McPherson College Student Handbook 2026-2027

McPherson COLLEGE

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"Light and Life"

"Light and Life," John 1:4, is a translation of the Greek motto on the College seal. The horizontal line (zoe) means life and the vertical line (phos) means light. An international exchange student interpreted this to mean, "We receive only to give." The light comes from above, and through us is spread to other persons throughout the world. The seal was designed in 1920 by W. E. Brubaker. The year 1887, which appears on the seal, is the date of the founding of the College. The seal is reserved for use on official McPherson College documents and publications. It is stamped in raised letters on diplomas and transcripts and is stamped in gold on Citations of Merit from McPherson College.

THE STUDENT HANDBOOK 2026-2027

The Student Handbook is prepared by the Division of Student Affairs to help students become more aware of and involved in campus life at McPherson College. It is a ready reference to policies and the many services, personnel, and resources available. McPherson College is accredited by the Higher Learning Commission of the North Central Association (https://www.ncahlc.org/).

The handbook does not contain all the standards or regulations of the College. Students should also be familiar with information provided by other offices on campus and included in the College Catalog; contact the Registrar.

Although the information provided in the Student Handbook is accurate and current at press time, the College reserves the right to make changes in regulations, policies, procedures, and other matters as necessary. Students will receive information on any such changes from the appropriate College office. Students enrolled at the College agree to comply with the College's rules and regulations.

OUR MISSION

McPherson College is a vibrant community of persons from diverse faiths and cultural backgrounds committed to its mission:

To develop whole persons through scholarship, participation, and service.

Chartered in 1887 by leaders of the Church of the Brethren, McPherson College has a 130-year history of providing excellent liberal arts and career-oriented education shaped by the essential values of its founding denomination. The Church of the Brethren is a Christian denomination founded in Germany in 1708. It accepts the New Testament as the rule of faith and emphasizes the inherent value of all persons, the communal discernment of truth, the necessity of putting faith into action, and the biblical calls to simplicity, non-violence, non-conformity and transformation through education. Brethren strive to "continue the work of Jesus – peacefully… simply…together."

BULLDOG CONNECTIONS

Academic Advising	(620) 242-0592
Admissions	(620) 242-0400
Associate Dean of Students	(620) 242-0508
Athletic Offices	(620) 242-0578
Athletic Academic Support Specialist	(620) 242-0495
Athletic Trainer	(620) 242-0636
Cafeteria/Food Service and Catering	(620) 242-0460
Campus Store	(620) 242-0457
Computer Services	(620) 242-0455
Director of Student Success	(620) 242-0510
Dean of Faculty	(620) 242-0506
Dean of Students	(620) 242-0503
Director of Housing & Residence Life	(620) 242-0594
Director of Engagement & Belonging	(620) 242-0504
Executive Vice President	(620) 242-0432
Facilities Management	(620) 242-0470
Financial Aid	(620) 242-0413
Health Clinic (Partners in Family Care)	(620) 242-0404
Library	(620) 242-0487
Mental Health Clinic (Prairie View)	(800) 992-6292
Office of the President	(620) 242-0405
Student Affairs	(620) 242-0500
Student Accounting/Student Billing	(620) 242-0459
Spiritual Life and Service	(620) 242-0504
Title IX Reporting	(620) 242-0503

RESIDENCE HALL OPENINGS AND CLOSURES 2026-2027

FALL SEMESTER

Fall Athletes - Football Move-In	9 am	Thursday, August 6,] 2026
Fall Athletes - Volleyball & Soccer Move-In	9 am	Friday, August 7, 2026
Fall Athletes - Cheer Move-In	9 am	Friday, August 7, 2026
International Student Orientation	9 am	Sunday, August 23, 2026
New First Time Freshmen Student Move-In	9 am	Friday, August 14, 2026
Welcome Weekend (First Time Freshmen)		Saturday, August 15 -Monday, August 17, 2026
Returning & Transfer Student Move-In	9 am	Sunday, August 16, 2026
Night Classes Begin		Tuesday, August 18, 2026
Day Classes Begin		Tuesday, August 18, 2026
Fall Break - Halls Close*	5 pm	Wednesday, October 21, 2026
Fall Break - Halls Open	12 pm	Sunday, October 25, 2026
Thanksgiving Break - Halls Close*	5 pm	Friday, November 20, 2026
Thanksgiving Break - Halls Open	12 pm	Sunday, November 29, 2026
Final Exams		December 7-10, 2026
Make Up Finals		Thursday, December 10, 2026
Winter Break - Residence Halls Close*	12 pm	Thursday, December 10, 2026

SPRING SEMESTER

Winter Break - Residence Halls Open	9 am	Sunday, January 10, 2027
Transfer Orientation	9 am	Monday, January 11, 2027
Classes Begin		Tuesday, January 12, 2027
Spring Break - Halls Close*	5 pm	Friday, March 12, 2027
Spring Break - Halls Open	12 pm	Sunday, March 21, 2027
Final Exams		May 3-6, 2027
Make Up Finals		Friday, May 7, 2027
Residence Halls Close*	12 pm	Friday, May 7, 2027
Commencement	10:30 am	Saturday, May 8, 2027
Halls Close for Graduates	12 pm	Sunday, May 9, 2027

*Please note: unless required by the College to stay, all students must vacate the residence halls during break. Students should leave within 24 hours of their last final. Students wishing to remain on campus during break must apply to the Residence Life Office at least two weeks before Thanksgiving, winter, and spring breaks begin. Students approved to live on-campus over any break will be charged a one-time fee of $150, plus $15.00 per day of occupancy. This one-time fee (not the daily occupancy fee) may be waived at the discretion of the Dean of Students. Contact Student Affairs with questions.

**Please note: Unless required by the College to stay, all students must vacate the residence halls during summer break. Students should leave the residence halls within 24 hours of their last final. Students participating in the Commencement Ceremony must check out of the residence halls by Sunday, May 10, 2026, at 12:00pm.

Students who wish to remain on campus during summer break must apply to the Residence Life Office. Students who live on-campus over summer break are responsible for paying the additional summer rent fee. Food service is not available over summer. Contact the Residence Life Office with questions and see SUMMER RESIDENCY for more requirements.

IMPORTANT DATES FOR FOOD SERVICE 2026-2027

Food Service is unavailable during breaks, as students are encouraged to return home or travel during times that the College closes. These dates are subject to change with appropriate notice.

Dining Hall Opens	Lunch and Dinner	Saturday, August 14, 2026
Labor Day	Brunch and Dinner	Monday, September 7, 2026 Wednesday,
Fall Assessment Day	Brunch and Dinner	October 14, 2027
Fall Break	Brunch and Dinner	Thursday, October 22, 2026 through Sunday, October 25, 2026
Thanksgiving Break	No Food Service after Dinner on	Friday, November 20, 2026 until Sunday, November 29, 2026 at dinner
Winter Break	No Food Service after Dinner on	Wednesday, December 10, 2026 until Sunday, January 10, 2027 at dinner
Martin Luther King Jr. Day	Brunch and Dinner	Monday, January 18, 2027
Spring Assessment Day	Brunch and Dinner	Wednesday, March 3, 2027
Spring Break	No Food Service after Dinner on	Friday, March 12, 2027 until Sunday, March 22, 2027 at dinner
Good Friday	Brunch and Dinner	Friday, March 28, 2027
Summer Break	No Food Service after Dinner on	Thursday, May 6, 2027

EMERGENCIES

Campus emergencies may be weather related (tornado, winter storm, flood, etc.), health related (pandemic or other contagious diseases), or involve serious accidents or other attacks(campus systems failure, active shooter, etc.). In an emergency, campus community members who have signed up for emergency notifications will receive a text message and/or email (See Rave Emergency Notifications section).

Residence Life staff reserves the right to enter any resident's room without notice during emergency situations.

FIRE SAFETY

Engaging in arson or the irresponsible use of fire or fire safety equipment is prohibited. All persons must leave the building during fire alarms and may not reenter until instructed to do so by a college official or a firefighter.

Students who fail to vacate during a fire alarm or who return to the building before they are permitted to do so are in violation of this policy. Any students who activate a false alarm or tamper with or misuse fire or safety equipment (such as fire extinguishers and door alarms) are in violation of this policy. Both of these violations carry a fine of $500.

MISSING PERSON POLICY

It is the policy of McPherson College to thoroughly investigate all reports of missing persons. Additionally, the College holds that every person reported missing will be considered at risk until significant information to the contrary is confirmed. All reports of missing persons must immediately be directed to Student Affairs. Reports of missing students received by other College departments are to be promptly forwarded to Student Affairs. The McPherson Police Department may be called to assist.

A person may be declared "missing" by a parent, friend, roommate, classmate, or anyone who may be concerned about a person's location, particularly when their whereabouts are unknown and unexplainable for a length of time. The reporting individual should regard this absence as highly unusual or suspicious in consideration of the subject's typical behavior patterns, plans, or routines. There is no required waiting period for reporting a missing person.

If a report is made, Student Affairs staff will follow the steps listed below:

- The person receiving the complaint will immediately dispatch a staff member to the subject's residence. If needed, the McPherson Police Department may be called to assist.

- The responding staff member or officer will gather all essential information about the person(description, clothes last worn, where subject might be, with whom they might be, vehicle description, etc.) Every effort will be made to make contact directly with the student or their designated confidential contact(s).
- An up-to-date photograph may also be obtained to aid in the search.
- The responding staff member or officer will also gather information about the physical and mental well- being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual. A quick but thorough search will be conducted in all campus buildings, grounds, and parking lots.
- Class schedules will be obtained, and a search of appropriate classrooms will be conducted.
- Card access swipes will be reviewed to determine the last possible location.
- The Dean of Students (or designee) will be responsible for communicating with the family or relatives of the missing person.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing (example: call from parents, guardians), the investigation will be turned over to the appropriate local law enforcement agency. This will take place as soon as practical but never later than 24 hours from the initial report. At this time, the local law enforcement agency becomes the authority in charge and McPherson College staff will assist them in any way necessary.

In accordance with the Higher Education Act of 2008, all students may register a confidential contact person with the College. Access to this information is restricted to authorized campus officials and law enforcement officers actively involved in the furtherance of a missing person investigation. The confidential contact does not have to be a parent of a student. This is the individual(s) who will be contacted by the Dean of Students (or designee) or a law enforcement agency within 24 hours of the determination that the student is reported missing. This individual will also be updated on the investigation's progress. In the event a student is under 18 years of age, and has not been legally emancipated, the student's parents or guardian will also be contacted within 24 hours of the determination that the student is reported missing. Please note that the local police department will be notified even if a student has not registered a confidential contact.

RAVE EMERGENCY NOTIFICATIONS

McPherson College uses a warning system called the "Rave System." In an emergency that threatens the cam- pus community, students and faculty can be warned via text and/or email. Students are encouraged to enroll in this free program by going to https://www.getrave.com/login/mcpherson. Students should contact the Division of Student Affairs or Facilities Management for more information.

