POLICY MANUAL

VOLUME VII

Student Life Policies

Approved by the Bethany College Board of Trustees
May 17, 2013
Policy dictates that the Officers of Bethany College are:

- President of the College
- Chief Academic Officer
- Chief Financial Officer
- Chief Advancement Officer

Specific titles for the latter three may vary according to organizational structure. For the purpose of Bethany College policy documents for the 2013-14 academic year, the Chief Academic Officer is the Vice President for Academic Affairs and Dean of the Faculty; the Chief Financial Officer is the Vice President for Finance; and, the Chief Advancement Officer is the Senior Vice President. Titles for these three positions may change at the discretion of the President of the College.
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7.0 Introduction
This Volume VII contains current information regarding Bethany College policies, regulations, student rights and responsibilities, due process, and other student life information. Academic policies appear in Volume VI of the Policy Manual. Bethany College reserves the right in its sole judgment to promulgate and change rules and regulations and to make any changes of any kind to its student life policies whenever it is deemed necessary or desirable.

7.1 General Student Information

7.1.1 Offices, Departments, and Other Student Services

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

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

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

Those students needing special accommodations for housing, meals, classes, or other scholastic needs shall provide documentation from their primary care provider as to the specific nature of those needs, and how Bethany College can work with the student to provide the best possible accommodation. If a student does not disclose the need for special accommodations, the College is not responsible for those needs. The Office of Student Life will work with those students who disclose any special needs to the College to work through appropriate accommodations.

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

FOR EMERGENCY SITUATIONS WHEN A STUDENT MIGHT POSSIBLY HURT THEMSELVES OR OTHERS, CALL CAMPUS SECURITY AT x7744 OR CALL AN EMERGENCY OPERATOR AT 9-911 FOR IMMEDIATE ASSISTANCE.

7.1.1.4 Insurance
All students are required to have some type of medical insurance. Bethany College offers a student medical insurance policy (at an applicable fee) to those who are not covered by their parents’ or other insurance. Each year students will receive enrollment information with regard to the medical insurance plan. Students with medical insurance may opt out of the College offered plan. If they fail to take action to opt out by the specified date, they will be charged for the plan.

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

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

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

Students are required to register any vehicle they choose to bring to campus. All vehicles parked on campus must display a valid Bethany College vehicle permit issued by the Department of Safety and Security. All drivers are expected to obey posted traffic and parking signs at all
times. Some parking lots on campus are designated as “Faculty and Staff Only” parking between the hours of 7:30am and 4:30pm, Monday through Friday. These lots have numbered spaces indicating restricted spaces assigned to various faculty and staff employees.

All vehicles on campus are subject to the fines and disciplinary actions below:

1. **Fire Lane Violation**  $50.00
2. **Invalid or No Registration**  $25.00
3. **Failure to obey STOP sign**  $25.00
4. **Reckless driving**  $25.00
5. **Parking in a No Parking space**  $20.00
6. **Parking in restricted area**  $20.00
   (This includes Yellow-lined areas, area behind Campbell Hall, Faculty/Staff lots, etc.)
7. **Handicapped Space Violation**  $75.00
8. **Wrong way on a One Way Street**  $25.00
   (e.g. Campbell Village road, Richardson Hall road)
9. **Fraudulent Parking Permit**  $50.00
   It is a violation of this policy to alter a registration permit or to display or allow the display of a registration permit not registered to a student’s vehicle. Permits are non-transferable. Students displaying fraudulent or “borrowed” permits will be fined and be referred to the Director of Student Engagement and Responsibility for resolution.

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

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

7.1.1.8 **Other Violations**

1. After three (3) violations, parking privileges will be suspended for the remainder of the school year. Subsequent violations will result in the offender’s vehicle being towed from campus.
2. Fleeing or failure to yield to a Security officer will be considered reckless operation and the student will be subject to a fine of $50 and/or the towing of the vehicle.

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

4. Driving on foot-paths, sidewalks, and grass-covered areas is not permitted and will be considered reckless operation. The student will be subject to a fine of $50 and/or towing of the vehicle and/or suspension from Bethany College.

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

7.1.1.9 Student ID

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

7.2 General College Policies and Procedures

7.2.1 Affirmative Action

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

7.2.2 Alcohol and Illegal Drugs

Bethany College complies with federal, state, and local laws which regulate the possession, use, and sale of alcoholic beverages and controlled substances. The College also complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1998. The following activities, among others as detailed in the Bethany College Alcohol Policy, are prohibited on College premises or at College sponsored activities:
1. Distributing, possessing, or using any illegal drug or controlled substance
2. Providing alcoholic beverages to individuals under 21 years of age or possessing alcoholic beverages by individuals under 21 years of age, and
3. Illegally possessing an open container of alcoholic beverage, public intoxication, driving while intoxicated, or under the influence of illegal drugs or controlled substances, and drinking alcoholic beverages in an unlicensed public place

Every Bethany student must agree to abide by the policies and standards of the College as defined by the most current edition of the *Student Handbook* and *Code of Student Conduct*. Moreover, Bethany College and the Town of Bethany have policies that specify compliance with WV State Law. It is illegal for anyone under the age of 21 to possess or consume alcoholic beverages; it is illegal to knowingly provide alcoholic beverages to anyone under the age of 21; and it is illegal for anyone of any age to possess, use, or distribute illicit drugs.

Since the primary objective of Bethany College is to contribute to the growth and development of students, it strives to maintain an environment free from conditions that may hinder that development. The use or misuse of alcohol often inhibits a student from achieving optimal academic success, reduces productive participation in a wide variety of enriching activities, and increases factors creating risks to healthy living. Therefore, Bethany College has adopted strict alcohol use policies, as seen in the Code of Student Conduct.

### 7.2.2.1 Alcohol Policy

1. The possession or consumption of alcoholic beverages by any student under the age of 21 is strictly prohibited.

2. Knowingly providing alcoholic beverages to anyone under the age of 21 is prohibited.

3. The possession or consumption of alcoholic beverages in any public area is prohibited unless permission has been granted for a social event by the Office of Student Life, Department of Safety and Security and Director of Student Activities. Public areas include, but are not limited to, athletic facilities, campus grounds, academic buildings, and common lounge areas.

4. Use or possession of alcoholic beverages by any student, regardless of age, in any residential facility designated as alcohol free by the Dean of Students is prohibited; specifically those designated as housing freshman – including Campbell Village and Woolery.

5. Persons aged 21 and over are permitted to possess and consume alcoholic beverages in moderation and in the privacy of their individual rooms or apartments, if in buildings NOT designated as alcohol-free. Students may be permitted to have in their possession, a maximum amount of one six pack or less of beer or one bottle of unfortified wine per person for personal consumption.
6. The purchase or use of a bulk quantity of alcoholic beverages, except when purchased from, supplied and staffed by licensed third party vendors, is prohibited in any facility. Bulk quantity is defined as kegs, pony kegs, beer balls, or cases. Any quantity of beer or wine in excess of the amount stated in 5 above is considered a bulk quantity.

7. Excessive Drinking, on-campus or off-campus, is considered irresponsible use of alcohol and a violation of the College’s alcohol policies. Excessive drinking includes, but is not limited to, intoxication, binge drinking, drinking games, and drinking to the point of physical illness or incapacitation.

8. Drinking games, including any activity that encourages the rapid ingestion of alcohol, are not permitted. Such games include, but are not limited to: Quarters, Beer Pong, Beirut, Power Hour, and Flip Cup. Paraphernalia identified as having been used in a drinking game, including tables, may be confiscated by College Officers and will become the property of the college.

9. Students are not permitted to display alcohol-related paraphernalia in plain view (empty bottles, funnels, beer bongs, etc.) at any time. Alcoholic beverage containers of any kind should not be in view of the public. Violations of this regulation may result in disciplinary action to the housing unit and/or the individuals involved.

10. Serving, possessing, or consuming hard liquor or grain alcohol is strictly forbidden.

11. Alcoholic beverages (beer or wine only) may be served at social events, only through third party vendors, approved by the Office of Student Life. The officers of a student organization sponsoring a social event where alcoholic beverages are to be served are required to sign a statement accepting full responsibility for compliance with the laws of the State of West Virginia and with Bethany College policies. Registration forms for events and guidelines for parties are available in the Office of Student Life and at http://www.bethanywv.edu/students/student-services.

12. Students and student organizations are responsible for the conduct of their guests and for compliance with State law and College policy.

13. Violations of the alcohol policy will result in student disciplinary action and/or legal action.

7.2.2.2 Alcohol Amnesty Policy

Student health and safety are of primary concern at Bethany College. As such, in cases of intoxication, alcohol poisoning, or other drug-related medical emergencies, Bethany encourages individuals to seek medical assistance for themselves or others.
1. Students who seek emergency medical attention for themselves related to consumption of drugs or alcohol will not be charged with violations of the Bethany College Code of Student Conduct related to that consumption provided that the student subsequently completes an assessment and any recommended treatment from the Dean of Students, Director of Student Engagement and Responsibility and Educational Programs, The Counseling Services Office, or their designee within 15 business days. Failure to complete this assessment may result in charges being filed.

2. Students who seek emergency medical attention for someone else will not be charged with violations of the Bethany College Code of Student Conduct related to consumption of alcohol or drugs, provided that the student subsequently completes an educational task provided by Dean of Students, Director of Student Engagement and Responsibility and Educational Programs, The Counseling Services Office, or their designee within 15 business days. Failure to complete this task may result in charges being filed.

This Policy applies only to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by College officials (e.g., Campus Security, Residential Life Staff, and College Administrators).

This Medical Amnesty Policy does not excuse or protect students who repeatedly violate the College’s Code of Student Conduct. In cases where repetitive violations of the College’s Code of Student Conduct occur, Bethany College reserves the right to take judicial action on a case-by-case basis regardless of the manner in which the incident was reported. Additionally, the College reserves the right to adjudicate any case in which the violations are flagrant violations of the Code of Student Conduct.

The Dean of Students, Director of Student Engagement and Responsibility, or their designee reserves the right to contact any student to discuss an incident whether or not the Amnesty Policy is in effect.

Bethany College reserves the right to notify parents as per The Parental Notification Policy found in the Code of Student Conduct.

7.2.2.3 Illegal Drug Policy

1. It is illegal for anyone of any age to possess, use, or distribute illicit drugs.

2. Possession of prescription drugs by those other than the named prescription holder is prohibited.

3. Distribution of prescription drugs to anyone other than the named prescription holder is prohibited.
4. Possession of drug paraphernalia is prohibited and will result in student disciplinary action and/or legal action.

5. Violations of the Illegal Drug Policy will result in student disciplinary action and/or legal action.

7.2.3 Anti-Harassment Policy

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

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

7.2.4 Campus Sexual Violence Elimination Act (Campus SaVE Act)

The Campus Sexual Violence Elimination Act (H.R. 6461). Bethany College, in compliance with the Campus Sexual Violence, Domestic Violence, Dating Violence and Stalking Education and Prevention Act of 2013, prohibits the offenses of sexual assault, domestic violence, dating violence, and stalking. As well, the College provides educational programs for all students and employees to promote the awareness and the prevention of these offenses.

7.2.4.1 Domestic Violence

We define domestic violence as:

“A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.”
Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

Domestic Violence may include, but is not limited to:

- Intimidation
- Manipulation
- Humiliation
- Isolation
- Frightening
- Terrorizing
- Coercing
- Threatening
- Blaming
- Hurting/Injuring/Wounding

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. It affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together or dating.

