 620.327.8103 (x8103 on campus)
- visit the IT department (1st floor of the Alliman Administration Center)

PUBLIC RESOURCE ACCESS CONSIDERATIONS

Computer labs

1. Computers in campus labs are configured to erase any local data upon logoff. 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-emailed, 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 a lab 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 be grounds 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 campus computer). The H: drive is only accessible by you, and is useful for storing private college-related material. This drive has a 500 MB storage limitation and is not accessible from off campus.

Printing and Wi-Fi

7. Campus printing access is available in computer labs, library, Access lab, and other public-access areas. Printing charges are \$.05 per sheet for black and white and \$.25 for color. All personal printing is charged directly to your personal account. Personal printers are allowed on campus dorms; however, they must be locally attached (i.e. USB) to your personal computer. Wireless printing is not supported or allowed due to possible excessive wireless network traffic, interference, or the possibility of unsafe access.
8. Personal Wi-Fi “Hot-Spots” (either through a cell phone or a similar mobile device, or for WiFi-enabled printers) are not necessary and are discouraged from use on the Hesston Col-

lege campus as they can cause interference with campus Wi-Fi services.

Enforcement

It is the responsibility of the end user to comply with this policy. Violations may result in disciplinary action up to and including separation per HR Policy 502: Progressive Discipline, student suspension or expulsion, board membership removal, or legal action when appropriate.

Hesston College Policy Regarding Network Distribution of Copyrighted Material

The Hesston College campus network (network, e-mail system, internet connection and dorm room connections) provides services owned and operated by the college. Conduct on the campus network is to be consistent with Campus Community Standards and must conform to this policy.

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

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

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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

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

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

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's 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 Lab staff to assist students working to meet their academic goals.
- Accommodations for students with special needs are coordinated by Disability Services 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 prior prior tax year will be used. For example, the 2023-24 FAFSA uses 2021 tax information.

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 May 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. Financial aid, institutional grants, scholarships and direct student loans will be disbursed a week after classes begin each semester. Students' credits may be issued after the drop/add period which ends two weeks after the first day of classes each semester.

LAUNDRY FACILITIES

The free 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 \$65 (for a Wichita trip) or \$30 (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, 2023) through July 31, 2024. This policy remains in effect and no

refund is provided even if the student withdraws or graduates from Hesston College prior to July 31, 2024. The cost of this plan for 2023-24 is \$2,094.

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. Student employment is an important opportunity for you to develop professional and academic skills through unique learning experiences, as well as contribute to the staffing needs of Hesston College. Hesston College employs approximately 175 students to perform a variety of assignments on campus. Hesston College is an employment-at-will employer, which means that the college or the student worker may terminate employment at any time, for any reason. 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, and with few exceptions, student workers are expected to work no more than 20 hours per week when classes are in session, and no more than 40 hours per week during breaks.

In order to be employed as a student worker by the college, you must apply for and be hired for a position connected to the college. You will be required to sign this document and complete new hire paperwork, to include Form I-9. Failure to complete this entire process may mean you are unable to work for the college. Supervisors select candidates based on the applications submitted by the students for each position, and should contact students and advise them of the next steps once they receive an application. Expectations of the position will be included in the job description and the signed work study agreement, but include the following: be at work at the scheduled time; keep accurate records of time worked; in case of illness or unavoidable absences (class field trips, etc.) notify your supervisor(s) ahead of your scheduled work time; maintain quality and efficiency of work; perform other work tasks as assigned by the supervisor; abide by and uphold the Hesston College policies and campus community standards; and maintain a cumulative 2.0 GPA for the remainder of the Hesston College academic career in positions for which this is required (i.e. Residence Life). If you decide not to continue in a work position, student workers may resign from their position(s) with reasonable notice, in writing, to their supervisor(s). Student worker employment automatically ends at the time you are no longer a student at the college.

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 have completed at least one semester at Hesston College and earned a GPA of 2.50 or better 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 September 1, 2023, will result in a \$50 fine.**

If you have a vehicle registration sticker from the 2019-20, 2020-21, 2021-22 or 2022-23 school years, you do not need to re-register your vehicle. If the sticker has fallen off, please request a new one.

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 and emergency vehicle 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.
9. Students who wish to park a vehicle on campus over the summer must contact Deb Hiebert at 620-327-8120 to arrange.

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

Bike registration is strongly encouraged. Contact facilities at 620-327-8120. A registration sticker provides quick identification of a bike owner when a bike must be moved or in case it is stolen.

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. NMC Health Family Medicine (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, 353 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.