Sign Up Here:

TORNADOES

Two types of tornado alerts are issued by the National Weather Service (NWS). A tornado watch indicates that conditions are favorable for a tornado to develop. A tornado warning means a tornado has been sighted by trained storm spotters or radar. If a Tornado Warning is issued by the NWS, the McPherson area emergency siren will sound. When a warning is issued, everyone must proceed to the nearest designated storm shelter. If time does not permit, go to a small interior room on the lowest floor of the building you are in. Stay away from windows, doors and outside walls. The following shelter areas have been designated for each of the campus buildings:

Campus Building	Shelter Area
Baer Apartments	Melhorn Basement
Beeghly & Hoffman Student Union	Hoffman Student Union Basement
Brent Paul Duplexes	Tornado Shelter under Basketball Courts
Brown, Mingenback	Brown Auditorium Basement
Campus Commons	Hoffman Student Union Basement
Deerfield Apartments	In-ground Shelter next to 1969 Deerfield
Dotzour Hall	Hoffman Student Union Basement
Harter Hall	Melhorn Basement
Hess Fine Arts Center	Hess Basement

Campus Building	Shelter Area
MC Houses	Smallest interior room on the lowest floor
Melhorn, Facility Management	Melhorn Basement
Metzler Hall	Hess Basement
Miller Library, Mohler	Miller Library Basement
Morrison Hall	Morrison Hall Basement
Holman Fieldhouse, Athletic Fields	Miller Library Basement
Templeton Hall	Melhorn Basement
Tennis Courts	Melhorn Basement
Terra Nova Apartments,	Tornado Shelter under Basketball Courts

Students must remain in the designated shelter until the warning has been lifted.

GENERAL SERVICES

ACADEMIC ADVISING

The Office of Student Success at McPherson College has an intentional relationship between a Success Advisor and student as they plan and reach the students educational, career, and personal goals. Focal points of the advisement program at McPherson College include:

- A focus on on-boarding new students and supporting sophomores through academic and success coaching
- Advising students about academic concerns, co-curricular activities, and post graduate plans
- Assisting each student to assess educational/academic objectives
- Help students understand polices and assist them with any academic issue that may arrise

With few exceptions, first-time freshmen are initially assigned a Success Advisor. After reaching 30 cumulative credit hours or at the completion of their first year at McPherson College, the students are assigned a faculty advisor from their academic major or from a discipline of interest to assist them with enrolling for the next year and with developing a graduation plan. Students may ask to change advisors at any time. Change of Advisor request forms are available on Bulldog Connect and from the registrar's office.

The Academic Advising Office is located in the Royer Center in Miller Library and can be reached at 620-242-0507.

ACADEMIC SUPPORT

McPherson College offers academic support services to help students succeed in the classroom. Our services are free and include tutoring, the writing center, accessibility services, and individual academic counseling. Academic support services offices are located on the first floor of Miller Library.

The Athletic Academic Support Specialist collaborates with student-athletes to help improve their time management and study skills. The academic counseling assists them as them balance the challenges of their coursework with practice and competition schedules, while ensuring compliance with all KCAC and NAIA eligibility requirements.

The Coordinator of Student Success oversees subject-area tutoring, test proctoring and accessibility services. Accessibility Services provides confidential support services and accommodations for students with disabilities that allow them to gain equal access to education.

The Writing Center Coordinator provides specialized tutors for students needing assistance with essays and papers for any class and helps improve writing skills.

Students can book appointments with a subject-area tutor or the writing center through the Penji App here: https://web.penjiapp.com/schools/mcpherson. Subject-area tutors are peer tutors who have successfully completed the coursework and demonstrated their expertise in the subject. Students are urged (and sometimes required) to make use of these services.

or use these QR codes:

iOS

Android

ADMISSIONS/FINANCIAL AID

Admissions and Financial Aid staff provide services for prospective, new, and continuing students in admissions, financial aid, and student records. Admissions and Financial Aid staff are housed in the Campus Commons.

Students seeking readmission to McPherson College after an absence of one semester or longer should contact Admissions to apply for re-admission.

ANIMALS ON CAMPUS

McPherson College supports the use of service animals, emotional support animals, and pets by students who follow the policies.

Pets on Campus

An approved animal may be allowed on campus for occasional and infrequent short visits in the company of the owner in outdoor public access areas. Indoor areas are not considered "pet friendly." Animals should never be left unattended by the owner and are to be always under the control of their owners. Pets visiting campus should be leashed at all times, and should be healthy and pose no reasonable risk to humans or other animals. Excessive noise, barking or other disruptive behavior is not permitted, and may result in the animal not being permitted on campus until able to meet acceptable standards of behavior.

Pet owners are personally responsible for any damage the animal causes to College property, and for any injuries or illnesses caused by their animal. It is the pet owners' responsibility to clean up after the animal and dispose of the animal's waste properly.

Pets in Residence Halls: Residents are allowed fish in nothing larger than a 5-gallon fish tank. The tank may only contain fish (no reptiles, amphibians, rodents, insects, and Arachnida). Lab specimens are prohibited. If you are unsure of the pet that you are trying to bring, contact the Director of Housing. Unapproved animals found in College buildings must be removed immediately, or the resident will be in violation of the housing contract and assessed damage and cleaning fees, as well as a $100 daily fine until the removal of the animal. The College is not responsible for the animal while present on College property, or in the event it is removed from campus for violations.

With approval from the Division of Student Affairs, small dogs and cats are permitted as pets in the Baer Apartments. Students wishing to bring a pet to reside on campus should request approval at least one month before their residency starts to allow adequate review time. A non-refundable $200 pet deposit will be charged to all residents with an approved pet in the Baer Apartments. The student will pay the College for any damage to College property caused by the pet. The pet deposit is not applied to these charges.

MC spaces where pets are allowed with approval:
Baer Apartments (deposit required through MC)

Size Restrictions: (based on area, room size, and amount of people sharing the space)
Breed Restrictions: (non-aggressive dog breeds) (cat breeds)

Service Animals

Service Animals are defined under the Americans with Disabilities Act ("ADA") as a dog that has been individually trained to perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual's disability.

Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure.

Policy Details

Students with disabilities who wish to bring a service animal (defined as a service dog) to the McPherson campus and plan to live in residential facilities – including classrooms, should inform the Housing Director in advance to allow more flexibility to meet the student's needs.

- Contact Accessibility Support Services and the Housing Director
- Provide proof of vaccinations required by the state of Kansas and the city of McPherson
- Federal Law does not require the individual using the service animal to provide documentation that the animal has been trained as a service animal. No specific certification or identification is required
- The service animal must be housebroken and not pose a direct threat to others
- In instances in which the disability is not observable, a staff member may ask two questions:
    - Is the dog a service animal required because of a disability?
    - What work or task has the dog been trained to perform?

If there are questions or concerns related to the two questions, please contact Accessibility Support Services.

Responsibilities of the handler

- Handler must maintain control of their service animal at all times
- Service animals should be leashed or harnessed unless it interferes with their work

Emotional Support Animal (ESA)

An Emotional Support Animal is a companion animal that provides therapeutic benefit, such as alleviating or mitigating symptoms of a person's disability. Emotional support animals do not qualify as service animals under the Americans with Disabilities Act (ADA). However, emotional support animals will be permitted in residential facilities with prior approval from Accessibility Support Services and the Division of Student Affairs following the policies outlined below.

Policy Details

An emotional support animal will not be allowed until formal approval has been received. Students who wish to bring an emotional support animal into residential facilities must go through the reasonable accommodation process with Accessibility Support Services and the Division of Student Affairs. Accommodation requests will be accepted up to two weeks after the start of each semester.

Upon receipt of request for an emotional support animal, the Accessibility Support Services and Division of Student Affairs will communicate with the student to determine if the use of the animal is a reasonable accommodation. This is an individualized assessment, and determinations will be made on a case-by-case basis. To apply, students should:

- Contact Accessibility Support Services and the Housing Director
- Request the ESA Documentation Form (acquired through Accessibility Services)
- ESA Document Form is to be completed by a healthcare professional
    - current diagnostic statement that identifies the disability, including date of initial and most current diagnosis, any evaluations/testing that support the diagnosis
    - Information regarding the relationship between disability and the relief the animal provides; and
    - Information that demonstrates the animal is necessary for the student to use and enjoy his/her living arrangement.

In addition, an owner with an approved emotional support animal must keep the animal within the owner's residence. Students are not permitted to bring emotional support animals into classrooms, meetings, or other College facilities and events.

Approval of Animals:

Owners of Emotional Support Animals and approved pets must complete the following before the animal arrives. Failure to do so may result in the revocation of approval.

- Submit request and receive approval
- Review and agree to owner responsibilities. A copy must be submitted to the Division of Student Affairs.
- Schedule a meeting with their Resident Assistant and roommate to complete a Roommate Agreement. A copy of this must be submitted to the Division of Student Affairs.
- Submit proof of animal age
- Submit proof of current vaccinations
- Submit proof of registration

Failure to complete these tasks prior to bringing the approved ESA or pet to campus will result in revocation of this approval. Annually, owners will need to submit updated vaccination information and complete a new Roommate Agreement. These must be submitted before the start of the semester.

REMOVAL OF ANIMALS

Decisions to remove a service animal or disapprove/remove an emotional support animal or pet will be made on a case-by-case basis, considering all surrounding circumstances. The following general standards reflect reasons why an animal may be removed, or approval revoked:

- The animal poses a direct threat to the health or safety of others. For example, the animal displays vicious behavior towards others or has a serious illness.
- The animal disrupts the community or ability of students to sleep and study by making excessive noise.
- The animal causes substantial physical damage to the property of the College and other community members, including students, faculty, staff, and visitors. The animal poses an undue financial and administrative burden to the College.
- The animal would fundamentally alter the nature of the College's housing and/or general operations.
- The animal is out of control and the handler/owner does not take effective action to control it. If the out-of-control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into college facilities until the handler/owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
- The animal is not housebroken.
- The handler/owner does not abide by his/her responsibilities as outlined in Section V of this policy.

When an animal has been removed pursuant to this policy, McPherson will work with the handler/owner to determine reasonable alternative opportunities to participate in the College's services, programs, and activities without having the animal on the premises.

RESPONSIBILITIES OF HANDLERS AND/OR OWNERS

Laws, Ordinances, and Policies: Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all College policies and guidelines regarding housing and residence life.

Proper Identification: All animals are subject to local licensing and registration requirements.

Health and Vaccination: Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag, and vaccination documentation must be provided to the appropriate office prior to the animal being allowed into any classroom or residence hall.

Caring for the Animal: The cost of care, arrangements, and responsibilities for the well-being of the animal are always the sole responsibility of the handler/owner. McPherson College will accept no responsibility for the care of any animal covered by this policy.

- Animals must be well groomed (residential facilities such as showers, tubs, sinks, and the like may not be used for this purpose).
- Animals cannot be left unattended overnight at any time. If the handler/owner must be away, they must either take the animal with them or arrange for the animal to be cared for elsewhere off campus.
- Animals cannot be confined to a vehicle, tethered, or abandoned at any time.
- Regular and routine cleaning of floors, kennels, cages, etc. must occur. Regular health and safety checks will be conducted by college staff. The odor of an animal emanating from a residence hall room is not acceptable and may result in disciplinary action.

Keeping the Animal Under Control: The animal should always respond to voice and/or hand commands and be fully controlled by the handler/owner.

Being Responsible for Damage Caused by the Animal – Handlers/owners are personally responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage. The handler/owner will be required to pay for any damage caused by the animal.