Domestic violence affects not only those who are abused, but also has a substantial effect on family members, friends, co-workers, witnesses, and the community at large. Children who grow up witnessing domestic violence are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life, which increases their risk of becoming society's next generation of victims and abusers.

### 7.2.4.2 Physical Abuse

We define physical abuse as:

*"Physical force or violence that results in bodily injury, pain or impairment."

Types of physical abuse include, but are not limited to:

- Hitting
- Slapping
- Shoving
- Grabbing
- Pinching
- Biting
- Hair pulling
- Denying a partner medical care
• Forcing alcohol and/or drug use upon him or her.

7.2.4.3 Sexual Abuse

We define sexual abuse as:

“Coercing or attempting to coerce any sexual contact or behavior without consent.”

Sexual abuse includes, but is not limited to:

• Marital rape
• Attacks on sexual parts of the body
• Forcing sex after physical violence has occurred
• Treating one in a sexually demeaning manner

7.2.4.4 Sexual Assault

We define sexual assault as:

“Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.”

Falling under the definition of sexual assault are sexual activities such as:

• Forced sexual intercourse
• Forcible sodomy
• Child molestation
• Incest
• Fondling
• Attempted rape

7.2.4.5 Emotional Abuse

We define emotional abuse as:

“Undermining an individual's sense of self-worth and/or self-esteem is abusive.”

This may include, but is not limited to:

• Constant criticism
• Minimizing or ignoring emotions
• Belittling or demeaning one's abilities
• Name-calling
• Accusing
• Threatening
• Blaming
• Excessive teasing
• Exploitation
• Damaging one's relationship with others.

7.2.4.6 Economic Abuse

We define economic abuse as:

“Making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at college or employment.”

7.2.4.7 Psychological Abuse

We define psychological abuse as:

“Systematic perpetration of malicious and explicit non-physical acts against an intimate partner, child, or dependent adult.”

Elements of psychological abuse include, but are not limited to:

- Causing fear by intimidation
- Threatening physical harm to self, partner, children, or partner's family or friends
- Destruction of pets and property
- Forcing isolation from family, friends, or college and/or work.

7.2.4.8 Dating Violence

We define dating violence as:

“Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence.”

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

7.2.4.9 Stalking

We define stalking as:

“A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.”

Stalking can include:
- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email
- Repeatedly leaving or sending victim unwanted items, presents, or flowers
- Following or laying in wait for the victim at places such as home, college, work, or recreation place
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets
- Damaging or threatening to damage the victim's property
- Harassing victim through the internet
- Posting information or spreading rumors about the victim on the internet, in a public place, social media or by word of mouth
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

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

7.2.6 Dogs on Campus
There are significant health and safety hazards and nuisances created by unrestrained dogs on campus. Accordingly, the following guidelines shall be enforced:

1. Except as provided in #6 and #7 below, dogs and other animals are not permitted in College buildings, nor in College dormitories.

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

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

4. Dogs may not be tethered on campus.

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

6. Trained helping animals (sometimes referred to as service animals) such as guide dogs for the blind, as well as animals being trained as such, are permitted on the College
campus and in College buildings for use by those employees, visitors and students with registered disabilities.

7. Animals used for approved research projects are permitted on the College campus and in certain College buildings.

**7.2.7 Electronic Devices**

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any College owned or College operated facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions, or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, locker rooms, or other areas were there is a reasonable expectation of privacy, and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited.

**7.2.8 Exposure to Blood Borne Pathogens**

In accordance with the Occupational Safety and Health Administration’s (OSHA) federal standard for Blood Borne Pathogens, those members of the campus community identified at high risk for the transmission of infectious disease include some department heads, members of the Athletic Department, the Wellness Center, the Department of Safety and Security, and Residence Life.

These members of the campus community must comply with all segments of this policy. Failure to do so may result in discipline leading up to and including dismissal.

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

**7.2.9 Response Procedure for Exposure to Blood Borne Pathogens**

Employees having any direct exposure to blood or body fluids occurring at the College must be reported to the Director of Personnel Services who is the infection control coordinator. Students having any direct exposure to blood or bodily fluids occurring at the College must report the incident immediately to the Department of Safety and Security.

1. High risk employees with cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc. must wear appropriate protective equipment (i.e., occlusive bandages, gloves, gowns, masks, etc.) when performing tasks that may involve exposure to another person’s blood or body fluids.

2. All human blood or body fluids should be considered potentially infectious at all times.

3. Should a person be known to be infected with a contagious or infectious disease, employees must wear protective clothing when providing treatment to that person.

4. Should a skin exposure to blood or body fluids occur, the employee should:
a. Cease the procedure as soon as it is safe and/or practical to do so;
b. Wash the exposed area thoroughly with soap and running water;
c. Report the incident to the accident investigator; and
d. Fill out and complete an exposure report form.

5. If the skin exposure involves large amounts of blood or prolonged contact with blood, especially if the exposed skin is chapped or otherwise broken, use alcohol or peroxide as an antiseptic after thorough hand washing, if desired.

6. Should exposure to blood or body fluids occur to the eyes or mouth, the employee should:
   a. Flush the exposed area immediately with water;
   b. If desired, rinse the mouth with peroxide;
   c. Report the incident to the accident investigator; and
   d. Fill out and complete an exposure report form.

7. Should an exposure to blood/body fluids occur from a needle stick, cut from a sharp instrument, or contamination of an open wound or broken skin, the employee should:
   a. Allow the wound to bleed freely;
   b. Wash the exposed area with soap and water;
   c. Apply antiseptic as desired:
      i. Isopropyl alcohol 70%; or
      ii. Hydrogen peroxide 3%.
   d. Report the incident to the accident investigator; and
   e. Fill out and complete an exposure report form.

8. Required items to aid in cleaning up spills or splashes of blood or body fluids:
   a. Gloves;
   b. Bleach or other approved cleaning solution;
   c. Spray bottle;
   d. Water;
   e. Cloth or paper towels; and
   f. Red plastic bag.

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

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

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

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

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

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

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

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

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

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

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

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

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1 According to the Buckley Amendment, information contained in the educational records of students who are eighteen years of age or older or enrolled in post-secondary institutions may be sent to the parents without the written consent of the student only if the student is a financial dependent of the parents. (The term dependent is defined in Section 152 of the Internal Revenue Code as an individual’s son, daughter, stepson, or stepdaughter of a taxpayer who receives over half of the individual’s support from the taxpayer during the given calendar year.)
2. Seek to change the opinions or reflections of a school official or other person reflected in an education record.

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

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Bethany College may disclose, without consent, “directory” information. This includes: (1) name, (2) permanent and local address and telephone, (3) The division/department attended at the College, (4) class level, (5) major field, (6) dates of attendance at the College, (7) degree received and date awarded, (8) honors and awards received, (9) participation in recognized activities, (10) previous school(s) attended, and (11) height and weight of members of intercollegiate athletic teams. The College may disclose directory information for any purpose, without the prior consent of a student, unless the student has forbidden its disclosure in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar’s Office. In the event that such written notification is not filed, the College assumes that the student does not object to the release of the directory information.

At the College information about student rights and responsibilities under FERPA is available at the Office of the Registrar.

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

### 7.2.11 Hazing Policy

Bethany College unconditionally opposes all forms of hazing. Incidents of hazing shall be reported immediately to the Dean of Students. Individuals in violation of Bethany’s Anti-hazing Policy are subject to suspension, expulsion, or other disciplinary proceedings. Organizations in violation of this policy face having their affiliation with Bethany College terminated. West Virginia State Law defines hazing as follows:
“Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: Provided, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section. Institution of higher education or institution means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.”

West Virginia State Law also includes the following: “Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: Provided, that if the act would otherwise be deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.”

Bethany College also considers hazing to be “any activity or action, whether on or off premises, which subtly, flagrantly, recklessly, or deliberately demeans, embarrasses, threatens, invites ridicule or draws inappropriate or negative attention to a member, affiliate, and/or group, and/or an attitude which implies one member or affiliate is superior to another or that membership in the group must be earned through personal services or meaningless activities”. This definition is intended to include “any actions which inhibit the proper fulfillment of obligations to College-sponsored groups or organizations, which are inconsistent with academic achievement, fraternal law, ritual, or policy; or contrary to the regulations and policies of the College, national or international organizations, or applicable state law.” Depriving a member or affiliate of the opportunity for sufficient sleep is prohibited; therefore, no activities required of affiliate members are to occur from 11:30 p.m. to 7:15 a.m., no activities required of affiliate members are to occur from 8:00 a.m. to 4:00 p.m. on Mondays through Fridays, and all affiliate members must be provided with two hours of free time between 4:00 p.m. and 11:30 p.m. for dinner, study, and personal time.

7.2.12 Indebtedness to the College

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

2 West Virginia Code §18-16-2.

3 West Virginia Code §18-16-3.
7.2.13 Information Technology Usage Policy

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

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

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

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

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

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

1. User access is granted to an individual and may not be transferred to or shared with another user. This principle is intended to protect the integrity, security, and privacy of users’ accounts. Sharing access with another individual undermines the security of users’ accounts, leaving it vulnerable to abuse by others. By not sharing accounts, users protect against unauthorized activities on their account, for which they would be responsible.
   a. The College reserves the right to regulate any activity that occurs on the campus network or on any other technology-based system owned by the College.

2. Users must not engage in activity outside the limits of access that have been authorized for them. This includes but is not limited to:
   a. Performing an act that negatively impacts the operation of computers, peripherals or networks, or that impedes the ability of others to do their work. Examples include but are not limited to:
      i) Tampering with any transmission medium or hardware device, or connecting any unauthorized device or computer to the College network;
      ii) Intentionally propagating anything that damages hardware and/or software (virus, worm, spyware);
      iii) Damaging or destroying data;
      iv) Modifying any disk or software directory provided by the College for any type of special use;
      v) Performing an act that places an unnecessary load on a shared computer or the College network.
b. Attempting to circumvent protection schemes for access to data or systems, or otherwise uncover security loopholes.

c. Gaining or granting unauthorized access to computers, devices, software, or data. This includes, but is not limited to:
   i) Admitting someone into a locked facility, or unlocking any facility that is normally locked, without permission; and
   ii) Permitting the use of any account, including one’s own personal account, in a way that allows unauthorized access to resources.

3. Users must abide by all applicable laws or government regulations, and operate within the limits articulated by the College. Examples include but are not limited to:
   a. Using any material in violation of any software licensing agreement or copyright law;
   b. Using software or data that infringes on the rights of others. Examples include the production or propagation of material that is abusive, profane or sexually, racially or religiously offensive; or material that may injure or harass someone else, or lead to lawsuit or criminal charges;
   c. Monitoring someone else’s data communications, or otherwise reading, copying, changing, or deleting files or software without proper permission of the owner;
   d. Using College facilities for personal gain, or for the benefit of an organization other than the College or an approved organization.

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

After graduation or last date of attendance, a student’s e-mail and related accounts will be left open for six months before being terminated.

7.2.14 Legal Liability of the College

The College is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or acts of God.

The College does not assume responsibility for lost, stolen, or damaged property. This policy covers not only personal possessions, but also those items in an individual’s charge (e.g. keys to the residence hall room, residence hall furniture.)

Students are strongly encouraged to insure their personal property by the purchase of insurance against loss from theft and accidental damage.

7.2.15 Missing Students Policy

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

If a Bethany College residential student is suspected missing for more than 24 hours or missing under suspicion of unusual circumstances, please contact Bethany College Safety and Security at
304-829-7744 or any member of the Bethany College Student Life Staff at 304-829-7631. If a student is a commuter, please contact Bethany College Safety and Security at the number listed above.