NMC Health 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 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
- 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

RegistrarAlliman Administration Center, 3rd floor, ext. 8204
 (620-327-8204)

Campus Ministries

Campus Pastor.....Kropf Center Bible department, ext. 8237
 (620-327-8237)

Campus Safety and Security

Student Life Office Suite
Erb Hall, across from the Larks Nest, ext. 8235
 (620-327-8235)

Class Schedule

Academics office
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

Campus Counselor
Erb Hall, across from the Larks Nest, ext. 8238
 (620-327-8238)

Dining Services

Dining Hall
Bontrager Student Center, ext. 8177
 (620-327-8177)

Disability Services

Disability Services Office
Smith Center, ext. 8342
 (620-327-8342)

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)

Formation Information

Student Life Office Suite
Erb Hall, across from the Larks Nest, ext. 8235
 (620-327-8235)

General Information

Student Life Office Suite
Erb Hall, across from the Larks Nest, ext. 8235
 (620-327-8235)

Housing

Student Life Office Suite
Erb Hall, across from the Larks Nest, ext. 8236
 (620-327-8236)

Lost and Found

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

Student Life Office Suite
Erb Hall, across from the Larks Nest, ext. 8235
 (620-327-8235)

Mail

Post Office.....Bookstore, Erb Hall 1st floor, ext. 8104
(620-327-8104)

Registration

RegistrarAlliman Administration Center, 3rd floor, ext. 8204
 (620-327-8204)

Student Bank

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

Title IX

Title IX Office
Smith Center, ext. 8342
 (620-327-8342)

Tutorial Services

Access LabSmith Center, ext. 8213
 (620-327-8213)

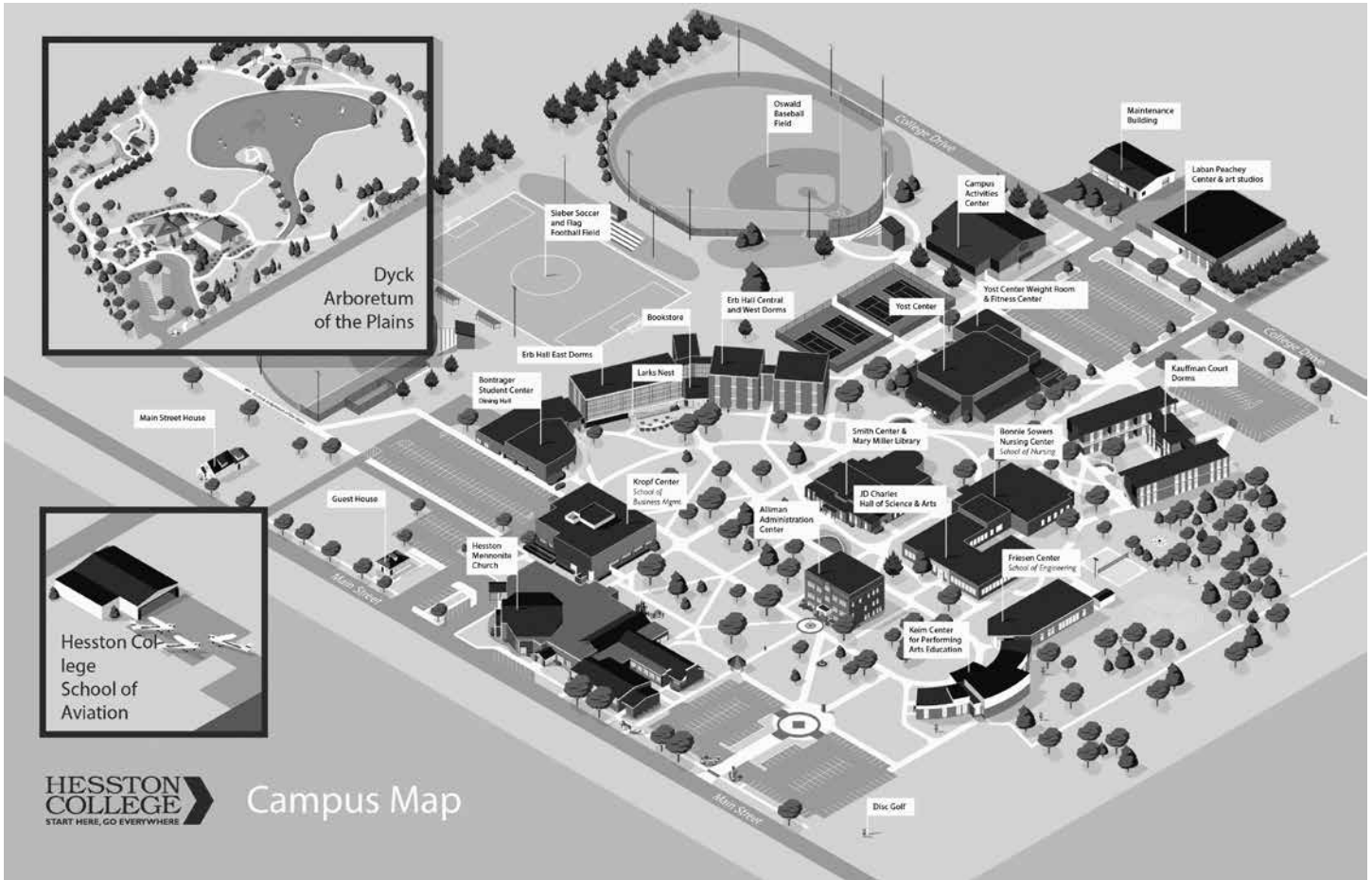
Work-Study Checks

CashierAlliman 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



HESSTON COLLEGE
START HERE, GO EVERYWHERE

Campus Map