An individual with an animal covered by this policy in a residence hall has an obligation to make sure that his/her residence is as clean and damage-free as the original standard, excepting normal wear and tear. When the individual moves out of residential housing or no longer owns the animal, the residence will be assessed to determine if damage to College property or extraordinary cleaning costs are attributable to the animal. If so, the owner will be financially responsible for associated costs.

The College maintains the right to conduct facility inspections to assess damage caused by the animal or determine the owner's compliance with this policy.

Being Responsible for Waste: Cleaning up after the animal is the sole responsibility of the handler/owner, and it must be done so immediately. If the handler/owner is not physically able to clean up after the animal, it is then the responsibility of the handler/owner to hire someone capable of cleaning up after the animal.

Leash Requirements: Service animals should always be on a leash when leaving their home space, unless the owner cannot use a leash due to a disability or the leash would interfere with the animal's ability to perform its duties. Emotional support animals and pets must be on a leash or in a crate when leaving a residence hall to go to an off-campus location.

Observing Good Animal Etiquette: To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger). The animal must possess friendly and sociable characteristics.

INFORMATION SPECIFICALLY RELATED TO SERVICE ANIMALS

Permitted Inquiries

In general, members of the McPherson community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:

- If the animal is required because of a disability, and
- What work or task the animal has been trained to perform.

The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, McPherson community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Areas Off Limits to Service Animals

While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:

- Research Laboratories: The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.

- Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- Food Preparation Areas: Food preparation areas are off limits to service animals per health codes.
- Areas Where Protective Clothing is Necessary: Any room where protective clothing is worn is off-limits to service animals. Examples impacting students include kiln areas, chemistry laboratories, wood shops and metal/machine shops.
- Areas Where There is a Danger to the Service Animal: Any room, including classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Questions about areas off limits to service animals should be directed to the Academic Development, Executive Director of Operations or, in the laboratory setting, the instructor. Exceptions may be granted in some circumstances.

Additional Matters

Roommates: Upon approval of an emotional support animal, or if a student intends to have a service animal in residential housing, the student's roommate(s) will be notified (if applicable) and solicited for their acknowledgement of such. All roommates must sign an agreement allowing the approved animal to be in residence with them. If one or more roommates do not approve, the Division of Student Affairs will consult with all the individuals involved and determine the appropriate course of action, including a possible change in housing assignments. If later, there is a conflict between roommates regarding the animal that cannot be resolved, the Division of Student Affairs should be contacted. Appropriate parties will be consulted to reach a solution.

Animal No Longer Necessary: The Division of Student Affairs should be notified when an animal covered by this policy will no longer be in residence or, in the case of emotional support animals, is no longer needed as accommodation.

Conflicting Disabilities: Some people may have respiratory conditions or allergic reactions to animals that are substantial enough to qualify as disabilities. McPherson College will consider the needs of both people in meeting its obligations to reasonably accommodate all disabilities to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodation should contact the Division of Student Affairs.

Concerns: Concerns regarding an animal covered by this policy may be brought to the attention of the Division of Student Affairs. Individuals with animals covered by this policy in residential housing should understand that issues may arise with other residents. The individual with the animal should be receptive to these concerns and, if necessary, contact the Division of Student Affairs for assistance in resolving the situation.

Other residents with minor concerns about an animal in their residence hall may discuss the matter with the owner/handler or talk with a representative of the Residence Life Staff. Major concerns should immediately be brought to the attention of the Division of Student Affairs.

BOOKSTORE

McPherson College uses an online bookstore. Go to https://mcpherson.textbookx.com/institutional/index.php to find your course and view course items. Students may purchase textbooks through the virtual bookstore with a debit or credit card.

TextbookX

CAMPUS EMPLOYMENT/PAYROLL

The College offers on-campus employment in a variety of departments. Students must apply for all on-campus jobs through Handshake, an online tool that connects student applicants with employers. Students may create their account with their college-issued Outlook email account (aka Bulldog email) by downloading the Handshake app from their device app store or by going to www.joinhandshake.com. More information about Handshake may be discovered on Bulldog Connect, go to Student Affairs tab > Career Connections (left menu) > Handshake – Campus Employment.

Join Handshake

Hiring process: Student employment contracts are pre-approved by the Career office and issued to supervisors. Students will apply and interview for campus positions. Once a student is selected for a job, the supervisor will review the student employment contract with the student, both will sign the contract, and the student will take the signed contract to the Career Office to complete their new hire paperwork. The Career Office located in the Campus Commons Dalke Center on the 3rd floor.

New hire paperwork: Students new to working at McPherson College must complete all new hire paperwork including the W-4, K-4, I-9, and Acknowledgement Receipt of the Student Employee Handbook at the Career Office. Student must present authentic, original documents (not copies or images) to the Career office when completing the I-9 form. See https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents for document requirements. Original I-9 identification documents are required – no copies will be accepted.

Starting work: A student may begin working once Payroll confirms with their work supervisor that the student has completed the necessary new hire paperwork and they have been issued a timecard and entered into the payroll system. The supervisor will notify the student when they have been approved to start work.

Work hours: Students can work no more than 20 hours per week total for all their on-campus jobs combined. For example, if a student works 5 hours a week for one job (department) then they only have 15 hours they can work for another job (department) for that week. Students are not allowed to work during scheduled class time. International students may have additional work restrictions.

Time entry: The payroll period for students starts on the first of the month and ends on the last day of the month. The work week is Wednesday through Tuesday. Students need to have their timecards finalized by the end-of-the-month deadline. Supervisors approve timecards after they have been finalized by the student. Timecards are on the J1 web portal. Questions regarding timecards need to be directed to the work supervisor. If students cannot get resolution to a timecard issue, then they should contact the Payroll Manager in the business office.

J1 Web Portal

Getting paid: Student employees are paid monthly and usually on the 15th day of the month. Students are encouraged to receive payment via direct deposit but may opt for a paper paycheck. Student employees may elect a percentage of their pay towards their student tuition and fees account. If a paper paycheck is preferred, an email will be sent when checks are available for pick-up from the Business Office.

International students: International students who have not obtained a social security card must obtain one from the Social Security Administration. Details on obtaining a social security card are available from the business office or on Bulldog Connect via the Student Affairs tab > International Students > On-Campus Employment.

For more details about student employment policies and procedures, access the Student Employee Hand- book available on Bulldog Connect, follow Student Affairs tab > Career Connections (left menu) > Student Employee Handbook.

CAMPUS BULLDOG STORE

The Campus Bulldog Store is located on the main level of the Campus Commons and sells a variety of McPherson College t-shirts, jackets, sweatshirts, and other college gear/gifts. The Campus Bulldog Store also distributes student mail and packages (see MAIL SERVICE for more information). Hours are typically 10AM to 5PM but these hours are subject to change.

CAREER SERVICES & EXPERIENTIAL LEARNING

The Office for Career and Experiential Learning provides resources for establishing a career direction, including major selection, identifying internships and conducting a job search. In addition, the office offers programs for resume and cover letter writing, interviewing, and other relevant aspects of career planning. The office is located on the 3rd floor of the Campus Commons in the Dalke Center.

COMPUTER SERVICES

For a detailed list of support servicesoffered, please refer to the "Student-Owned ComputerSupport Policy"
located on the Computer Services website (https://wwwi.mcpherson.edu/computer-services/). For assistance, please email mcsupport@reachyoursolution.com. Computer Services is located in Melhorn Hall Lower Level room 71.

Submit IT Request Here

COUNSELING SERVICES

Prairie View

All students can go to the Prairie View on the following dates and times for a walk-in appointment. No advance scheduling is needed. To utilize services, students must provide Prairie View with a letter from the McPherson College Dean of Students. Students receive 10 free counseling sessions each year. You can visit the Dean of Students in Student Affairs Office on the 2nd floor of the Campus Commons for a letter of introduction. The clinic's hours are:

Monday	8:30 am to 2:30 pm
Tuesday	8:30 am to 2:30 pm
Wednesday	8:30 am to 2:30 pm
Thursday	8:30 am to 2:30 pm

Prairie View is located at 1102 Hospital Dr. McPherson KS 67460

Safehope

Safehope, based in Newton, KS, provides advocacy and support to all survivors, and secondary victims of domestic and sexual violence in Harvey, Marion and McPherson counties. Safehope creates a safe environment for survivors to understand the resources and options available to them and get support as they begin to heal from the trauma. Their services are available 24-hours a day, seven days a week, free of charge.

Safehope aims to serve those who are survivor/victims of domestic violence and sexual assault and stalking at no charge. Services meet the needs not only for victims seeking emergency shelter but also for outreach victims and their families in our rural service area for crucial outreach services.

All McPherson College students, staff, and faculty are welcome to utilize this resource. Safehope is not directly affiliated with any branch of the College, and all conversations between clients and counselors are strictly confidential. Safe Hope counselors will be on campus for in-person Office Hours on Mondays, 11:00AM-1:00PM. Their office space will be located at Partners in Family Care and walk-ins are welcome.

In addition, Safe Hope also maintains an office at 121 W. Marlin, Suite 101 in McPherson, open Monday – Friday from 8:00AM to 5:00PM, no appointment needed. If the matter is urgent and Safe Hope is needed outside these hours, staff remain on-call and will have resources for students distributed throughout campus. For more, visit:

Safehope Website

24 Hour Help Line: (800) 487-0510 or (316) 283-0350

DEBT PROJECT

The Student Debt Project is a great way for students to learn how to create and manage a budget and learn financial basics while reducing student debt through work, financial planning tools, and mentoring. Any student interested in the program must complete the FAFSA and apply by July 15 on Bulldog Connect via the Student Center Tab > Student Forms > Debt Project Application, and agree to the program's terms and conditions via the Student Debt Project Agreement (included with the application). Students will be notified about their acceptance to the program by email. Once a student has been accepted to the program, if they wish to continue in the program in consecutive years, they will need to register annually via and end of the year registration and feedback form which will be delivered via email, during program sessions, and the Debt Project course (no charge-no credit course) on Bulldog Connect.

Students in the program engage in monthly financial literacy-focused seminar sessions. Student participants earn a $0.25 match by doing 3 things: 1) Working during school and/or breaks, 2) Making payments from work directly to their student account, and submitting paystubs or proof of earnings (direct deposit screenshot etc.) for employment verification via an on-line form. Students will receive more details via their college-issued Outlook email (bulldog email) about the program and event as well as via the Debt Project course on Bulldog Connect. Questions may be directed to debtproject@mcpherson.edu.

Debt Project Signup

DINING SERVICES

At McPherson College, we know that your dining experience is more than just great food. Bulldog Dining Services by Sodexo aims to build stronger and healthier communities, while improving student performance, well-being, and participation. We offer variety, convenience, and nutritional transparency throughout our dining program. Join us for special events and promotions such as birthday celebrations, restaurant style dining nights and classic holiday feasts. The Commons Dining Court is located on the main floor of the Campus Commons. The Boiler House is an additional eating location. Bulldog Bucks can be used to purchase retail at the Commons Dining Court, at concessions, food only at the Boiler House, and at the Commons Coffee Shop.

Our friendly, service-oriented staff aim to please and provide an excellent experience. Get to know your General Manager, Bonifasio "Benny" Lopez, and feel free to share your comments, suggestions, or questions. We appreciate your feedback and want to be a part of making your dining service what you want it to be! Feel free to stop in and see us or contact Benny at Bonifasio.Lopez@sodexo.com.