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

### 7.2.16 Parental Notification Policy

The 1998 HEA amendments to the Federal Education Right to Privacy Act of 1974 added an exception that allows, but does not require, institutions of higher education to disclose to a parent or legal guardian information regarding a student’s violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation with respect to the use or possession. In response to this permissive legislation and because Bethany College values its relationship and partnership with families and parents of students as it relates to drug and alcohol related behaviors, Bethany College reserves the right to notify parents of alcohol or drug violations according to this policy. For the purpose of this document, the term “parent” will mean any natural parent, adoptive parent, or legal guardian of a student.

1. Parents may be notified of all alcohol violations involving students under the age of 21 and all drug violations.

2. Initial correspondence with a parent may be in the form of a letter sent by or via phone call from the Dean of Students or designee.

3. In most circumstances, only findings of disciplinary proceedings related to alcohol and drugs and the facts that supported them will be reported to a parent. Parents will not be informed of allegations, rumors, names of other students charged, or findings of cases against students other than the student of the parent.

4. In certain situations, when a student is refusing medical treatment, is combative, and/or determined (by emergency medical staff, law enforcement or other professional college staff) to be a threat to health or safety as a result of the consumption of alcohol and/or drugs, a parent may immediately be notified by the Dean of Students or designee.

5. In all cases of students being found responsible for a violation, students will be informed that parental notification is in process and will be encouraged to call parents prior to parental receipt of the notification letter.

6. In some special circumstances it may be in a student’s best interest that parents not be notified. Such cases will be handled on an individual basis.

### 7.2.17 Political Activities Policy

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

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

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

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

7.2.19 Reservation of Facilities
The scheduling of some of the facilities on campus is coordinated by people other than the Registrar:

1. Academic Parlour: Office of the Vice President for Academic Affairs and Dean of the Faculty.
2. Art equipment, facilities, and studios in the Johnson Visual Arts Center: Chair of the Department of Visual and Performing Arts.
3. Athletic facilities and fields: Director of Athletic and Recreation.
4. Costello Room: Office of the Vice President for Academic Affairs and Dean of the Faculty.
5. Commencement Hall: Office of the Vice President for Academic Affairs and Dean of the Faculty.
7. Laboratories and other special science facilities in Richardson Hall and Kirkpatrick Hall: Chair of relevant departments.
8. Mountainside Conference Center facilities: Manager of the Conference Center.
9. T.W. Phillips Library, all rooms: Registrar
10. Neotrophian Room: Office of the Vice President for Academic Affairs and Dean of the Faculty.
11. Bethany Club: Office of Student Life
12. Radio Station and media equipment in the Bethany House: Advisor to WVBC
13. Renner Too: Office of Student Life
14. Bethany House and Renner Art Gallery: Office of Student Life
15. Television studios and equipment in the Johnson Visual Arts Center: Advisor to the Television Station.

7.2.20 Self-Destructive Behavior Policy

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

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

1. Inappropriate use of alcohol, including under-age drinking. The effects of alcohol do not relieve individuals of their responsibility to themselves or to the community
2. Use, possession, or distribution of narcotics or other controlled substances
3. Physical abuse, or harming oneself, or intentionally placing oneself in danger
4. Attempted or threatened suicide

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

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

Bethany College is committed to maintaining a safe educational environment for all students and recognizes that self-destructive behavior can impact others in the residential community. Concerned residents are encouraged to utilize counseling resources provided to students free of charge. Residents are welcome to contact the Counseling Services Office at 829-7572.

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

7.2.21 Sexual Assault

Bethany College prohibits all forms of sexual misconduct, sexual assault, sexual exploitation, and sexual harassment including but not limited to these definitions:

1. Sexual assault - engaging in vaginal, oral, or anal intercourse with, or inflicting other sexual invasion upon, any person without that person’s consent. “Other sexual invasion” is defined as the intentional touching of an unwilling person’s genitalia, groin, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another’s intimate parts as listed above.

2. An action is “without that person’s consent”;
   a. When inflicted upon a person who has not freely and actively given consent.
   b. When consent is given as a response to force or the threat of force.
   c. When inflicted upon a person who one knows (or reasonably should know) to be physically incapacitated by the use (voluntarily or involuntarily) of alcohol and/or other drugs, including “date rape” drugs to the extent that they are either unconscious, unaware, or otherwise physically helpless.

3. Nonconsensual sexual contact - engaging in any other physical contact not described in the above definition of sexual assault which is performed in a sexual context and without a person’s consent as defined above.

4. Sexual exploitation - taking nonconsensual, unjust, or abusive sexual advantage of another for one’s own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment.

Examples of Sexual Exploitation include, but are not limited to prostituting another student, nonconsensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as letting others surreptitiously watch you having consensual sex), engaging in voyeurism, and inducing incapacitation with the intend to rape or sexually assault another person or with the intent to create opportunity for a third party to rape or sexually assault another person.

Bethany College makes a commitment to do everything possible to help a student who has been a victim of sexual assault. The procedures for making an official report of an incident and for filing charges against the assailant are specified below. Some useful on-campus and off-campus resources are also identified below. All College officials are also ready to assist the victim.

Sexual assault is considered to be any act involving the use of physical violence, threats of bodily harm, or psychological pressure to force or to attempt to force someone into sexual acts (as defined in Chapter 61, Article 8B, of the West Virginia State Code).
7.2.22 Procedures for Reporting a Sexual Assault, Domestic Violence, Dating Violence or Stalking

The College requires all members of the community to immediately report any incident of sexual assault, domestic violence, dating violence or stalking to the Office of Safety and Security. Upon notification, there will be an Officer of the College or staff member assigned to the incident for full investigation. At all times during the process, the victim's rights will be maintained. It is extremely important to preserve any and all evidence from an incident for proof of an offense.

If you feel you are a victim of sexual assault, follow these procedures:

- To make a sexual assault complaint, contact the Office of Safety and Security immediately at extension 304-829-7744; officers are available 24 hours a day.
  - You may also contact someone in a position to offer assistance. This might be an RA, a staff member with the Office of Student Life, a house president, or a College Counselor,
  - (Counselor’s phone numbers are listed below), or a member of the Wellness Center staff. Please see the listing of contact numbers at the end of this section.
- The College encourages students to seek legal recourse for sexual assault. The College can assist in contacting the Bethany Police Department or the Brooke County Sheriff’s Department. Again, please see the listing of contact numbers at the end of this section.
- Do not shower, bathe, douche, brush teeth, etc.
- If you change clothes, do not discard any items of clothing.
- Do not disturb anything in the area where the incident occurred.
- If at all possible, secure the area.
- Meet with the Director of Student Engagement and Responsibility to file formal charges. There may be a need for you to assist in all phases of the formal hearing process.
- If you intend to press criminal charges, the College will arrange a meeting with the Brooke County Prosecutor(s).
- The victim should write down all details that can be remembered about the events leading up to the assault, the assault itself and anything else that would be helpful. The written account can be very helpful when filing charges with the College and/or law enforcement in relation to the incident.

Sources of Assistance for Sexual Assault and Sexual Harassment Victims:

- Department of Safety and Security: 304-829-7744
- Brooke County Sheriff: 304-737-3660
- Brooke County Prosecutor: 304-737-4185
- Student Life On Call Staff: 304-830-3933 (available 24 hours a day, 7 days a week when the College is in session)
- Dean of Students: 304-829-7640
- Bethany College Counselor: 304-829-7572
- Director of Health Services: 304-829-7567
- Ohio Valley Medical Center Emergency Room: 304-234-0123
- Wheeling Hospital: 304-243-3000
- Weirton Medical Center Emergency Services: 304-797-6100
- Sexual Assault Help Center, Inc.: 304-234-8519, 800-884-7242
- Wheeling YWCA: 304-232-2748

Throughout this process, a demonstrable effort is made to insure confidentiality.

You have the right to notify local law enforcement officials at any time during this process.

In order to actively assist the victim with support and counseling services, the College can facilitate contact with the Wellness Center and the College Counselor if desired. If possible, Bethany College will make every effort to change a victim’s academic and living arrangement after an assault. Options include a change of housing assignment and/or a change of class section.

### 7.2.23 Sexual Assault Response Commitment

Sexual assaults, including date rape, domestic violence and stalking, are a very serious concern of the College. If you feel you are the victim of any of these offenses on campus, the Bethany College Office of Safety and Security at Bethany College is committed to the following:

- We shall meet with you privately to take your statement for our official report. We will meet with you in a campus venue of your choosing.
- We shall not release your name or description to the public or press.
- We shall not prejudge you, blame you or make comments to minimize the gravity of what occurred.
- We shall treat you and your case with courtesy, sensitivity, dignity, understanding and professionalism.
- If you feel more comfortable talking with a female or male officer we shall do our best to accommodate your request. An advocate from the Dean of Students’ Office will be available to assist you through the process.
- We shall assist you in arranging for any hospital treatment or other medical needs.
- We shall assist you by privately contacting the College Counselor and/or other available support resources.
• We will fully investigate your case. This may involve the arrest and full prosecution of
the perpetrator. We will keep you abreast of the progress of the investigation and/or
prosecution.
• We will continue to be available for you, to answer your questions, to explain the systems
and processes involved (prosecutor, court, etc.) and to listen if you need to talk.
• We take all cases seriously regardless of your gender, national origin, sexual orientation
or gender identity, and regardless of the suspect’s gender, national origin, sexual
orientation or gender identity.

7.2.24 Procedure for On-Campus Disciplinary Action
In all cases of alleged sex offense, domestic violence, dating violence or stalking that are
addressed within the College’s Code of Conduct policies, both the accuser and the accused are
entitled to have witnesses to support their position and an advisor as outlined in the Student Life
Policies (Vol. 7). Both the accuser and the accused shall be informed of the outcome and any
sanctions that are imposed against the accused. These outcomes and/or sanctions apply only to a
student accused. Both the accused and the victim may appeal the decision.

What to do if someone tells you they have been a victim of sexual assault, domestic violence,
dating violence or stalking:
• Believe and Accept – This is the most important factor in a person's recovery.
• Listen – There is no need to search for reasons, just care.
• No More Violence – The victim has already dealt with one uncontrollably violent person,
don’t give her/him another one to deal with. Be there for the victim.
• Give the Victim Control – Let the victim make even the smallest of decisions, and ask
what her/his most outstanding concern is. This concern should be addressed first.
• Realize Your Limitations – You are not a counselor, you probably don't have the answers,
and you don’t have to.

Steps to Follow:
• Ascertain the physical wellbeing of the victim
  Ask if she/he is physically all right. The victim may be in shock and unaware of her/his
injuries, so explore this issue beyond initial questioning and observation if you feel it is
necessary. Don't assume that a person who has experienced the trauma of sexual assault
will necessarily react in an openly emotional manner. Many times the victim will appear
to be calm, and occasionally even emotionally removed from the incident.
• Ensure privacy
  Make sure the victim has privacy when she/he is speaking with you. Having anyone other
than the victim involved in the discussion should be the victim's decision. Ask if the
victim would like someone, such as a roommate or friend, with her/him during your
conversation. If so, discuss the importance of confidentiality with that individual.
- **Notify a Campus Sexual Assault Advocate (College Counselor—304-829-7572)**
  Serving as a sexual assault advocate, the College Counselor will work with you in assisting the victim and explaining Bethany College protocol. Please inform the victim that there are certain situations you cannot handle on your own and will require the help of the Sexual Assault Advocate.