Dining Hall Hours

Monday – Thursday
- Breakfast: 7 am – 9:30 am
- Continental Breakfast: 9:30 am – 10:30 am
- Lunch: 11 am – 2 pm
- Dinner: 5 pm - 7:30 pm
- Late Night: 8 pm – 10 pm

Friday
- Breakfast: 7 am – 9:30 am
- Continental Breakfast: 9:30 am – 10:30 am
- Lunch: 11 am - 2 pm
- Dinner: 5 pm - 7 pm

Saturday & Sunday
- Brunch: 11:30 am - 1 pm
- Dinner: 5 pm - 6:30 pm

2026-2027 Residential Meal Plans

Bulldog Dining Services provides the following residential meal plans:

19 Meal Plan: Enjoy 19 meals per week, plus $50 Bulldog Bucks per semester
14 Meal Plan: Enjoy 14 meals per week, plus $125 Bulldog Bucks per semester
10 Meal Plan: Enjoy 19 meals per week, plus $150 Bulldog Bucks per semester

Students have different meal plans depending on their status as a student and the location in which they live. All resident students and off-campus student-athletes must be on a meal plan. Student athletes are considered athlete status and maintain their meal plan for the academic year. All students are billed for the semester's meal plan at the time of enrollment.

Resident Meal-Plan Options:
- First Year Students – 19-meal plan
- Non-First Year Students in Dotzour, Metzler, Bittinger, Morrison, Harter, 14-meal or 19-meal plan
- Non-First Year Students in MC Houses, Deerfield, Baer Apartments, or Terra Nova/Duplexes – 10-meal, 14-meal, or 19-meal plan

Approved Non-Residents
- Athletes – 10-meal plan
- Non-Athletes – No meal plan, commuter meal plan, 10-meal, 14-meal, or 19-meal plans

Meal Plan Appeal

To appeal your meal plan, **go to Bulldog Connect < Student Affairs < Student Life Forms < Student Affairs Forms.** Meal plan appeals may be submitted up to seven (7) calendar days after the first day of fall and spring classes. If submitted after that deadline in the fall, the appeal will be considered for the spring semester, not the current semester. Spring appeals submitted after the deadline will not be considered.

Commuter Meal Plans

Commuters can opt to enroll into a Commuter meal plan or may choose a 10, 14 or 19 meal plans. For more information, contact the Business Office in the Campus Commons.

Special Diets

We take pride in sourcing wholesome ingredients, preparing recipes accurately and providing nutritional information and ingredient statements in our dining hall and through our online menus. From our general manager to our front-line servers, we work diligently to address food allergies, celiac diets, or other special dietary needs.

Bulldog Dining Services will accommodate physician ordered diets, food allergies, food tolerances and dietary choices including vegetarian, vegan and gluten free. A team approach led by you, our educated consumer, is the best preparation for a safe school year. We want to meet one-on-one with customers who have special dietary needs to ensure that your dining experience is safe, delicious, and social. If you have a food allergy/special diet concern, please contact our dietitian, Brooke Baird, RDN, LD at Brooke.Baird@sodexo.com. Brooke provides complimentary consultations and nutrition counseling on the following topics:

- Food allergies or intolerances, celiac disease and other special diets
- Dining hall tours
- How to eat healthy on campus
- Vegan and vegetarian nutrition
- Weight management
- Sports nutrition

Everyday App:

It's the app for your everyday life. Download the Everyday App to view daily menu options, input dietary restrictions, earn rewards, and more!
Link: https://everyday.sodexo.com/

Everyday App

HEALTH AND ACCIDENT INSURANCE

McPherson College encourages all students to have active health insurance while enrolled. Only students from outside the United States and student athletes are required to provide proof of health insurance while attending McPherson College.

For student athletes who are do not currently have health insurance (including international students) but wish to obtain it, the College Athletics department offers has a plan available for purchase. Please contact the Athletic Trainer to arrange this at schoenwp@mcpherson.edu.

Additionally, The Kansas Independent College Association (KICA) offers all students associated with KICA, including McPherson College students, the opportunity to enroll in voluntary insurance plans. Learn more here: https://kica.studentbenefitplans.com/.

All student-athletes must enroll in the supplemental insurance plan at the beginning of fall semester in addition to their own coverage.

HEALTH CLINIC

McPherson College has partnered with Partners in Family Care as our on-campus health care provider. This is a walk-in clinic and is located across from Metzler Hall at 1800 Gordon ST. The clinic is typically open Monday to Friday, 8 AM to 4 PM, but hours are subject to change. The clinic is open to the public and drop-ins are welcome, but patients with appointments and the McPherson College community receive priority. The clinic is FREE to full-time McPherson College students (lab services and further testing will be submitted to insurance).

MAC THE BULLDOG

McPherson College uses an AI-powered SMS chatbot named Mac the Bulldog to support students throughout the academic year. Mac provides quick answers to questions, shares important updates, and helps build a sense of virtual community. Students may receive periodic text messages from Mac with helpful reminders and opportunities to share feedback. This service is designed to enhance communication and support your success.

MAIL SERVICE

Mailboxes for U.S. and internal mail are on the main level of the Campus Commons. Mail from USPS is delivered daily after 2 pm, Monday-Friday. Mail can also be sent from campus at this location. The U.S. Post Office in McPherson is located at 115 East Kansas Avenue. An email message will be sent once mail/packages are received into the store with pick-up instructions.

All residents will be assigned a mailbox in the Bulldog Store and can collect their mail by visiting the store during hours of operation. No mailbox key is required. Your on-campus address is:

YOUR NAME
1600 E Euclid
McPherson, KS 67460

If a package is deemed suspicious, law enforcement and Student Affairs administration will be notified to take appropriate action.

MILLER LIBRARY

Miller Library provides library and media services to the students, faculty, and staff of McPherson College in sup- port of their classroom activities, independent research, and personal interests. The library maintains a well-balanced collection of materials, both non-print and print, and audio-visual equipment. Reference assistance and library instruction are available at the public services desk or online via the library's website. A fax machine, copier, and color printer are also in the library for students.

Miller Library offers Textbook Reserves, where faculty members provide copies of the textbook for their classes in the library for students to access. These textbooks can be borrowed for two hours and must be used in the library. The library also has a "Free Library" cart that contains a variety of books, including textbooks. These can be taken from the library and kept by students. Miller Library's Book-a-Librarian service allows students to schedule a one-on-one appointment with a librarian for assistance with research, databases, technology, and more. A link to scheduling research appointments can be found on the library's online catalog page and on Bulldog Connect. Library closures can be found on the library's Bulldog Connect page, as well as our monthly newsletter and on Instagram. Miller Library is open 89 hours per week during academic semesters (see schedule below).

Semester Hours

Monday-7:30 a.m.-12 a.m.
Tuesday-7:30 a.m.-12 a.m.
Wednesday-7:30 a.m.-12 a.m.
Thursday-7:30 a.m.-12 a.m.
Friday-7:30 a.m.-5 p.m.
Saturday-10 a.m.-2 p.m.
Sunday-2 p.m.-12 a.m.

Miller Library Website

RESIDENCE LIFE TEAM & ON CALL STAFF

Residence Life at McPherson College is a comprehensive living experience that strives to build a strong and involved community. Our goal is that the residence halls are more than just a place to sleep. They are places to explore personal ideologies through the experience of living away from home. To do this, our Residence Life Team will host events, facilitate community agreements, floor meetings, and roommate mediations; create opportunities for themed housing; and provide emotional support for all residents. The Residence Life Team consists of the Director of Housing and Residence Life, Resident Directors (RDs), and Resident Assistants (RAs). This team is trained in basic emergency response, mental health support, programming, conflict resolution, and much more.
Resident Assistants live in each residential property and serve as the first point of contact for most residential concerns, including lockouts, noise, guest/visitation, roommate mediation, room changes, etc. They are available weekdays from midnight to 8am and 5pm to midnight, and weekends midnight to midnight. Residents are encouraged to save these contact numbers for quick reference:

Dotzour RA on Duty	(620) 755-7886
Metzler RA on Duty	(620) 504-4031
Bittinger and Morrison RA on Duty	(620) 654-6451
MC Houses, Deerfield, Duplexes, and Terra Nova RA on Duty	(620) 654-6451

A three-tiered on-call team serves 24 hours a day throughout the year, including breaks. RAs serve in the first level of this on-call rotation. RAs conduct nightly rounds, are asked to get to know all residents, submit nightly duty logs, and incident reports as needed.

Resident Directors (RDs) are full-time employees on campus who also conduct nightly rounds throughout these residence halls. These individuals aid RAs and residents in events of alcohol or drug misuse, campus threats, fire alarms, doors not locking or closing, major leaks, significant maintenance issues, or other Tier 2 violations/concerns.

Administration level responders are full-time Student Affairs employees, Director level or higher, who support residents and the Residence Life Team in case of issues that result in harm to self or others. These can include hospitalization or police/emergency medical staff presence, mental health issues, fire, and campus threats.

Email housing@mcpherson.edu to learn more.

SCHEDULING FACILITIES

All campus events that require the use of campus facilities (academic, social, athletic, or organizational meetings) sponsored by students, faculty, and staff must be scheduled by submitting a space reservation request. Clubs and Orgs should submit for event approval at this link: https://forms.office.com/r/SX1yupwKAs.

Event Request Form

STUDENT AFFAIRS

The Division of Students Affairs' mission is to support the college's mission by developing and graduating whole persons through exploration, experience, and engagement. Student Affairs consists of several areas with a common purpose to help you thrive during your time on campus, including housing and residence life, student organizations and clubs, wellness, spiritual life, diversity and inclusion programming, Title IX, student conduct, and others. We provide leadership and student employment opportunities.
The Division of Student Affairs' main office is on the second floor of the Campus Commons. Contact information: studentaffairs@mcpherson.edu or 620-242-0500.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association (SGA) shall be to serve the needs of the Student Body. The Student Government Association, acting as representative and on behalf of the Student Body, shall be the official Student Body Representative to other colleges and McPherson College administration and Board of Trustees.

SGA oversees campus events such as Campus Blow Out, Light & Life, Elections, and Top Bulldogs. SGA also oversees student organization recognition and allocation processes and provides additional funding to student clubs, organizations, and campus entities. Follow @beheardmac on Instagram and Twitter to stay up to date with the latest SGA-related information.

STUDENT IDS

All students should carry a Student ID provided by the college upon arrival. These IDs are microchipped to student profiles and control access to residence halls and other campus spaces To obtain your ID, visit Student Affairs on the 2nd Floor of the Campus Commons. There is a $10 fee billed to your student account for a replacement ID.

ENGAGEMENT & BELONGING

McPherson College gives students the opportunity to develop academically and outside the classroom. The Division of Student Affairs coordinates many of these experiences to enhance student development as a whole person through scholarship, participation, and services and offer you the chance to practice and test ideas gained in the classroom.

Student Involvement

The Division of Student Affairs contributes to student success in college and beyond by providing a variety of supportive programs (cultural, educational, recreational, and social), promoting leadership among students, and working with student organizations. McPherson College supports activities, events, and organizations tailored to the needs and interests of current students.

For more information about campus activities, events, and clubs/org visit
https://my.mcpherson.edu/ICS/Student_Affairs/Empower_MC_via_Clubs_and_Oragizations.jnz.

MC Clubs and Orgs

Service Learning

McPherson College emphasizes service to others, encouraging all members of its community to give selflessly of themselves to others. On our campus, in our town and our state, around the country and the world, students are engaging and sharing in the lives of other people. Service trips may be offered.

Service opportunities may be posted online at https://my.mcpherson.edu/ICS/Student_Affairs/Empower_MC_via_Clubs_and_Oragizations.jnz, on social media, and in weekly MC Happenings emails. For more information about opportunities, contact the Division of Student Affairs.

Students are encouraged to submit any service hours they complete throughout the year at https://forms.office.com/r/QVpn1nLfNB.

Service Hour Form

Spiritual Life

All spirituality opportunities will be posted online at https://my.mcpherson.edu/ICS/Student_Affairs/Empower_MC_via_Clubs_and_Oragizations.jnz, on social media, and in weekly MC Happenings emails.

The Charles D. Johnson Missions fund was established to help McPherson College students to participate in activities that strengthen the Christian spiritual growth of those participating and the people they serve. Up to $10,000 are available to McPherson College students who meet the following criteria:

Students involved in activities that strengthen the Christian spiritual growth of those participating and the people they serve.

It is preferred that these activities be done in connection with church-affiliated organizations in the United States or foreign mission field. Examples of possible activities include Bible studies, worship services, Vacation Bible School, prayer walks, and sports outreach programs.

No recipient will be excluded from consideration based on race, religion, color, national origin, gender, age, sexual orientation, marital status, or status as a veteran or disability.

Students must be in good standing with the College to participate.

The Dean of Students (or designee) will administer the funds and make awards in consultation with the Vice President for Advancement. Applications are due in February but may be made at other times during the year. More information and the application are available at https://forms.office.com/r/pNFuZyqHS1.

Missions Fund App

STUDENT WELLBEING

McPherson College partners with the local YMCA, located at 220 N Walnut St in McPherson, to offer memberships to all current full-time McPherson College students. In addition to memberships, the YMCA coordinates intramural activities, provides on-campus programming, and hosts college events at its facility. Students can sign up for their YMCA ID number at the YMCA front desk. For more information, contact studentaffairs@mcpherson.edu.

STUDENTS WITH DISABILITIES / CHRONIC ILLNESSES

Current or incoming students, who have either a temporary or permanent disability, are welcome at McPherson College under the regular admissions requirements. These students are urged to inform the College of their disability and needs before their arrival on campus to allow them time to determine necessary resources and accommodations. Additionally, accommodation requests though can be made at any time during the academic year. Located on the main floor of Miller Library, the college's Academic Disability Services offices provides academic accommodation services for students with verified disabilities. Information is available at: https://www.mcpherson.edu/academics/academic-disability-services/ and via email to barrettl@mcpherson.edu.

Disability Services Website

Students with a history of chronic illness such as allergies, diabetes, epilepsy, and those who take medications regularly should notify the Division of Student Affairs who can assist with necessary resources and accommodations such as food accommodations.

DIVERSITY AND INCLUSION

The mission of the Division of Student Affairs is to uphold the mission of McPherson College in creating whole persons through scholarship, leadership, and service.

Additionally, we seek to provide a safe and educational community for all students at McPherson College. The Division of Student Affairs is dedicated to the growth and development of our students and firmly advocates for their equity, inclusion and success. Our division strives to intentionally foster the campus community and develops programs and services that contribute to the education of the whole student.

The Division of Student Affairs at McPherson College is professionally and personally committed to celebrating the diverse identities of students and staff who live and work within our campus community. Within the Division of Student Affairs, we acknowledge that human identities encompass various intersections including factors such as race, ethnicity, national origin, gender, gender identity, sexual orientation, socioeconomic status, religion, spiritual tradition, political affiliation, age, Veteran status, and ability.

We recognize that the knowledge we gain from interacting with and learning from one another has both educational and personal value. This knowledge will move our students and staff toward acceptance and under- standing of others.

The Division of Student Affairs does not tolerate any form of behavior pertaining to racism, sexism, bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. We do not use ignorance, humor, or substance use as an excuse for oppressive behaviors. We are intentional in educating our students and staff to respond to such behaviors and to create cultural awareness.

ACADEMIC INFORMATION

For all Academic Information, see the Academic Catalog: https://catalog.mcpherson.edu/.

Academic Catalog

VOLUNTARY ASSESSMENT, INVOLUNTARY ASSESSMENT

In cases in which a student's actions may be a disruption or danger to others, the College may request a voluntary, or involuntary, assessment. Such an assessment may be requested in the following circumstances:

In cases in which a student's actions may be a disruption or danger to others, the College may request a voluntary, or involuntary, assessment. Such an assessment may be requested in the following circumstances:

1. The student has engaged or threatened to engage in behavior that poses a significant risk to the health or safety of one or more individuals, or to the community as a whole;
2. The student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety not based on mere speculation, stereotypes, or generalizations;
3. The student has engaged or threatened to engage in behavior that poses a significant disruption to the programs, services, or activities of the College.

Direct Threat

In determining whether an individual poses an imminent danger or a direct threat to the health or safety of others, the College's Behavior Intervention Team (BIT), will initially evaluate the threat and make a recommendation as to whether additional assessments should be made.

Student Affairs Staff will make a recommendation to the Dean of Students (or designee) as to the need for the student to have an individualized assessment. This assessment would be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures will mitigate the risk.

Referral for Voluntary Assessment

When a student is referred to the Dean of Students(or designee) based on behaviors listed previously, the student is required to meet with the Dean of Students (or designee) as requested. The Dean of Students (or designee) may include in this meeting staff from the College Counseling Center or other units as appropriate. If, based on the content of the discussion, the student agrees to have an assessment, the Dean of Students or designee shall designate/refer the student to qualified professionals (licensed psychologist, counselor, psychiatrist, and/or physician) for an assessment. The licensed professional is empowered by these regulations to share general information and the outcome of the assessment with the Dean of Students and the Behavior Intervention Team (BIT). The minimum necessary information will be disclosed and will be held by the Dean of Students and/or BIT in confidence and will be shared only with those College employees with a legitimate need to know.

The licensed psychologist, counselor, psychiatrist and/or physician shall evaluate the student to determine if there are serious concerns associated with the student's behavior. The licensed psychologist, counselor, psychiatrist and/or physician shall advise the Dean of Students and the BIT of the outcome of their evaluation because of the assessment. The Dean of Students and the BIT may consult with other internal/external advisors.

The Dean of Students or designee shall be the sole decision maker as to the composition of the BIT. The student may be requested to appear before the BIT in which case the Dean of Students or designee will notify the student in writing. If the BIT determines that the student poses an imminent danger or a direct threat to the health or safety of others, the BIT may recommend an immediate temporary suspension.

If an immediate temporary suspension is not recommended, the Dean of Students or designee will determine (in consultation with BIT) what, if any, follow up steps the student will be required to complete in order to remain at McPherson College.

Referral for an Involuntary Assessment

The Dean of Students or BIT shall be empowered to make referrals for an involuntary assessment when students engage in behaviors listed previously. Students referred for an involuntary assessment shall be informed in writing and given a copy of these procedures. Delivery of these documents will be either by personal delivery or by certified mail with return receipt requested and delivery restricted to the student only. Any assessment cost is the student's responsibility.

The Dean of Students or designee shall designate/refer the student to qualified licensed professionals (licensed psychologist, counselor, psychiatrist and/or physician). The licensed psychologist, counselor, psychiatrist and/or physician is empowered by these regulations to share general information and the outcome of the assessment with the Dean of Students and BIT. The minimum necessary information will be disclosed and will be held by the Dean of Students or BIT in confidence and will be shared only with those College employees with a legitimate need to know. The assessment of the student must be initiated according to the deadline stipulated in the letter and completed within three (3) working business days unless an extension is granted by the Dean of Students or designee.

Return Requirements

Following a determination that a student poses a direct threat to the health or safety of others, McPherson College may require as a precondition to a student's return that the student provide documentation that the student has taken steps to mitigate the previous behavior (e.g., followed a treatment plan, submitted periodic reports, granted permission for the institution to talk to the treating professional).

MEDICAL WITHDRAW

College officials may become aware of a student who may be experiencing serious circumstances because of a physical, emotional or psychological health condition. In communication and partnership with the student, this matter may be handled as a potential medical withdrawal according to the institution's withdraw policy. Documentation from a medical provider is required for a medical withdrawal. Contact the Academic Affairs Office for specific information about this policy.

Involuntary Leave of Absence Policy

McPherson College has established this Involuntary Leave of Absence Policy for the purpose of maintaining a campus environment that supports student success, furthers academic achievement, and respects the rights and privileges of all members of the campus community. This policy describes the criteria and process that McPherson College will use to respond to reports that a student has engaged or threatened to engage in behavior that poses a significant risk to the health and safety of themselves or others, or a significant disruption to the programs, services, or activities of McPherson College.

The Dean of Students, in consultation with the Behavioral Consultation Team and other College personnel as appropriate, may initiate a risk assessment and safety intervention when presented with credible information that a student has crossed one or more of the following behavioral thresholds: 1) The student has engaged or threatened to engage in behavior that poses a significant risk to the health or safety of one or more individuals, or to the community as a whole. 2) The student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety not based on mere speculations, stereotypes, or generalizations. 3) The student has engaged or threatened to engage in behavior that poses a significant disruptions to the programs, services, or activities of the College.

When McPherson College receives credible information that a student has engaged in behavior that may require immediate action, the Dean of Students will conduct a review of available information and confer with the Behavioral Consultation Team to assess the level of risk and/or disruption posed by the student.

Following this review, the Dean of Students may temporarily remove the student from the College and/or restrict the student's access to the College's campus, services, or activities. Before imposing an interim involuntary withdrawal, the Dean of Students will first seek the voluntary cooperation of the student. Imposition of an interim involuntary withdrawal is intended to be a temporary measure to protect health and safety and College operations and is not considered disciplinary in nature. It will remain in effect pending completion of the individualized assessment outlined below.

The Dean of Students will notify the student in writing of a decision to implement an interim involuntary withdrawal. The notice will include the rationale for the decision and a summary of the student's rights under the process, including the student's right to meet with the Dean of Students. The Dean of Students' decision will be provided to the student's academic dean and other College administrators as appropriate.

The student shall be provided with an opportunity to meet with the Dean of Students or designee within two (2) calendar days from the effective date of the interim involuntary withdrawal. During this meeting, the student may present information relevant to the question of whether the student has engaged in the reported behavior. After considering all the information presented, the Dean of Students will determine whether to continue the interim involuntary withdrawal and the student shall be notified or the decision withing two (2) calendar days. The outcome of the meeting shall not preclude, render irrelevant, or predetermine the outcome of any subsequent action taken.

The Dean of Students, in consultation with the Behavioral Consultation Team, will initiate a risk assessment to consider whether a safety intervention or involuntary withdrawal is appropriate when presented with a credible report that a student has engaged in one or more of the three reported behaviors listed above in this section. The purpose of the assessment is to determine the level of risk the student poses to health and safety and/or College operations and to inform decisions about the student's future participation in the College's programs.

The Dean of Students will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury or significant harm will actually occur; and whether reasonable modifications of policies, practices or procedures or, where applicable, the provision of auxiliary aids and services, will sufficiently mitigate the risk. In conducting this assessment, the Dean of Students will review the student's available medical and behavioral history and consider whether the behavior is persistent and/or high acuity.