- **Provide emotional support to the victim**
  The fact that the victim has told you about the assault indicates a great deal of trust in you. It is important that you remain with the victim as much as possible. You should continue to be supportive and offer positive reinforcement about the victim’s decision to get help. Although the Sexual Assault Advocate plays the primary role in organizing assistance for the victim, you can play a critical role in the victim's emotional recovery.

- **Maintain confidentiality**
  Confidentiality is extremely important. Often the victim will want no one other than those already involved to know what has happened and the victim's wishes must be respected. It is important to know that it may be necessary for the victim to repeat the details to law enforcement, legal counsel, etc. However, hearing the details of the assault may arouse intense feelings for you as a support person and you may feel a strong need to talk with someone. Discuss your concerns with a Sexual Assault Advocate, counselor and/or clinical psychologist. Do not discuss any aspects of the assault with other faculty, administration, staff or students.

Call Sexual Assault Advocate/College Counselor: 304-829-7572 or Student Life On-Call Staff: 304-830-3933

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

### 7.2.26 Tobacco
The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is prohibited inside any of the College’s facilities or vehicles. The use of tobacco products is allowed in designated areas outside any facility. Appropriate signage will be placed at entrances to all buildings advising employees and visitors that Bethany College maintains a
tobacco-free environment. The administration of each facility will designate areas outside the building where the use of tobacco products is allowed. This policy relates to all work areas at all times, including before and after normal working hours.

7.2.27 Social Events Policy

Any student organization wishing to sponsor a social event on campus must pick up, complete, and return a registration form at the Office of Student Life to obtain approval for the event (form and policy may also be found on line at http://www.bethanywv.edu/students/student-services.) Members of the faculty and staff who serve as advisors to the organization are encouraged to be present for the duration of the event.

7.2.27.1 Purpose of Policies and Procedures

The purpose of these Policies is to serve as a substantive social policy guide for all student organizations at Bethany College whether on or off campus. Each organization should understand that this manual does not take the place of this Volume VI, the On-line Bethany Student Handbook or any existing College Policies and Procedures. As officers of a student organization working closely together, it is your responsibility to make sure that all College Policies and Procedures are made known to your members. The College will assume that all members of the Bethany College Community, including members of student organizations are aware of, and agree to abide by and uphold, all College Policies, as well as all local, state and federal laws. Questions should be immediately referred to the Director of Student Activities or Director of Security.

Note: Student organizations are an important element of the Bethany College social environment. Many of the more popular social events held each year are sponsored by student organizations, especially Fraternities and Sororities. The College understands the importance of a strong social component to the overall College experience, and seeks to support a safe and healthy social atmosphere.

7.2.27.2 Registration/Planning

1. All social events, whether on campus or off, whether alcohol will be present or not, must be registered with the following parties: Office of Student Life, Campus Security, and IFC or Pan-Hellenic President, if involving fraternities or sororities.

   This registration can be completed by filling out the appropriate form. Forms must be completed and turned in to the Office of Student Life no later than noon of four business days prior to the event. If the event requires a security guard, the Department of Safety and Security may require the event to be registered earlier. In this case, organizations shall check with the Department of Safety and Security. Any of the above listed parties may refuse to approve a social event. No forms submitted after noon as specified above will be accepted. It is the responsibility of the hosting organization(s) to make sure that all paperwork is completed on time.

   Organizations are not permitted to advertise for a social event by using any campus medium (The Tower or via flyers, for example). This excludes rush/recruitment activities.
2. If alcohol is to be served, guests will only be permitted to attend if they have an invitation from persons of the organization. A member of the organization must be present at the entrance way to the function at all times checking the approved guest list. They are responsible for all guests permitted to enter. The hosts of the event reserve the right to turn away or remove any persons, invited or not.

3. All events involving alcohol are to be held at approved locations, including those with legal liquor license permits through Dining Services as a Third Party vendor, Greek chapter houses that permit alcohol on premise through the national organization, Renner Too, Bethany House, and other campus locations as pre-approved.

4. All events must be approved by the Dean of Students. The Dean of Students will have final authority as to whether an event will be permitted. Factors that may impact that decision include, but are not limited to, number of guests, other events scheduled for that date or weekend, whether alcohol will be present, and time of semester.

5. The Dean of Students and/or the Director of Safety and Security may require security officers to be hired for certain social events. This decision is made at the discretion of the Dean of Students and the Director of Safety and Security. Additional officers may be organized through the Director of Safety and Security.

6. Absolutely no social events will be permitted during the first week of the semester, the formal recruitment period, Finals week, or at any time when classes are not in session.

7. As a courtesy, copies of all approved Social Event Forms must be sent to the Director of the Physical Plant. The Physical Plant may impose restrictions to social events in extreme cases where they feel that the location or timing of the social event may prevent their staffs from preparing for previously scheduled events.

8. National Pan-Hellenic has ruled that no NPC member organization will cosponsor (provide funds or assistance) any on-premises (i.e. in a fraternity house) event with a fraternity in which alcohol is present. All of Bethany’s female Chapters adhere to this rule and the College is fully compliant with this initiative.

9. The Office of Student Life reserves the right to add additional registration forms if deemed necessary (liability waivers, et.al.).

**7.2.27.3 Conducting a Social Event**

Upon approval of a registered social event, the officer or coordinating student representative will receive a set of guidelines for hosting the event from the Director of Student Activities. Students are expected to follow these guidelines.

**7.2.27.4 After the Event**

If the property used is your own, it must be cleaned and restored within one day of the event. If the property used is other than your own, the property must be cleaned and restored to its original condition as soon as the event has ended.

Note: The Office of Student Life has the right to sanction sponsoring organizations, as it deems fit, for failure to adhere to the above policies.
7.2.28 Solicitation Policy and Guidelines

Bethany College has established guidelines regarding solicitation of products or services on campus.

1. Fund-raising activities may not conflict with the College’s own efforts to raise funds for the institution as a whole. Soliciting parents, alumnae, or others is strictly prohibited except with a special exemption from the Dean of Students and the Senior Vice President.

2. Door-to-door canvassing by outside vendors is prohibited on the College campus.

3. Alcoholic beverages may not be offered as prizes.

4. Bulletin boards may not be used to distribute any solicitation material for the purpose of advertising, promoting, or drawing attention to off-campus events that the Dean of Students has not sponsored or recognized.

5. Products being sold must be of good quality and from a reputable firm.

6. Potentially hazardous or dangerous items may not be sold.

7.2.29 Fund-raising on Campus for Non-profit Charities

1. Fund-raising efforts for non-profit charities must be sponsored or recognized by a club or organization, academic department, or administrative office.

2. Student clubs and organizations may raise funds for their own benefit, providing they observe the following provisions:
   a. The Dean of Students must approve the schedule for the effort.
   b. The effort must not conflict with previously scheduled fund-raising activities.

7.2.30 Student Dress and Decorum

Students are expected to dress appropriately and to present a general appearance of good taste and grooming, appropriate to the situation. Extreme modes of dress which interfere with health or academic work are not in keeping with the standards expected of Bethany College students and will subject a student to possible disciplinary action.

Students are expected to conduct themselves with the dignity, respect and propriety associated with the concept of ladies and gentlemen pursuing higher education on a College campus. Students are expected to conduct themselves in a civil manner that will not discredit themselves or the College.

7.2.31 Student Theft

Any student may call the Department of Safety and Security to report a theft and file an incident report. Should any student be involved in, charged with or convicted of theft, the College reserves the right to make a determination in each case as to the continuation of academic and resident status of the student. In a given situation involving theft, the College may inform law enforcement authorities.
7.2.32  Student Withdrawal
A Student wishing to withdraw either during the semester or for the next semester should complete a Student Withdrawal form with the Center for Enrollment. This form will be processed to the Registrar’s Office, Vice President for Finance, and Office of Student Life. Upon withdrawal, the student must turn in their residence hall keys and student identification card. If these items are not returned, appropriate charges will be placed on the student’s account prior to closing that account. Questions about student withdrawal should be directed to the Director of the Center for Enrollment at 7611.

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

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

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

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

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

7.3.1 Residence Life: Expectations and Policies

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

7.3.1.1 Expectations for Residence Hall Living

7.3.1.1.1 Alteration of Residence Hall Rooms or Buildings

No students are permitted to alter their residences inside or outside without the express permission of the Director of Residence Life.

7.3.1.1.2 Care and Maintenance of Rooms and Living Areas

Students are expected to treat College property with respect. Students must maintain their rooms in as good a condition as when they moved into them. Students are equally responsible for the care and upkeep of common areas of their housing units. Common areas include halls, cubicles, suites, restrooms, lounges, kitchenettes, and exterior grounds. Damages and failure to maintain minimum levels of cleanliness will result in disciplinary action and/or group damage billing from the Director of Residence Life for the individuals responsible.

7.3.1.1.3 Check In/Check Out Forms

Each student will be asked to complete a “Check In/Check Out” Form to record the condition of the room when they move in. Anything more than normal wear and tear, or if a student fails to return the Check In/Check Out Form within 2 days of checking in, will result in charges for damage to the room or its furnishings. At the end of each year, each student shall complete the check out process, including the completion of the check out portion of the “Check In/Check Out” Form initiated when they moved into that room, with a Office of Student Life staff member or designee. Failure to have a “Check Out” Form signed by the student and member of the residence life staff will result in forfeiture of the $100 room deposit and damage guarantee.

7.3.1.1.4 Cohabitation and Taking up Residence

Residence hall space is for use by Bethany College students only. A student may not occupy any space that has not been assigned to that particular student. Cohabitation is defined as staying in a
residence hall room, not assigned in your name, for a period longer than three nights consecutively; and/or more than ten days in a 30 day period.

7.3.1.5 Cooking Facilities and Kitchenettes
Kitchenette cooking facilities are available in common areas of some residence halls (with the exception of Campbell Village and Cochran Hall). These facilities are intended only for limited use. When a kitchenette area is abused in any manner, cooking privileges will be revoked.

7.3.1.6 Early and Late Arrival to the Residence Halls
Students are expected to arrive on the assigned date and vacate their rooms on the designated dates. A student who arrives early or fails to vacate their room, and is not approved by the Office of Student Life or required due to official College business to be on campus must pay $50/day. Students who wish to stay on campus during any break periods when the College is deemed “closed” must have approval from the Office of Student Life. Additionally, there will be a fee of $50/day.

7.3.1.7 Emergencies
In the event of any emergency a student shall contact the Resident Assistant, Campus Safety and Security (x7744), or dial 9-911 for appropriate emergency services including fire, ambulance, or police services.

7.3.1.8 Entry of Rooms by College Personnel
Bethany College is dedicated to preserving students’ rights to study, to reflect, to have quiet time, and to rest in their rooms. However, the College reserves the right to enter and inspect any students’ room or vehicle at any time. Members of the staff of the Office of Student Life, College Administrators, staff members of the Department of Safety and Security, and Maintenance Personnel are authorized to enter a student’s room to determine occupancy, inspect its contents for health and safety reasons, provide for maintenance or make repairs, and for routine and random inspections. College staff may also enter rooms if there is reason to believe a violation of College policy or Code of Conduct is occurring or has occurred. Except in situations involving violation of policy, maintenance, or safety concerns which require immediate attention, the personal belongings of students are not disturbed. When emergency situations exist, College staff may enter rooms. College personnel are authorized to enter rooms with law enforcement officials to determine whether a violation of law has occurred. The evidence gathered from this entry may be used in College disciplinary proceedings and in a court of law.