As part of the Dean of Students' review, the student may be required to submit diagnostic or treatment information from the student's current, treating health care professional. The student may also be required to undergo an independent assessment with a health professional designated by the College within a specified period of time, typically not to exceed 30 calendar days. This assessment will be at the expense of the College. At this assessment, the student will be asked to sign a release of information to allow the health professional conducting the assessment to communicate with the student's treating physician or mental health professional (if applicable) to allow for a comprehensive evaluation, and to allow for a written evaluation as to whether the student can safely continue to be a member of the academic community and align behavior with established conduct expectations so as not to cause a substantial disruption to the educational environment. This release must be signed by the student and a witness.

During the assessment process, the student will be provided with an opportunity to meet with the Dean of Students and provide relevant documents or other information, including the result of any evaluation conducted by the student's own treating health professional. The student is encouraged to provide information about remedial efforts to address problematic behavior and the student's plan to mitigate any ongoing risk of harm. At this meeting, the Dean of Students will seek the cooperation of the student, including discussion of possible measures to reduce the risk of harm or a voluntary medical withdrawal/leave of absence.

After reviewing the information, the Dean of Students will determine whether a safety intervention or involuntary withdrawal should be imposed. The Dean of Students will confer with other appropriate campus professionals to assess the level of risk or disruption posed by the student and whether there are any reasonable accommodations or mitigating measures which will allow the student to safely remain in some or all activities or programs of the College. Safety interventions may include, but are not limited to, reduced course load, consultations with health care professionals, compliance with heath care provider recommendations, or restrictions on participation in college programs or activities.

If practicable, the Dean of Students will extend the student the option of a voluntary leave before imposing a mandatory leave of absence. After reviewing the information, the Dean of Students will determine whether a safety intervention or involuntary withdrawal should be imposed. The Dean of Students will confer with other appropriate campus professionals to assess the level of risk or disruption posed by the student and whether there are any reasonable accommodations or mitigating measures which will allow the student to safely remain in some or all activities or programs of the College. Safety interventions may include, but are not limited to, reduced course load, consultations with health care professionals, compliance with heath care provider recommendations, or restrictions on participation in college programs or activities. If practicable, the Dean of Students will extend the student the option of a voluntary leave before imposing a mandatory leave of absence.

The Dean of Students will issue a written decision regarding any necessary safety interventions or whether the student should be withdrawn from McPherson College, the rationale for that decision, any requirements the student must meet prior to applying for reinstatement if the student iis withdrawn, the student's right to appeal the decision to the Dean of Students, and the process to apply for reinstatement or return to college programs or activities. A copy of this decision will be sent to the student's academic dean and other College administrators as appropriate. This decision will be issued within fourteen (14) calendar days of receiving all required documentation and assessment results unless an extension is provided for good cause.

If the Dean of Students determines that the standards for safety intervention or involuntary withdrawal have not been met, the College shall assist a student who has been placed on an interim involunatary withdrawal to resume studies immediately.

Students placed on involuntary leave from the campus may conintue their coursework remotely. Students are encouraged to contact their instructors to determine if accommodations can be made during the student's involuntary leave. It is up to each instructor as to whether a remote accommodation is acceptable.

To appeal a decsion, a student has three (3) calendar days from the date of the Dean of Students's decision, a student may file a written appeal with the Executive Vice President. The decsion appealed shall remain in effect pending the outcome of the appeal unless the Executive Vice President determines otherwise. The Executive Vice President will review the student's written appeal and render a decision within seven (7) calendar days unless an extension has been granted for good cause. The Executive Vice President may choose, but is not required, to meet with the student to discuss the grounds for the student's appeal. The Executive Vice President's decision is final.

A student seeking reinstatement to McPherson College after an involuntary withdrawal must submit a petition in writing to the Dean of Students. To be considered for reinstatement, the student must be able to demonstrate that 1) the student can participate in McPherson College programs without engaging in the behavior outlined in paragraph 2 of this section 2) the student meets all relevant academic requirements for reinstatement; and (3) the student has met any requirements for reinstatement imposed by the Dean of Students. In addition, a student's individual academic program may have its own policies, procedures or requirements which must be complied with before reinstatement from a leave of absence. Students seeking reinstatement should consult with the Dean of Students for their individual college or program regarding any additional requirements imposed by their program.

McPherson College may request additional records from the studentand permission to speak to a treating professional. The records and information that will be requested and required are determined on a case-by-case basis depending on what information is necessary to determine whether the student is able to return and fulfill the fundamental requirements of the College's programs. If the ;student refuses to submit any of the required information, the Dean of Students may denythe student's request for reinstatement.

The Dean of Students may request to meet with the student as part of the consideration of the reinstatement request. The Dean of Students will review the relenvant materials submitted by the student, other available informaiton, and confer with other appropriate campus professionals regarding the request for reinstatement. The Dean of Students will notify the student of the reinstatement decision in writing within fourteen (14) calendar days unless an extension has been granted for good cause. If the student's request is denied, the Dean of Student's decision will detail when and if the College will consider a subsequient request for reinstatement. If the student is readmitted, the Dean of Student's decision will include any conditions for continued attendance.

The student may appeal this decision to the Executive Vice President by submitting a writen appeal within seven (7) calendar days of the Dean of Student's decision. The Executive Vice President will review the student;s written appeal and render a decsion within fourteen (14) calendar days unless an extension has been granted for good cause. The Executive Vice President may choose, but is not required, to meet with the student to discuss the grounds for the student's appeal. The Executive Vice President's decision is final.

RESIDENCY

All students must live in College housing unless they apply for and receive permission, in writing, from Student Affairs administration to live elsewhere, or if they meet the off campus living exemptions before the beginning of the academic year. Students who move off-campus without permission are still responsible for a full year of room and board charges.

The residential campus encourages active involvement in and offers close proximity to campus resources. The residential nature of the College fosters student development in interpersonal communication skills and knowledge of self in relationship to others.

McPherson College has residential facilities that are designed for specific population groups. In addition, all residents and all athletes are required to have a meal plan. Residential facilities include:

Residence Halls	**Apartment Style Living**
Dotzour Hall (co-ed)	Harter Hall
Metzler Hall (male)	Baer Apartments (pet friendly with approval
Morrison Hall(male)	Brent Paul Duplexes
Bittinger Hall(female)	Terra Nova Apartments
	Deerfield and MC Houses

When renting a room or apartment from the College, whether on campus or in an off-campus apartment, all rules and policies are in effect as they would be on the College campus. Student assignments are based on occupancy availability. When students are placed in special or off-campus residences, their contract may be reassigned to an on-campus location for violations of the student code, for financial reasons, or due to occupancy changes across campus.

There are exemptions to the campus residency policy. All full-time students who are married and/or have dependents, live with their parents within McPherson County, or are at least 23 years of age on the official fall enrollment day for the academic year are not expected to live on the McPherson College campus. **While students may be exempt due to these reasons, they still require written approval from Student Affairs before living off-campus.**

Housing Appeal Form: https://forms.office.com/r/W3hP238jzP.

Housing Appeal Form

Appeal Process

On occasion, students may be allowed to move out of College housing. In order to be given permission to move out of College housing, students must apply for approval to do so and meet the following criteria:

- Age 21 or junior standing during 2026-2027 academic year
- Minimum 3.0 GPA
- Proof of reliable transportation
- Good academic standing
- Clean conduct record

Important Reminders

- Applying for off campus housing does not guarantee approval.
- Do not sign a lease before receiving written approval from Student Affairs. **Students who move off-campus without permission are still responsible for a full year of room and board charges.**
- Students misrepresenting their living situation (e.g., falsely claiming to live with parents) will be charged for College housing.
- If approved, students must submit a copy of their lease to Student Affairs.
- If approved, students must still have a meal plan or apply for appeal.
- Students currently living off campus must reapply and be reapproved each year.

Financial Responsibility

The College is not obligated to approve off-campus housing appeals for students who sign a lease to live in non-College housing or who have purchased property prior to receiving approval to move out of College housing. Students are solely responsible for fulfilling the obligations of their non-College lease or mortgage agreement and will likely be responsible for the financial obligations of said lease or mortgage in addition to room and board at the College if they do so.

TERMS OF CONTRACT

Students are urged to read carefully the content of the Housing Contract when completing the Housing and Off Campus Application. When the official Housing Contract form is signed and submitted to McPherson College, or when the student occupies a space in a residence, the contract becomes a legally binding agreement – a contract between the student and the College. The terms and conditions of this contract are outlined below.

In this document the space leased by a student, whether a residence hall room, apartment, or house, will be referred to as "room".

CONTRACT PERIOD

This contract is binding for the entire academic year, with the following exceptions:

- when the student completes graduation requirements midyear
- when the student withdraws or is withdrawn from the College
- when the student enters the contract at the beginning of the second semester
- when the student becomes married or has a child.

Housing contract appeals can be submitted through https://forms.office.com/r/W3hP238jzP.

Housing Appeal Form

The room must be vacated within a 24-hour period following the student's last scheduled examination at the end of each semester. Failure to vacate in the time required will result in a $150 fine.

The College's nonperformance of any obligation or duty under this Agreement will be excused to the extent that the performance is prevented by any act of God or circumstance beyond the College's control, including, without limitation, fire, war, riots, flood, earthquake, weather, health emergency, labor dispute, civil disturbance, governmental acts or orders or restrictions, or power or communications failure (each a "Force Majeure Event"). Room and board fees are non-refundable, and students will not receive a refund or a credit for room and board fees during a Force Majeure Event.

CONTRACT SUSPENSION

Any student whose physical or mental health might jeopardize the safety or well-being of that individual or that of any other resident may be required to have an examination by a physician or a consultation with a College counselor to continue enrollment and residency at the College. Should the physician or counselor determine that a health or safety concern to self or others exists, the Dean of Students or designee may amend or suspend the student's housing contract as appropriate.

ROOM ASSIGNMENTS

The College will not discriminate room assignment based on gender, race, color, religion, creed, national origin, ancestry, age, physical ability, or sexual orientation.

Room assignments will be made according to departmental procedures and, when possible, in accordance with student preferences. No specific assignment based on the resident's request is guaranteed. For individual requests, please contact the Division of Student Affairs. Failure to honor housing preferences will not void the contract.

The College reserves the right to: (a) assign the remaining space(s) of a room whenever a vacancy in occupancy occurs; (b) increase the number of occupants per room in the event of emergency need; (c) assign students to temporary accommodations, in the event of emergency need; (d) reassign rooms for occupancy during vacation periods; (e) consolidate roommates, for space management purposes, when vacancies occur; (f) change room assignments for health, safety or repair services, for disciplinary reasons caused by the resident, or for irresolvable incompatibility of roommates; and (g) designate the occupancy level for each room.

TERMINATION OF CONTRACT

The College may terminate a contract and take possession of a room at any time for:

(a) violation of any Residence Hall policies or procedures;
(b) violation of any College regulation, including repeated conduct violations in the residence halls, disorderly conduct, interference with the rights and privileges of other residents, or destruction of property; and/or
(c) whenever the room is vacated or the relationship between the student with the College as a student is terminated.

If the College terminates a contract for any of the reasons noted above, the room and board charges will not be refunded.

VACATION OCCUPANCY

The contract does not cover regularly scheduled vacation periods.

A special living area may be established for students unable to leave campus during these periods. To arrange for permission to occupy a room during a scheduled vacation period, complete an application through the Division of Student Affairs by the advertised deadline.

There is no charge to students for staying over breaks periods.

Students who violate College policies during vacation periods will be subject to sanctions.

EARLY CHECK-IN OR LATE CHECK-OUT

Students who wish to check-in early or check-out late must receive written permission from the Division of Student Affairs. Students who come early or stay late must pay a fee of $150.00 plus $15.00 per day during the period in which they arrive early or stay late. This one-time fee (not the daily occupancy fee) may be waived at the discretion of the Dean of Students.

SUMMER RESIDENCY

Students who wish to remain on campus during summer break must apply to the Residence Life Office. Students who live on-campus over summer break are responsible for paying the additional summer rent fee. Food service is not available over summer. Contact the Residence Life Office with questions at housing@mcpherson.edu.

On-Campus housing will be reserved for students who are:

- Enrolled in at least 3 hours of McPherson College summer courses
- Working at least 20 hours per week on campus or can document local employment of at least 20 hours per week OR student athletes cleared to move in early by coaching staff

Important factors for staying on campus for the summer include:

- Conduct – students with conduct issues during the academic year will not be permitted to reside in the halls over the summer
- Summer Financial Aid – for those students enrolled in summer courses, no federal financial aid will be available
- Summer storage – students will not be allowed to store their personal belongings on campus during the summer.

ROOM CHANGES

No student will be allowed to change their room, move off-campus, or substitute one occupant for another without permission from the Division of Student Affairs.

Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing assignment or lottery process will be subject to disciplinary action that may include fines, reassignment, and/or contract termination.

Room change requests are rarely granted without proof of extenuating circumstances and may only be made after the listed add/drop date of each semester. Students who request a room change due to conflict with their current roommate will not be considered until they have gone through the Roommate Mediation process, and Residence Life staff have determined that no reconciliation is reasonably possible. Proof of Roommate Mediation may be required as part of the room change request process. Requests should be submitted to Housing & Residence Life at housing@mcpherson.edu.

ROOM CONSOLIDATION

Many College Residence Halls and other Residential Properties are considered shared spaces by default, unless single occupancy is specifically permitted by the Director of Residence Life (special accommodations include provisions for ADA compliance, medical necessity, etc.). No student in shared College housing is entitled to a single space unless specified per their residence (for instance, a single-occupancy room within an MC House or the Brent Paul Duplexes).

However, situations often arise when students may find themselves in a space designed for multi-student occupancy that is no longer filled when a roommate vacates their assigned housing. When a space in a shared room is vacated, this does not mean the remaining students automatically are able to occupy that space. They are subject to a process known as Room Consolidation.

Students undergoing roommate consolidation have the option to:

- A) leave the space available for renewed occupancy by another student assigned by the college at any time for the remainder of the current semester
- B) choose to consolidate rooms with another student with available space
- C) pay a $1,500 fee to reserve the room for permanent single occupancy for the remainder of the current semester (note: this option will only be available if the Director of Residence Life determines there is enough space available in the housing pool to do so).

Once informed of a Room Consolidation, students will have no more than 7 days to inform Residence Life staff of their decision and complete their move (if they choose to consolidate with another student. Room Consolidation will be initiated by the Director of Residence Life after the Add/Drop Day of each semester. After this initial Room Consolidation, the Director of Residence Life retains the right to initiate individual Room Consolidations should the need arise whenever a student vacates a shared residence.

Students who select the option to leave the space available for renewed occupancy by another student will be expected to keep the unoccupied space clear, unused, and clean, as the space could be filled at any time. If the unoccupied space is not ready for new residents at the time of their check-in, additional cleaning fees could be applied.

At the discretion of the Dean of Students, an exception may be made to this policy due to gender identity considerations, safety, Title IX interim measures, No Contact Orders, Student Conduct concerns, and issues of similar sentiment.

Housing assignments may change between semesters. Buying out a single room for one semester does not guarantee it for subsequent semesters.

RESIDENCE CHECK-IN/OUT PROCEDURES

Check-In: When checking into a new room at any time, students will check in with their Resident Assistant or other Residence Life staff for the necessary forms and to receive a room key.

Check-Out: When checking out of a room, residents should complete official College check-out procedures. Professional staff will assess the room after the resident has moved out. Room damage and cleanliness will be assessed, and this may result in additional charges. Failure to complete the checkout procedure will result in a $100 improper checkout fee.

BREAK STORAGE

Students are not permitted to store personal belongings, including large furniture and appliances in unfurnished rooms like refrigerators and beds, in the residence halls or on campus during summer break.

LEAVES OF ABSENCE AND STUDY ABROAD

When returning to the College from abroad or from a leave of absence, the student must tell the Division of Student Affairs their housing requests before their return.

The Division will attempt to accommodate students' hall and room preferences; however, preferred assignments cannot be guaranteed. Students returning in spring semester will be assigned to residence hall space based on class seniority and the date their request for housing is received.

Students who are abroad during the spring semester must notify the Division of Student Affairs, in writing, of their arrangements for a fellow student to serve as proxy and select a room for them during the housing room reservation process. Students taking a leave of absence during the spring semester will be assigned fall housing through the summer waitlist process.

FAILURE TO VACATE

Residents are always responsible for their personal property. When residents have not vacated their College residence as expected while changing residences or at the end of a contract period, or if they have not removed personal property, Student Affairs staff will make a reasonable attempt to contact the residents. If after 48 hours (about 2 days), the resident has not vacated, personal property will be removed and stored at the resident's expense. After appropriate notifications, within 2-4 weeks, the items will be removed and stored at the resident's expense. After appropriate notifications, within 2-4 weeks, the items will be considered abandoned and donated to charity or discarded. McPherson College is not liable for damage to, or loss of, property that might occur during removal or disposal. Leaving items behind for the College to manage will result in a $150 fine and any additional charges if needed to restore the unit.

RESIDENTIAL CAMPUS POLICIES

The following regulations were instituted by the College to ensure that all students' rights and welfare will be protected. All campus wide community standards must be followed within the residence halls.

ASSESSMENT FOR DAMAGE

Residents will be held responsible for any damage in their rooms, or in any part of the residence hall, and/or to College equipment. When damage occurs in a public area, the cost of repair may be split and billed to the residents of that area. Students are responsible for reporting to the Division of Student Affairs any damages done to the outside of their room door; otherwise, they will be billed for such damage.

ATHLETIC EQUIPMENT

In-line skates, scooters, skateboards, Frisbees, basketballs, footballs, tennis balls, etc. may not be used in the Residence Halls or any other building on campus except designated recreational spaces (appropriate equipment only). In-line skates and skateboards are not to be used on any steps, seating areas or ramps on campus.

BICYCLES, SCOOTERS, AND OTHER PERSONAL TRANSPORTATION DEVICES

Bicycles, e-bikes, and large e-scooters are not permitted to be stored inside the residence halls or brought inside other indoor campus spaces. Whenever possible, they should be parked at one of the numerous designated bike racks located around campus. They should not be chained to light poles, railings, or other infrastructure. Bikes that are abandoned or improperly stored can be removed without notice. Students are encouraged to purchase and use sturdy locks and chains for their bicycles. The College cannot be responsible for damaged or stolen bicycles.

All personal transportation devices must be used at a reasonable speed while on campus (no more than 15 mph) for the safety of both operators and other pedestrians. Violations of this regulation can be referred to Student Conduct as disruptive behavior.

Skateboards, roller-skates, roller blades, unicycles, and self-propelled implements are allowed, so long as they are used in a responsible manner that does not endanger their operators, pedestrians, or campus property. Hoverboards and other compact motorized devices are also allowed. Larger motorized vehicles, such as golf carts, go-karts, mini bikes, motorcycles, four-wheelers, awn mowers, and tractors are banned on all campus sidewalks and grass spaces, and should therefore not be stored on campus.

The lithium-ion batteries commonly used to power e-bikes and e-scooters pose a potential fire risk and are not to be charged inside campus buildings.

BLOCKING, PROPPING, OR JAMMING DOORS

Due to the potential danger associated with blocking, propping, or jamming interior or exterior doors, students involved in this action are subject to disciplinary action (including possible fines) and have legal liability for the safety of the occupants in the residence hall. Residence hall interior room doors may be propped open by the resident if they are inside the room.

CABLE AND TELEVISION

Exterior satellite dishes and receivers are not permitted. Students are not permitted to split the television cable; this practice is illegal and constitutes theft of that service. Televisions cannot be mounted in rooms; violators of this policy will be subject to judicial action and will be assessed fees for repair of walls with a minimum fee of $250.00.

CANDLES, OPEN FLAMES, AND FLAMMABLE SUBSTANCES

Candles, oil lamps, potpourri burners, incense, kerosene lamps, and other items that have flames or maybe ignited with a flame are not allowed in campus buildings, including the residence halls, because of their potential fire danger. Lamps may not use a halogen bulb and grow lights are not permitted.

The storage or use of gasoline, kerosene, and other flammable liquids is strictly prohibited.

CIRCUITS

Electrical equipment should be used in moderation in rooms to avoid overloading circuits. To increase the number of outlets available in a room, the College recommends surge protector electrical strips. These strips offer multiple outlets and feature a self-activating circuit breaker which shuts off power when power overloading and/or short circuits occur. This may help protect your electrical equipment. Extension cords are against fire code and not allowed.

COOKING OF MEALS

Each floor of each residence hall has a full kitchen, complete with a toaster, microwave, stove/oven, and refrigerator/freezer. Students are expected to monitor food as it is being cooked and to turn off all kitchen appliances when not in use. Any food stored in the fridge/freezer must be labeled with the students' name and date.

Cooking of meals is not permitted in student rooms. This practice is a fire hazard and a health hazard.

When meals are cooked in common areas, dishes should be cleaned right away to keep the area as clean, sanitary, and inviting as possible. Any dishes left in common areas that are unattended may be disposed of by Residence Life staff.

ELECTRICAL APPLIANCES

No appliances containing open heating elements may be used in student rooms as they pose distinct fire hazards and overload existing electrical circuits. Prohibited appliances include hot plates, heaters, toaster ovens, and microwave ovens.

Compact, personal-sized refrigerators (no larger than 4 cubic feet in capacity) are permitted. They must be emptied, defrosted, cleaned, and unplugged before breaks. If a personal-sized refrigerator or other item needs to be removed from the room and cleaned during any break due to smell or other disturbance, the fee for cleaning and removal will be $100.

The use of extension cords is also permitted for long-term use in McPherson College residences, with the exception of surge protectors, which should be limited to one per outlet. Please do not "piggy back" surge protectors, or plug multiple in to each other, as this creates a fire hazard.

FIRE DRILLS, EQUIPMENT, AND SAFETY

Multiple fire drills are scheduled for the residence halls during the year. Each student is responsible for cooperating and following evacuation plans. Students must evacuate the building whenever an alarm goes off, even if they are confident there is no danger. Lack of cooperation during fire drills or alarms will result in disciplinary action. There is a $500.00 fine for not evacuating.

Residence Life staff will train students where to go while waiting for the fire department, emergency medical services, and/or police to arrive.

Fire equipment is to be used only as necessary in case of fire; its use or misuse must be reported to Residence Life staff immediately so that it may be restored to useful condition without delay.