7.3.1.9 Fire Drills
State law requires periodic fire drills. Fire drills will be planned during reasonable hours, within the first two weeks of each semester. All residents must leave the building any time a fire alarm sounds. Failure to follow directions for fire drills may result in disciplinary action under the Code of Student Conduct and of at least $100.
### 7.3.1.1.10 Group Billing

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

1. Bedroom - divided equally among occupants of room.
2. Cube, Suite, or Wing - divided equally among occupants of area.
3. Bathroom - divided equally among occupants of the area serviced.
5. Exterior and Grounds - divided equally among all occupants of residence hall or building.

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

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

### 7.3.1.11 Guests

It is a privilege for a student to entertain a guest, including a member of the opposite sex. Residence hall facilities are intended for the particular student who has been assigned that living space and specific room. Residence halls are not intended as living accommodations for transients, non-students, or students who are not assigned for housing or for students to use a room as a “second home” (i.e., staying in another student’s room on a regular basis). It is expected that a student seek approval from roommates prior to inviting a guest. The student and guest shall be considerate of a roommate’s right to sleep and study. For safety and security purposes, overnight guests must be registered with the Resident Assistant. A Guest Registration Form is available from the Resident Assistant, or at the Office of Student Life.

Students are expected to escort their guests at all times, to educate them on College policies, and to accept responsibility for their behavior and actions. The Office of Student Life retains the authority to review and evaluate the Guest policy at any time. Furthermore, for health and safety reasons, the College reserves the right to limit the number and frequency of visits and to address those situations in which a visitor (whether student or non-student) is inappropriately using this privilege.
7.3.1.1.12 Health and Safety Inspections

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

7.3.1.1.13 Housekeeping

The College provides housekeeping services for the cleaning only of the common areas of residence halls. Students are responsible for the cleanliness of their individual rooms or apartments. Limited cleaning equipment may be obtained from the Resident Assistant. Residents of Campbell Village are to assume individual and group responsibility of caring for the apartment in which they reside. These responsibilities include removal of personal and apartment trash to dumpsters and appropriate cleaning of common areas.

7.3.1.1.14 Keys

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

1. Campbell Village Apartment or Bedroom Door - $100.
2. Campbell Village: Both keys - $150.
3. All other Residence Halls: Room or Outside Key - $100.
4. Phillips and Harlan: Both Keys - $150

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

7.3.1.1.15 Laundry

Laundry facilities are available in each residence hall 24 hours a day, 7 days a week. The equipment is provided only for the use of the residents of the particular building. A malfunctioning machine shall be reported to the providing company, Mac-Gray at 1-800-MACGRAY. Each residential student is charged a minimal fee each semester for unlimited use of the laundry facilities.

7.3.1.1.16 Liability/Property Damage, Theft, or Loss

Bethany College is not responsible for the loss, damage, or theft of any person’s property or valuables for any reason. The Office of Student Life recommends that insurance coverage, such as renter’s insurance, be contracted for by individual students.
7.3.1.1.17 **Lock Out Policy**

A Student locked out of an assigned residence hall room may call to sign out a temporary key at the Office of Student Life between the hours of 8:30 a.m. and 4:30 p.m. The Department of Safety and Security may also unlock doors in an emergency situation during these hours. At other times, the Department of Safety and Security will unlock a resident’s door. A charge of $5.00 is applied to a student’s account for the lock out service provided by the Department of Safety and Security.

7.3.1.1.18 **Lock-Up Policy**

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

7.3.1.1.19 **Maintenance Requests**

All maintenance problems in residence hall rooms or public areas are to be reported as soon as possible. Maintenance problems should be reported directly to the Physical Plant at 829-7511 to facilitate prompt repairs. Maintenance work must be done during the working day. Therefore, maintenance personnel will enter a room in order to make repairs whether or not a student is present.

7.3.1.1.19.1 **Opening and Closing of Residence Halls**

Residence halls open for incoming freshmen and other new students on the first day of the orientation period. Residence halls open for upperclassmen on registration day. Requests for early arrival must be made, in writing, to the Director of Residence Life or Dean of Students. Students who have employment with the College must have a written statement submitted by the faculty or staff person for whom they are to work. Students arriving early and not associated with an approved campus-related activity may be assessed a per day early arrival fee.

All residence halls remain open until fall and spring semester examinations are completed, except during Thanksgiving, Christmas, and spring vacations. The closing hours for these vacations are posted prior to the closing date. All students are expected to make arrangements to leave their rooms during these vacation periods.

A student must have permission from the Director of Residence Life or Dean of Students to return early or remain on campus during scheduled breaks. Students arriving early will be assessed an early arrival daily fee.

7.3.1.1.20 **Off-Campus Housing**

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

Exceptions may be made if one or more of the following conditions apply:
1. The student commutes from the address of parents or a legal guardian.
2. The student is a ninth-semester senior or graduate student.
3. The student is engaged in student-teaching (only during the applicable semester).
4. The student is over 25 years-of-age.
5. The student is married.
6. The student has dependent children.
7. The student has serious medical concerns (validated by the Director of Health Center).
8. The student is registered on a part-time basis.

Requests for permission to live off-campus must be submitted to the Director of Residence Life at the time of housing registration (mid-April and mid-November). Requests that have not been received one month before the opening of a semester are given low priority.

7.3.1.1.21 Prohibited Items

Students found in possession of, or having in their residence hall room, any prohibited items may face student disciplinary charges under the Code of Student Conduct. Sanctions may include confiscation of the item(s), probation, fines, and educational sanctions, up to and/or including suspension or expulsion from the College for serious or repeat offenses.

1. Air Conditioners: Air conditioners are prohibited in those buildings that do not have central air conditioning. It is further recommended that residents, in buildings that are air conditioned, keep the temperature between 68-72 degrees. Setting temperatures outside of this range (especially below 68) can cause damage to the unit.

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

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

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

5. Contact Paper and Tape: The glue on contact paper is highly flammable and destructive to wood finishes; therefore, the use of contact paper in the residence halls is prohibited. Furthermore, the use of double sided tape, adhesives, nails, or screws to hang items is prohibited because of damage that these items cause to surfaces. Only Plastic-Tak or a similar product may be used.
6. Decorative Items: Students may personalize their rooms as they desire within policy and reason. Hanging fish nets, parachutes, flags, posters, tapestries or other items from the ceilings, sprinklers, heaters and room light coverings is not permitted. Posters or flags attached to walls must be flush with the wall. The Residence Life staff reserves the right to request that students remove any decorations that may be offensive (e.g. pornographic pictures). Residents of a room are responsible for damage to walls and doors caused by decorations. Furthermore, during holiday seasons, no lights are to lay against fabric due to the potential for a fire hazard.

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

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

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

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

11. Pets: Because of the health and sanitation problems involved in the maintenance of pets, the only animals allowed in rooms in residence halls are working service animals and fish in a small aquarium under ten gallons. For safety reasons, no piranha or other aquatic animals deemed dangerous by the Dean of Students are permitted.

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

13. Weapons: Any object that could inflict injury or harm that is used in a threatening, aggressive, or careless manner will be considered a weapon. Items prohibited include, but are not limited to: all firearms, pellet guns, BB guns, swords, bows and arrows, balloon slingshots, martial arts weapons, extendable batons, and any knife, with the exclusion of small kitchen or small pocket knives. Questions regarding weapons or unnamed items shall be directed to the Director of Campus Safety and Security prior to bringing them on campus. Possession or use of weapons of any kind including, but not limited to: firearms, knives, bows and arrows, martial arts weaponry, explosives
(including fireworks), flammable materials (lighter fluid, gas, etc.), or other dangerous weapons, chemicals or materials is prohibited.

7.3.1.1.22 Personal Property Insurance

The Office of Student Life strongly recommends that each student make certain that his or her personal property is insured. It is also important to note a student’s parents’ homeowners’ insurance policy may cover the student’s personal property, even though the student is not residing at home. However, the best deterrent to loss and theft of personal items is for the student to keep his or her room locked at all times.

7.3.1.1.23 Pregnancy

In the event of pregnancy, it is recommended that a student contact the Wellness Center immediately for prenatal referral.

7.3.1.1.23.1 Dependent Children and Spouses

Under no circumstances may dependent children or spouses live in residence halls.

7.3.1.1.24 Quiet Hours

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

Quiet Hours during the regular semester:
- Sunday through Thursday from 10:00 p.m. to 9:00 a.m.
- Friday through Saturday from 1:00 a.m. to 10:00 a.m.

Quiet Hours during finals week:
- 24-hour quiet hours are in effect.

Extended quiet hours are also implemented during Senior Comprehensive Examinations.

7.3.1.1.25 Removal from Housing

Vandalism, actual or threatened violence, possession of any weapon, repeated violations of the Code of Student Conduct, and other serious and inappropriate behaviors may result in judicial referral and removal from College housing. The Dean of Students or designee determines the appropriate sanctions for violations which may include removal from housing. A student removed from housing does not receive a refund of housing fees or forgiveness of housing fees yet due and is not excused from the residence requirement in subsequent semesters.
7.3.1.1.26 Restrooms

Restrooms are for use only by the gender specified. Use of a gender specified restroom by a member of the opposite sex is not acceptable and may result in student disciplinary charges under the Code of Student Conduct (Subsection 7.5).

7.3.1.1.27 Roof Use

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

7.3.1.1.28 Room Changes

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

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

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

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

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

7.3.1.1.29 Room Damage

Students living in the residence halls are responsible for the condition of their rooms upon move-out. The room should be in the original and clean condition in which it was upon student move-in. Students will be billed for any charges resulting from damages to rooms, suites, and/or common areas.
7.3.1.1.30 Roommate Conflicts

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

7.3.1.1.31 Room Selection

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

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

7.3.1.1.32 Screens

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

7.3.1.1.33 Storage

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

7.4 Student Safety and Security Policies

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

### 7.4.1 Campus Safety Tips

1. Carry room and front door keys at all times and make certain that doors close and lock when entering or leaving buildings.

2. Do not admit uninvited guests or strangers into buildings without acceptable identification.

3. Report any suspicious persons or activity to the Department of Safety and Security (304-829-7744) or to a member of the Office of Student Life.

4. Students, not the College, are responsible for any property stolen or lost.

5. Do not prop doors open. Open doors are a leading cause of campus crime. Every member of the Bethany community must accept responsibility for keeping doors closed and locked at times when buildings are to be secured.

6. Walk in pairs during hours of darkness and use lighted walkways. When desired, students may request a vehicle escort from the Department of Safety and Security (Student Escort Services).

### 7.4.2 Fire Safety and Procedures

The best way to be protected in case of emergency is to be familiar with the environment. Be familiar with the emergency exits and be sure to know two ways out. Leave the building immediately when an alarm sounds. Inform the Department of Safety and Security if it is believed that someone has not evacuated the building.

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

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

2. Responding to a Fire: Immediate Evacuation is Safest. Use a fire extinguisher if the fire is small and know how to use it. But be sure the fire department is called first. If the fire cannot be put out, leave immediately. If a fire is discovered or suspected, sound the building’s fire alarm. Warn the other occupants by knocking on doors and shouting when leaving. Take your room key in case you are unable to leave the corridor and must return to your room. Leave the building and move to a designated
meeting place away from the building and out of the path of the fire department. Stay outside the building until the fire department or College officials say it is safe to go in. Call the Department of Safety and Security to summon the Fire Department. The Department of Safety and Security may be notified by dialing extension 7744, and give the following information:

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

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

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

4. If You Get Trapped: Keep the doors closed and seal cracks and vents if smoke comes in. If you become trapped in a room and there is no smoke outside, open the windows, from the top to let out the heat and smoke and from the bottom to let in fresh air. Signal for help: hang an object out the window (a bed sheet, jacket, shirt, etc.) to attract the fire department’s attention. If there is a phone in the room, call the Department of Safety and Security and report that you are trapped. Be sure to specify your building and room number.

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

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

7. Preventing Fires: Smoke carefully and only in designated areas. If you smoke, don’t smoke in bed or near flammable materials. Use large ashtrays and be sure ashes, matches, and cigarette ends are cold before you dump them. Don’t smoke while intoxicated. Cook in approved areas or kitchens and use laboratory-tested appliances and stay nearby while appliances are being used. Remove grease and clean appliances as soon as possible. Don’t overload outlets. Replace damaged wires.
8. If You Have a Disability: If you have a disability (even a temporary one), be certain to do the following:
   a) Plan ahead for fire emergencies.
   b) Be aware of your own capabilities and limitations.
   c) Notify the College staff so that you can get assistance when needed.
   d) Look for “areas of refuge” like stair enclosures or the safe side of corridor fire doors.
   e) Do not use elevators or try to descend fire stairs in a wheelchair.
   f) Sometimes it may be safer to stay in your room, and follow the advice for being trapped.

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

10. Report Damaged Fire Equipment: Report to the Department of Safety and Security any damaged fire equipment such as the following:
    a) Fire Doors: Fire doors should close completely and automatically. Fire doors must be kept closed at all times.
    b) Exit Doors: Two exits should be visible from all public areas.
    c) Fire Alarms: Horns, bells, and pull stations should be accessible and operational.
    d) Smoke Detectors: Smoke detectors should not be blocked or vandalized.
    e) Fire Extinguishers: Fire Extinguishers should be functional. Report when they are empty, have been vandalized, or are missing.

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

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

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

7.4.3 Selected Ordinance of the Town of Bethany

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

http://mr_2.tripod.com/Bethany/index.html

7.5 Student Code of Conduct Policies

On admission to Bethany College students accept unqualified commitment to conduct themselves at all times, both on and off campus, responsibly and in conformity with generally accepted standards of adult behavior. Students are expected to show courtesy and respect for the administrative officers, faculty, students, and employees with whom they interact. Students are expected to understand and accept the necessity for various College regulations and comply with the directives of those authorized to enforce the regulations. Students who conduct themselves in manners violating policies of the College are subject to such penalties as the circumstances justify, up to and including suspension or expulsion. All students are expected to read and follow the policies in this Volume VII of the Policy Manual, the Bethany College Catalogue, and this Code of Student Conduct.

7.5.1 Community Standards

As part of the larger community, Bethany College respects the federal, state, and local laws and ordinances and requires its students to adhere to them. While affording reasonable aid to its students having difficulties with the law, Bethany College provides no immunity from the consequences of illegal acts.

As an academic community, Bethany College has a special interest in the support of responsible actions and conduct and the prevention of certain modes of conduct that are in contrast with its efforts to facilitate responsible inquiry and educational growth. Accordingly, any instances of conduct violating Bethany College policy, as stated in the Code of Student Conduct, the Student Handbook and the Bethany College Catalogue are to be subject to disciplinary action as stated in the Bethany College Judicial Policies.

A student may be disciplined, suspended or dismissed for, among other things:
1. Violation of written College Policy or regulations contained in any official publication or administrative announcement of Bethany College and/or failure to abide by the rules, regulations, policies and directions relating to on-campus housing or any other premises owned or operated by the College;

2. Students whose conduct manifests a lack of academic integrity (such as by practicing academic dishonesty, engaging in plagiarism, or disrupting class) or otherwise interferes with the instructional process may be dismissed from one or more classes and assigned “F” grades. Students who violate reasonably accepted standards of the College and community at large may be terminated from the College and can be assigned “F” grades.

3. Possession of or being under the influence of alcoholic beverages except as permitted by state law and College policy;

4. Use or possession of illegal drugs;

5. Possession of weapon(s), sexual assault and/or harassment;

6. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises; and/or unlawful entry, regardless of means of access, into College-owned property or College-leased property;

7. Misuse of or tampering with the fire alarm systems, fire extinguishers, or other security equipment;

8. Being present during an occurrence of a violation of Bethany College policy, local, state and federal laws;

9. Under other circumstances as determined by the College Administration;

10. Abuse or the College Judicial System, but not limited to:
   a. Failure to obey the summons of a judicial body or College official;
   b. Falsification, distortion, or misrepresentation of information before a Hearing Board;
   c. Disruption or interference with the orderly conduct of a judicial proceeding;
   d. Institution of judicial proceeding knowingly without cause;
   e. Attempt to discourage an individual’s proper participation in or use of the judicial system;
   f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Board prior to, during, and/or after a judicial proceeding;
   h. Failure to comply with the sanctions(s) imposed under the Student Code.
   i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

11. Off-Campus Student Conduct.
Bethany College students are both members of the College community and society. As citizens, students are responsible to the community, of which they are a part, and as students, they are responsible to the academic community of the College.

Students are expected to adhere to the Student Code of Conduct. They are expected to be good citizens and to engage in responsible behaviors that reflect well upon the College.

Further, the Student Code of Conduct applies to all students when violations take place with the surrounding neighborhoods, at any registered College event, including but not limited to break trips, Study Abroad Opportunities and Student Activity Sponsored Trips.

By enforcing its Code, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process of to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced or resolved in favor of the criminal law defendant.

### 7.5.2 Citizenship Rights and Responsibilities

Students are both members of the academic community and citizens of the greater community. As citizens students enjoy the same freedom of speech, right to peaceful assembly, and right of petition that other citizens enjoy. As members of the educational community they are subject to the obligations that accrue to them by virtue of this membership.

As members of the greater community, students are responsible to the laws of society and are treated in the same ways as are any other citizens of society should they become involved in a violation of civil law. Students who incur penalties prescribed by civil authorities may be subject to further discipline by the College judicial system in cases where a violation of College regulations also occurs when there are distinct and clear College community interests involved. The appropriate judicial body rules as to its jurisdiction in such cases. Conviction for a criminal offense, may be sufficient reason for terminating a student’s attendance at the College or for denying a student admission or readmission to the College. The College community should not be considered by any of its citizens as an institution which provides its members with special immunity to the civil laws of the community.

### 7.5.3 Due Process

Any member of the College community may file charges against a student for misconduct. Charges shall be prepared in writing and directed to the Dean of Students, or designee. Any charges should be submitted as soon as possible after the event. The Dean of Students, or designee, shall conduct an investigation to determine if the charges have merit. Should the case merit charges under the Code of Student Conduct, the Dean of Students, or Director of Student Engagement and Responsibility, or designee shall be responsible for disposition of the case(s).
7.6 Disposition of Student Conduct Cases

7.6.1 Hearing by an Administrator (Administration Hearing)

A student may choose the option of having his/her case heard by the Dean of Students, or designee, rather than the Student Hearing Board. The Dean of Students, or designee, will protect the student’s rights in carrying out his/her decision.

7.6.2 Hearing Boards

Designated Hearing Boards shall have jurisdiction over cases involving student behavior both on and off campus, including Code of Student Conduct violations and Residential Living Policies and Regulations violations. The Boards shall be composed of faculty, staff, and students as designated below, with the Director of Student Engagement and Responsibility serving as an advisor and/or ex officio non-voting member. The specified Board will handle those cases which have gone through previously mentioned channels and been referred to it by the Office of Student Life.

1. Hearing Board Option with Full hearing board (faculty/staff and students)
2. Hearing Board Option with Faculty/Staff hearing board

Hearing Board procedures will proceed as outlined below:

1. All charges shall be presented to the student in written form at the time of his/her official notification of the time and place of the initial meeting and any subsequent scheduled hearing.
2. Hearings are conducted in private. Admission of any person to the hearing shall be at the discretion of the Hearing Board and/or the Director of Student Engagement and Responsibility.
3. In hearings involving more than one accused student, the chair of the Hearing Board may, at his/her discretion, permit the hearings to be conducted separately or jointly.
4. The complainant and the accused have the right to be assisted by an advisor of their choosing, at their own expense. The complainant and/or accused is responsible for presenting the case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a Hearing Board or at an Administrative Hearing.
5. The complainant and the accused shall have the privilege of presenting witnesses, subject to questioning by the Hearing Board. The names of the witnesses must be submitted to the Director of Student Engagement and Responsibility, or designee, no later than noon of the school day immediately preceding the hearing.
6. The Hearing Board, at the discretion of its chair, may accept pertinent records, exhibits and written statements as evidence for consideration.
7. All procedural questions are subject to the final decisions of the Chair of the Hearing Board.
8. After the hearing, the Hearing Board shall, by majority vote, determine whether the student has violated each section of the Code of Student Conduct with which the student has been charged.
9. The Hearing Board’s determination shall be made on the basis of whether it is more likely than not the accused student violated the Code of Student Conduct.

10. When a student is found responsible for any violations of the Code of Student Conduct, the Board shall impose appropriate sanctions and report to the Director of Student Engagement and Responsibility the decision for action. Should a case involve a faculty member, the Board will not discipline a faculty member but will refer the matter to the Vice President for Academic Affairs and Dean of Faculty and/or the President with or without their recommendations.

11. There shall be a single, verbatim record, such as a tape recording, of any hearings before the Hearing Board. The record shall be the property of the College.

12. Except in the case of a student charged with failing to obey the summons of the Hearing Board or Director of Student Engagement and Responsibility no student may be found to have violated the Code of Student Conduct solely because the student failed to appear. In all cases, the evidence in support of the charge shall be presented and considered.

13. Waiver: Students will have the option to waive their right to a hearing and accept responsibility for a violation of the Code of Student Conduct. In doing so, the student waives all rights to appeal. If a student waives the right to a hearing, the Dean of Students, the Director of Student Engagement and Responsibility, or their designee, will work with the student to determine appropriate sanctions.

14. Failure to Meet: Failure to respond to a second notification to schedule and/or maintain an appointment with the Director of Student Engagement and Responsibility or his/her designee regarding investigation of alleged violations of Community Standards is prohibited and may result in an upgrade from a minor to a major violation, fine, work program hours, key card access denied, meal access denied, etc.

15. Failure to Fulfill Sanction: Failure to comply with the sanction(s) imposed by the Director of Student Engagement and Responsibility, or his/her designee is prohibited and subject to further sanctions which may include but are not limited to upgrade from a minor to a major violation, denied access to register and participate in Room Selection, receive transcripts and/or diploma, work program hours, fine, card access denied, etc.

16. Appeals: All decisions and sanctions reached in a Hearing may be appealed within five (5) school days or if school is not in session, five (5) business days of the decision. Such appeals must be in writing and shall be delivered to the Dean of Students. All appeals will be heard initially by the Dean of Students or his/her designee.

a. Except as may be required in the discretion of the Dean of Students to explain the basis of new evidence, an appeal shall be limited to a review of the records of the original hearing and all supporting documents. Appeals may be considered for one or more of the following reasons:

   i. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented.

   ii. To determine whether the facts in the case were sufficient to establish that a violation of the Code of Student Conduct had occurred.

   iii. To determine whether the sanctions imposed were appropriate for the violation of the Code of Student Conduct which the student was found to
have committed.

iv. To consider new evidence, sufficient to alter the decision or other relevant facts not brought out in the original hearing, because the person appealing did not know the evidence/existed or it was unavailable at the time of the original hearing.

b. The Dean of Students or his/her designee, as applicable, shall respond to the appeal, and deliver a decision thereon, within fourteen (14) days of the receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period may be extended as warranted by the particular circumstances.

c. If an appeal is not upheld by the Dean of Students the matter shall be considered final and binding upon all involved.

7.6.3 Hearing by the Vice President for Academic Affairs and Dean of Faculty

In matters of purely academic concern, as opposed to those involving student behavior, the Vice President for Academic Affairs and Dean of Faculty, or designee, will have jurisdiction. Such violations include, but are not limited to, academic cheating, plagiarism, or interference with the academic process. The Hearing Board shall consist of the Academic Standards Committee, which will follow the Hearing procedures outlined in section 7.6.2. Appeals will be heard by the Vice President for Academic Affairs or his/her designee.

The Hearings for matters related to Academic Integrity hearing board procedures will proceed as outlined below:

1. All charges shall be presented to the student in written form at the time of his/her official notification of time and place of the initial meeting and any subsequent scheduled hearing.

2. Hearings are conducted in private. Admission of any person to the hearing shall be at the discretion of the Hearing Board and/or the VPAA.

3. In hearings involving more than one accused student, the chair of the Hearing Board may, at his/her discretion, permit the hearings to be conducted separately or jointly.

4. The complainant and the accused have the right to be assisted by an advisor of their choosing, at their own expense. The complainant and/or accused is responsible for presenting the case and, therefore, advisors are not permitted to speak or participate directly in the hearing.

5. The complainant and the accused shall have the privilege of presenting witnesses, subject to question by the Hearing Board. The names of the witnesses must be submitted to the Chair of the Academic Standards Committee, or designee, no later than noon of the school day immediately preceding the hearing.

6. The Hearing Board, at the discretion of the chair, may accept pertinent records, exhibits and written statements as evidence for consideration.

7. All procedural questions are subject to the final decisions of the Chair of the Hearing Board.
8. After the hearing, the Hearing Board shall, by majority vote, determine whether the student committed the acts with which the student has been charged.

9. The Hearing Board’s determination shall be made on the basis of whether it is more likely than not the accused student committed the acts as charged.

10. When a student is found responsible for violations of the Academic Integrity section of the Code of Student Conduct, the Board shall impose appropriate sanctions and report to the VPAA the decision for action.

11. There shall be a single, verbatim record, such as a tape recording, of any hearings before the Hearing Board. The record shall be the property of the College.

12. Waiver: Students will have the option to waive their right to a hearing and accept responsibility for a violation of the Academic Integrity section of the Code of Student Conduct. In doing so, the student waives all rights to appeal. If a student waives the right to a hearing, the Hearing Board will determine appropriate sanctions.

13. Appeals: All decisions and sanctions reached in a Hearing may be appealed within five (5) school days or if school is not in session five (5) business days of the decision. Such appeals must be in writing and shall be delivered to the VPAA. All appeals will be heard initially by the VPAA or his/her designee.

1. Except as may be required is the discretion of the VPAA to explain the basis of new evidence, an appeal shall be limited to a review of the records of the original hearing and all supporting documents. Appeals may be considered for one or more of the following reasons:
   i. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented.
   ii. To determine whether the facts in the case were sufficient to establish that the accused student committed the acts as charged.
   iii. To determine whether the sanctions imposed were appropriate for the offense which the student was found to have committed.
   iv. To consider new evidence, sufficient to alter the decision or other relevant facts not brought out in the original hearing, because the person appealing did not know the evidence/existed or it was unavailable at the time of the original hearing.

2. The VPAA or his/her designee, as applicable, shall respond to the appeal, and deliver a decision thereon, within fourteen (14) days of the receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period may be extended as warranted by the particular circumstances.

3. If an appeal is not upheld by the VPAA, the matter shall be considered final and binding upon all involved.

7.6.4 Sanctioning Guidelines and Information—General

Each student and each disciplinary case is treated individually and fairly as to both administration and sanctioning. Each student is entitled to a fair hearing conducted through the means of Due Process (please reference the Code of Student Conduct 7.5 et. seq.). If a student is found responsible for a violation of the Code of Student Conduct, the student may be sanctioned within reasonable grounds for each violation. Some violations carry with them “Recommended
Minimum Sanctions,” these are sanctions that are followed in the event the incident in question was a typical violation and there are no extenuating circumstances. Should there be extenuating circumstances, the recommended sanctions may be either too harsh or not strict enough. Each case and student will be dealt with appropriately and individually.

More than one sanction may be imposed for any single violation. Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential record may be expunged of disciplinary action other than residence hall expulsion, College expulsion or suspension, upon application to the Dean of Students. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension or expulsion shall be expunged from the student’s confidential record within five years after the final disposition of the case.

7.6.5 Classifications of Student Conduct Code Violations and Sanctions

**Minor:** The following violations are considered Minor and will be heard by the Director of Student Engagement and Responsibility or his/her designee.

1. Disrespect of a College official, including members of the Residence Life Staff
2. Violation of Guest Registration Policies
3. Violation of Smoking Policy
4. Violation of Pet Policy
5. Violation of Residence Hall Policies
6. Climbing in/out of or sitting in windows of all College-owned buildings
7. Dropping/throwing objects out of windows off of balconies of buildings, or out of Vehicles
8. Being on a roof of a College building
9. Propping doors open as per State and Federal Fire Regulations
10. Improper use of an alarmed door
11. Theft (less than $50.00)
12. Destruction or defacement of College property or property of members of the community (under $50.00)
13. Disorderly Conduct such as public nudity, public urination, or public defecation
14. Interference with or failure to comply and/or cooperate with the student conduct
Sanctions for Minor Violations: Sanctions are determined by the Director of Student Engagement and Responsibility or his/her designee. This list of sanctions is not exhaustive and sanctions may involve a combination of these options for any single violation. Other conditions or expectations may be added with any of these.

1. Warning - A notice in writing to the student that the student has violated a College regulation.
2. Assessment Requirements - A student may be required to complete a specified sanction relative to the violation committed. All assessment reports shall be submitted to the Dean of Students, the Director of Student Engagement and Responsibility or their designee.
3. Loss of Privileges - Denial of specific College privileges such as attendance at athletic functions, unrestricted library use, senior week activities or residence hall visitation for a designated period of time.
4. Fines - Appropriate fines may be imposed.
5. Restitution - Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.
6. Work Program Hours – work assignments within the College or Community.
7. Discretionary Sanction - assignments, service to the College, or other related discretionary assignments.
8. Parental Notification for alcohol and drug offenses, see Parental Notification Policy.

Major: The following violations are more serious and are handled by the Director of Student Engagement and Responsibility, The Hearing Board, or their designee.

1. Repeated violations of Minor violations (three or more violations within 12 consecutive months). Summer sessions are considered part of the prior academic year.
2. Violations of the Physical Assault Policy
3. Violations of the Sexual Assault Policy
4. Psychological harassment of any member of the College community
5. Possession and/or Use of explosives, combustibles, firearms, or other dangerous materials or weapons on campus.
6. Fire regulation violations
7. Unauthorized use and/or entrance of College owned facilities
8. Unauthorized use of College owned keys, or ID cards. This includes the unauthorized copying of keys.
9. Destruction or defacement, including vandalism of College property or property of members of the community
10. Falsifying documents or deliberately rendering of false information to a College official or use of another person’s ID card, or other document of identification.
11. Intimidation of witnesses or advisors involved with an investigation of a Student Conduct Board hearing.
12. Failure to comply with student conduct sanctions (s).
13. Failure to comply with written and/or verbal correspondence concerning student conduct cases.

**Sanctions for Major Violations:** Sanctions are determined by the Director of Student Engagement and Responsibility or the Hearing Board. This list of sanctions is not exhaustive and sanctions may involve a combination of these options for any single violation. Other conditions or expectations may be added with any of these.

1. **Probation** - A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any College regulation(s) during the probationary period.
2. **Fines** - Appropriate fine may be imposed.
3. **Restitution** - Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.
4. **Parental Notification** for alcohol and drug offenses, see Parental Notification Policy.
5. **Work Program Hours** – work assignments within the College or Community
6. **Discretionary Sanction** - assignments, service to the College, or other related discretionary assignments.
7. **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.
8. **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.
9. **College Suspension** - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **College Expulsion** - Permanent separation of the student from the College.
11. **Interim Suspension** - In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the hearing before a judicial body. Interim suspension may be imposed only for one or more of the following reasons:
   a. to insure the safety and well-being of members of the College community or preservation of College property;
   b. to insure the student's own physical or emotional safety and well-being;
   c. If the student poses a definite threat of disruption of or interference to normal operations of the College.
   d. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.
12. **Weekend Suspension:** The student is not permitted on campus starting Friday at 5:00 pm and will be allowed to return on campus Sunday at 5:00 pm.
The following sanctions may be imposed upon organizations:

1. Warning - A notice in writing to the organization that the organization has violated a College regulation.

2. Probation - A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the organization is found to be violating any College regulation(s) during the probationary period.

3. Loss of Privileges - Denial of specific College privileges such as attendance at athletic functions, unrestricted library use, or residence hall visitation for a designated period of time.

4. Fine - Appropriate fine may be imposed.

5. Restitution - Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.

6. Work Program Hours – work assignments within the College or Community to be completed by members of the organization.

7. Discretionary Sanction – work or educational assignments, service to the College, or other related discretionary assignments.

8. Loss of Recognition - Loss of privileges, including College recognition, for a specified period of time.

The following guidelines suggest sanctions which may be imposed for alcohol or illegal drug policy violations:
<table>
<thead>
<tr>
<th>Type of Offense</th>
<th>1st offense</th>
<th>2nd offense</th>
<th>3rd offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Open Container</td>
<td>✓ Meeting with Director of Student Engagement and Responsibility or designee</td>
<td>✓ Meeting with DoSER or designee</td>
<td>✓ Meeting with DoSER or designee</td>
</tr>
<tr>
<td>• Possession/use of alcohol by underage student</td>
<td>✓ Educational Sanction</td>
<td>✓ Educational Sanction</td>
<td>✓ Parental Notification</td>
</tr>
<tr>
<td>• Possession of unused drug paraphernalia, equipment or materials</td>
<td></td>
<td>$50 fine</td>
<td>✓ College suspension for one semester, must provide documentation of independent alcohol/drug assessment by licensed/certified provider at student’s expense prior to reapplication</td>
</tr>
<tr>
<td>• Public intoxication</td>
<td>✓ Meeting with Director of Student Engagement and Responsibility or designee</td>
<td>✓ Meeting with DoSER or designee</td>
<td>✓ Parental Notification</td>
</tr>
<tr>
<td>• Disorderly conduct when alcohol is involved</td>
<td>✓ Educational Sanction</td>
<td>$150 fine</td>
<td>✓ College suspension for one semester, must provide documentation of independent alcohol/drug assessment by licensed/certified provider at student’s expense prior to reapplication</td>
</tr>
<tr>
<td>• Possessing bulk quantities of alcohol (cases, kegs, common source alcohol)</td>
<td>✓ $50 fine</td>
<td>Alcohol assessment by independent licensed/certified provider at student’s expense</td>
<td>✓ Parental notification</td>
</tr>
<tr>
<td>• Possessing false identification</td>
<td></td>
<td>$150 fine</td>
<td>✓ College suspension for one semester, must provide documentation of independent alcohol/drug assessment by licensed/certified provider at student’s expense prior to reapplication</td>
</tr>
<tr>
<td>• Violation of social event policy</td>
<td></td>
<td>Alcohol assessment by independent licensed/certified provider at student’s expense</td>
<td>✓ Possible removal from Campus residence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$150 fine</td>
<td>✓ College suspension for one semester, must provide documentation of independent alcohol/drug assessment by licensed/certified provider at student’s expense prior to reapplication</td>
</tr>
<tr>
<td>Violation of drinking game, excessive consumption policy</td>
<td>Meeting with Director of Student Engagement and Responsibility or designee</td>
<td>Meeting with DoSER or designee</td>
<td>Meeting with DoSER or designee</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
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<td>-------------------------------</td>
</tr>
<tr>
<td>Providing alcohol to someone under 21</td>
<td>✓ Educational Sanction</td>
<td>✓ Educational Sanction</td>
<td>✓ Educational Sanction</td>
</tr>
<tr>
<td></td>
<td>✓ $100 fine</td>
<td>✓ $150 fine</td>
<td>✓ Parental Notification</td>
</tr>
<tr>
<td></td>
<td>✓ Probation</td>
<td>✓ Alcohol assessment by independent licensed/certified provider at student’s expense</td>
<td>✓ College suspension for one semester, must provide documentation of independent alcohol/drug assessment by licensed/certified provider at student’s expense prior to reapplication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturing false identification</th>
<th>Meeting with DoSER or designee</th>
<th>Meeting with DoSER or designee</th>
<th>College expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of used drug paraphernalia, equipment or materials</td>
<td>Meeting with Director of Student Engagement and Responsibility or designee</td>
<td>Meeting with DoSER or designee</td>
<td>College expulsion</td>
</tr>
<tr>
<td>First offense marijuana possession, quantity limited to under 15 grams</td>
<td>✓ Educational Sanction</td>
<td>✓ Parental Notification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ $100 Fine</td>
<td>✓ College suspension for one semester, must provide documentation of independent alcohol/drug assessment by licensed/certified provider at student’s expense prior to reapplication</td>
<td></td>
</tr>
</tbody>
</table>

- Meeting with DoSER or designee
- Educational Sanction
- $100 fine
- Probation
- Parental Notification
- College suspension for one semester, must provide documentation of independent alcohol/drug assessment by licensed/certified provider at student’s expense prior to reapplication
- College expulsion
Special notes:

Alcohol intoxication violations resulting in a student’s medical transport will be dealt with according to the Alcohol Amnesty Policy, 7.2.2.2.

All fines and educational sanctions imposed will be credited to an account to defray the costs of educational sanction programming, educational speakers, and alcohol-free programming.

A single incident may result in multiple violation charges and may result in multiple sanctions.

In certain cases, the hearing body may exercise discretion to increase or decrease the standard non-fine sanctions. The basis for any deviation from standard sanctions will be documented in each case.

Charges under the Bethany College Policy Manual, Student Handbook, and Student Code of Conduct do not preclude law enforcement and legal charges being filed against those involved in the violations.

The College complies with federal, state, and local laws which regulate the possession, use, and sale of alcoholic beverages and controlled substances.
7.7 Student Activities and Organizations

7.7.1 Student Government Association

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

The President, Vice President, and the Cabinet make up the executive branch for the SGA. The judicial branch is made up of the Student Court, and the student body make up the legislative branch. The SGA President meets with the President of the College, the Vice President for Academic Affairs and Dean of Faculty, and the Dean of Students whenever necessary. Usually the SGA President meets with the Dean of Students every week to discuss student concerns and what can be done to address problems when they arise.

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

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

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

Benefits of joining a student organization:

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

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

Bethany College sponsors numerous student clubs and organizations. Below is a list of the current organizations. A student who is interested in one or more of these organizations or who wishes to form an additional organization can obtain specific information by telephoning the Student Activities Office (ext. 7631).

If any of the Bethany organizations appeal to you, you can call the Office of Student Life (ext. 7631) and request the contact person’s name and number for a particular group, look for fliers about upcoming events for this group, check the SGA clubs/committees report, or ask an upperclassman.

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

7.7.1.2 Governing and Representative Organizations
Student Government Association (SGA)
Interfraternal Council (IFC)
Panhellenic Council
Freshman Class Council (FCC)
Independent Student Council (ISC)

7.7.1.3 Fraternities
Alpha Sigma Phi
Beta Theta Pi
Delta Tau Delta
Phi Kappa Tau
7.7.1.4 Sororities

Alpha Xi Delta
Phi Mu
Zeta Tau Alpha

7.7.2 Bethany Greek System Policies and Procedures

7.7.2.1 Mission of the Bethany Greek System

The object of the Bethany Greek System is to provide an environment which enriches the College experience and provides an opportunity to obtain the intangibles that can only be found outside of the classroom. The College’s Greek system is to provide this by encouraging scholarship, fostering leadership, and allowing for experiences, such as philanthropies and community service, on a more accessible scale to the undergraduate student. The position of Bethany College is that the Greek System be an integral part of the Bethany community, and play a prideful role in the overall education of undergraduate students.

7.7.2.2 Greek Organizations at Bethany College

Bethany currently recognizes five fraternities and three sororities. The men’s organizations are Alpha Sigma Phi, Beta Theta Pi, Delta Tau Delta, Phi Kappa Tau, and Sigma Nu. The women’s organizations are Alpha Xi Delta, Phi Mu, and Zeta Tau Alpha. All of these organizations are nationally recognized Greek organizations.

7.7.2.3 Greek Life at Bethany College

Bethany is the home of eight (8) Greek social organizations. Greek life has been an integral part of student life at the college almost since its founding. Bethany College was founded in 1840, and the first fraternities appeared in 1858. Since that date, students involved in our Greek organizations have been distinguishing themselves as leaders in the college community.

7.7.2.4 Male Organizations

Alpha Sigma Phi
Beta Gamma Chapter
Founded at Bethany - 1930
Mission – “To better the men through the creation and perpetuation of brotherhood founded upon the values of character…Silence, Charity, Purity, Honor, Patriotism.”

Beta Theta Pi, Psi Chapter
Beta Theta Pi
Founded at Bethany - 1860
Mission Statement – “Beta Theta Pi is dedicated to building men of principle for a principled life. Our brotherhood aids the individual, builds the Fraternity and strengthens the host academic institution through lifelong devotion to intellectual excellence, high standards of moral conduct...”
and responsible citizenship.”

Delta Tau Delta
Theta Chapter
Founded at Bethany - 1858
Mission – “Committed to Lives of Excellence”

Phi Kappa Tau
Phi Chapter
Founded at Bethany - 1923
Mission – “To provide each man that joins our fraternity with the spirit embodied in our cardinal principles, such that each man grows through a quality fraternity experience to be a credit to his fraternity, college/university, community and country.”

Sigma Nu
Epsilon Chapter
Founded at Bethany - 1883
Mission – “To believe in the life of Love, to walk in the way of Honor, to serve in the light of Truth - this is the Life, the Way, and the Light of Sigma Nu - this is the Creed of our Fraternity.”

7.7.2.5 Female Organizations

Alpha Xi Delta
Delta Chapter
Founded at Bethany - 1903
Mission – “Inspiring women to realize their potential.”

Phi Mu
Beta Nu Chapter
Founded at Bethany - 1939
Mission – “One of the oldest college women’s organizations continues a tradition of excellence for today’s women.”

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

All on-campus Greek housing units are entrusted to be self-governed on a day-to-day basis, as long as they follow Bethany residence hall standards. Off-campus Greek housing units are expected to be upstanding residents of the community. Due to this housing situation, Bethany College considers these students to be full-time representatives of the College in the community, and as such are expected to act and present themselves in a manner consistent with high standards and ideals of Bethany College. In addition, the College allows all current Greek organizations to exist with the understanding that they uphold the ideals of the College.
7.7.2.6 Formal Recruitment

The Bethany College Greek system follows “deferred recruitment” policy. This means that no freshman students are allowed to join a chapter until they have attended Bethany for at least one semester (i.e., freshman may only join a chapter during the spring semester). Upperclassmen are allowed to join a chapter either semester. In either case, students must be in good standing with the College in order to join a Fraternity or Sorority. Students are required to have at least a 2.00 GPA in order to be considered eligible. Many of Bethany’s Greek organizations have higher GPA requirements. The Office of Student Life reserves the right to deny any student entrance to a chapter for academic or disciplinary reasons.

“Formal recruitment” takes place at the beginning of the spring semester. Provided that they meet the requirements stated above, all independent men and women wishing to join a chapter may participate. The specific rules and procedures regarding recruitment are set by both the Interfraternity Council and the Panhellenic Council, respectively. These rules are on file with the Office of Student Life and are available to all students upon request. All students interested in joining a chapter are invited to bring any questions or concerns they may have to the Office of Student Life. Greek life at a residential college can enhance many opportunities to students who choose to become affiliated with Greek organizations. “Formal Recruitment” is a time when members of the Greek organization provide organized programs to explain and promote the benefits of Greek Life.

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

7.7.2.7 Off-Campus Housing

Two of Bethany’s fraternities are located off campus. Each off-campus Greek housing unit is responsible for coordinating its maintenance and security issues with its individual housing corporation. The organizations are financially responsible for the maintenance and upkeep of their respective housing units. It should be noted that the Bethany considers these chapters College representatives in the community, and therefore, reserves the right to sanction them for poor upkeep, lack of cleanliness, or any other display that would not be considered in good taste in representing the College.

7.7.2.8 Contacting the Greek Life Office

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

7.8 Student Athletic Policies

Bethany College is a member of Division III of the National Collegiate Athletic Association and the Eastern College Athletic Conference. Varsity women’s and men’s teams participate in the

7.8.1 Intramurals and Club Sports

Bethany offers students several chances to participate in athletic competitions without playing intercollegiate athletics. In the past, intramural sports that have been offered include soccer – both indoor and outdoor – football, softball, volleyball, basketball, ultimate Frisbee, tennis and table tennis.

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

Men’s club sports teams provide competition in baseball, equine, lacrosse, soccer, hockey, and volleyball. Women’s teams on the club level participate in soccer, lacrosse, equine, volleyball, and softball. A popular Outdoor Club provides a variety of activities including hiking, skiing, camping, whitewater rafting, and skydiving for men and women.

A wide variety of sports is offered to the entire student body through Bethany’s intramural program. Facilities for numerous individual or group athletic, health, and recreation activities are located on or nearby the campus. The Thomas Phillips Johnson Recreation Center provides facilities for excellent recreational activities, including a large gymnasium, fitness arena, a swimming pool, courts for racquet sports, a weight room, and an exercise area.

7.8.2 Athletic and Fitness Facilities

Facilities for numerous individual or group athletic, health, and recreation activities are located on or nearby the campus.

Thomas Phillips Johnson Recreation Center (1994) is located adjacent to the Hummel Field House. The Center includes the Knight Natatorium, racquetball courts, body building facilities, locker rooms, the Sandwen Arena which includes an indoor track, and a general purpose floor that accommodates a number of sports, including basketball, volleyball, and tennis. This building was designed to support general recreation and intramural athletics.

The Thomas Phillips Johnson Recreation Center provides facilities for excellent recreational activities, including a large gymnasium, a swimming pool, courts for racquet sports, a weight room, and an exercise area.

Hummel Field House (1990) provides physical education facilities for men and women. It is also used for concerts. Formerly Alumni Field House (1948), the building was extensively renovated during 1989-1990. Adjacent to the field house are football, soccer, and baseball fields,
and a quarter-mile track. The baseball team plays at Bethany Park, which is a community park adjacent to Town Hall. The Cummins Community Center houses a 24 hour student fitness center located adjacent to Campbell Village.