Anyone identified as responsible for tampering with or theft of any College-owned Fire Extinguisher or other fire apparatus in any College-owned residence will be subject to a $500 fine and severe disciplinary action.

If a person or persons responsible for tampering with fire equipment are not apprehended, the students living on the floor, wing, or section of the residence hall may be billed $500. The fine may be split among the residents living in that space. Students who dismantle or improperly manipulate their fire alarm will be subject to sanctions.

Decorations or furniture must never hinder exit from a room. No items may be affixed to, installed in, or suspended from the ceiling in any student room. Students must not decorate their rooms with combustible materials (paneling, combustible fabrics, etc.). Fabric decorations may only cover a maximum of 50% of one wall in any student room. Posters may only cover a maximum of 50% of the wall space in any student room.

Candles, open flames, or open burners are not allowed in the residence halls.

FOOD STORAGE

Food in student rooms must be stored in sealed containers. Food and drinks may not be stored on exterior windowsills. No dishes or silverware may be taken from the dining facilities to student rooms.

FURNITURE

Each room comes equipped with a twin-size bed, a dresser or closet (depending on the residence hall), and a desk for each resident. All College-supplied furniture must remain in student rooms.

Waterbeds are not permitted. Furniture lofts, partitions, cabinetry, and other décor are welcome, but may not be built or screwed into the walls or floor.

Common area furniture is for use by all residents and may not be removed or relocated to a private residence within the hall or elsewhere. Unauthorized removal of furniture will be considered theft of College property, and students may be disciplined for such behavior.

GUESTS/VISITATION HOURS

A guest is defined as anyone not assigned to the residents' room, including other McPherson College students.

Visitation Hours:

Sunday through Thursday	9AM to 1AM
Friday and Saturday	9AM to 2AM

A student's right to host a guest is, in all cases, superseded by the roommate's right to the uninterrupted use of the room and the resident's rights to the uninterrupted use of the common space. If students wish to have an overnight guest of the same sex, they must first receive approval from their roommate. Guests must be at least 18 years of age and may be asked for their identification by Residence Life staff. A student must meet with the Director of Residence Life to discuss the request and to be approved.

Guests should be aware of expected conduct and the College and Residence Hall policies. The host is ultimately responsible for the behavior and actions of his/her guests and may be held accountable under the College judicial system. Guests are only allowed to stay for two nights. Additional time must be approved prior to the stay. McPherson College is private property. Underage and/or non-students may be asked to leave the campus and could be issued a No Trespass Order through the McPherson Police Department.

KEYS

Each resident is provided with a key that allows access to his/her room and residence hall. They will also be given a keycard that uses proximity access to other campus buildings as appropriate. Residence Hall exit doors remain locked 24 hours a day. Residents may enter the locked entrances of their building with a key or keycard. It is imperative that students always carry their keys and refuse to loan them to others. Students must ensure that exit doors close securely after they enter or exit a building. Student should report malfunctions in door locks immediately to the Director of Housing and Residence Life or Resident Assistants. All keys are property of the College and must be returned when the student checks out of the Residence Hall.

If a key is lost, it should be reported to the Director of Housing and Residence Life or Resident Assistant immediately. When a key is lost, the core will be replaced, and new keys will be cut at the expense of the student who lost the key. The core replacement fee is $100.00. Each new key for the room (one per resident) is $50.00. A replacement charge of $10.00 will be charged for electronic key cards or a new student ID.

Students employed by the College often are given keys to College buildings. Keys are to be used only by the student to whom they are issued for the purposes for which they are issued. Any person possessing unauthorized keys or who misuses College keys will be subject to campus judiciary action.

The duplication of any College key is prohibited.

There will be a $50 refundable charge applied to any student's account who lives in Terra Nova, Deerfield, or the Duplexes for mail keys. This charge will be refunded after the student checks out and returns the mail key.

LAUNDRY FACILITIES

Washers and dryers are available in the Residence Halls. Laundry is free for McPherson College residents only.

If the machines malfunction, residents should submit a maintenance request at: https://app.getmaintainx.com/request-portal/d79dc9be-e186-4dc7-8b68-096b43dbadf1. Residents should be careful not to overload washers and dryers.

Maintain X

LOSS OR DAMAGE / RENTER'S INSURANCE

The College does not assume responsibility for damage or loss of personal property of residents due to fire, theft, or other causes. Students are encouraged to report all instances of loss or damage to both the McPherson Police Department (620-245-1200) and Student Affairs administration. Students are encouraged to contact their insurance agency to purchase renter's insurance.

MAINTENANCE

Sometimes, an item in a Residence Hall room may need repair. All repairs should be reported promptly using the maintenance request form. See QR code above. Repair work in the Residence Halls is completed by the College maintenance staff or people contracted to make the repairs; do not attempt to repair items on your own.

The housekeeping staff provides a neat and clean environment in the Hall. However, they are not responsible for cleaning unnecessary messes made by the residents in public areas, nor are they responsible for disposing of personal trash left by the residents. All personal trash must be disposed of by the resident in dumpsters located outside each hall.

MARRIED STUDENT HOUSING

Married student housing is available to couples in which both spouses are actively enrolled at McPherson College for each academic semester. Eligible couples may reside together in college owned housing as designated and approved by the Student Affairs Division. Students who are married to a spouse not enrolled at McPherson College must submit and off campus request form. Approval must be obtained.

NOISE VIOLATIONS/QUIET HOURS

The right to study or sleep takes precedence over all other activities in the residence hall. The responsibility for quiet hours is a shared one. It is the student's right and obligation to let offenders know their noise level is too high, and the offenders' responsibility to

Quiet Hours:

Sunday through Thursday	10PM - 10AM
Friday and Saturday	12AM - 10AM

ESTIMATED REPLACEMENT FEES (AS DETERMINED BY FACILITIES MANAGEMENT)

Item Needing Replaced	Cost	Item Needing Replaced	Cost
ID Card	$10	Blinds	$70
Key Card	$10	Re-Core and Room Key	$100 re-core $50 per key to room
Mattress	$100	Lights	Bitt/Morr - $70 Dotz/Metz - $150
Window	$100	Door Signs	$50
Window Screen	$50	New Door	$800

ROOM RESPONSIBILITY

Students are responsible for all activities within their residence including policy violations, damages, and other restrictions stated in the contract. It is expected that rooms will be in the same condition at the end of the occupancy period as when first occupied.

- All personal belongings must be removed from rooms.
- Trash must be removed and placed in containers provided by the College.
- All College-owned furniture and furnishings must be present in the room, properly assembled and arranged.
- Any personal items left in a room at the time of checkout may be discarded.
- The room should be properly cleaned. Should a room require more than the normal amount of cleaning by the College when occupants move out, a fine may be imposed and a bill for the additional time will be charged to the student or students involved.
- Any damage not claimed by individual residents will be divided equally among all residents of the room.

ROOM DECORATIONS

The College welcomes you to make your room your own by hanging posters, decals, pictures, posters, tapestries, or more. However, these items must be able to be fastened to walls, doors, woodwork, and/or ceilings without damage to paint or finished surfaces of the room.

The use of nails, tacks, or screws is forbidden. No holes may be placed in the walls. Writing instruments must not be used on any building surface. A form of "poster putty" or 3M removable products may be used to secure decorations to walls but must be removed before the room is vacated. Command Strips are recommended, though be sure they are properly removed so as to not damage the paint. LED lights are not permitted and students may be subject to charge for damage- amounts may vary.

Students may not paint or stain the walls, wood, or ceiling. No permanent changes may be made to the room.

ROOM INSPECTIONS

Upon move-in and move-out, each resident will be provided with a Room Condition Report. Students should fill in this form completely and accurately to ensure they will not be charged for damage that was already present in the room. These cards will be used to assess damage billing to the appropriate resident.

Members of the Residence Life or Facility Management staff may enter a residence at any time, with or without prior notice to ascertain health and safety conditions, check the physical condition of the room, aid in emergency situations, check for compliance with residence hall policies, inspect the room, maintain and repair, and/or check for policy compliance. Residence Life staff will also check for storage of contraband, which may include in refrigerators and other storage areas in the room. When appropriate, during room inspections, the Residence Life Staff reserves the right to confiscate items found to be in violation of campus policies. All room areas may be checked with appropriate authorization from the Division of Student Affairs. Student Affairs administration must grant permission to Residence Life staff to complete in-depth searches that will go through student's personal storage areas.

Inspections may be conducted at the following times:

- beginning and end of each academic year to establish the basis for assessing damages
- monthly (or as appropriate) to ensure safety& policy compliance
- at least once per semester for the purpose of damage assessment
- prior to or during holiday breaks for closing and damage assessments
- between semesters to assess safety, damages, and policy compliance

Staff reserve the right to enter without the resident(s) present. Also see ROOM SEARCH (FORMAL) and RANDOM SEARCHES ON CAMPUS.

SANITATION

Each resident is expected to maintain his/her room in an acceptably safe and sanitary condition. Students within houses and apartments are responsible for regularly cleaning their bathroom, kitchen, and common area. If the Facilities or Student Affairs deems that the area needs cleaning more than the residents are doing, the area will be cleaned, and the residents may be assessed the cleaning fee.

SAFETY AND SECURITY

Students agree to abide by the safety rules and procedures of the College. Residents who leave the residence hall through locked doors are responsible for ensuring the doors close and are once again in a locked position. External doors should never be propped open.

Residents are urged to lock windows and doors during periods of absence. During holiday periods, additional precautions should be taken to include removing small portable items and closing curtains or shades. Any losses should be reported to the Division of Student Affairs and to the McPherson Police Department.

SEARCH AND SEIZURE

Except under emergency circumstances, College premises occupied by students and the personal possessions of students will not be searched unless permission is granted by the resident, authorization is obtained from the Division of Student Affairs, or probable cause grants the search.

Authorization shall be made before a search is conducted. The authorization shall specify the reasons for the search and the objects sought. The student should be present, if possible, during the search. However, Residence Life staff reserves the right to enter any residence without notice in emergency situations or with probable cause of community code violation.

SOLICITING & SALES

Canvassing or solicitation of funds, sales, votes, membership, literature, or subscriptions by non-student groups is not permitted on campus. Student groups wishing to sell items in the residence halls must have prior approval from the Director of Residence Life. Signs and posters regarding activities sponsored by recognized campus organizations are permitted on appropriate bulletin boards or other designated areas. Non-student groups may post advertisements with prior approval from the Division for Student Affairs.

STORAGE

Storage of personal items is not permitted outside of assigned residence or during summer months.

SUBLET

Assigned rooms may not be sublet. The housing contract is made between the individual who signed the Contract and the College and may not be transferred to another person.

TRASH

Students should dispose of all personal trash in the dumpsters located outside of each residence hall. Trashcans located in the hallways and outside doors are not to be used to place bags of personal trash. Continued use of these trash cans for bags of personal trash will result in student conduct and fines.

WINDOW SCREENS, ROOFS, AND LEDGES

Screens have been permanently fastened to the windows and should not be removed. There will be a charge to replace screens and/or repair damaged screens.

Students are not permitted on window ledges or roofs of College buildings for any reason.

MCPHERSON COLLEGE COMMUNITY EXPECTATIONS

GENERAL PROVISION

The College reserves the right to change these regulations or make rules, policies, and procedures as it deems necessary for the protection of property and/or the general welfare of the residents. Students are expected to abide by statements in the Student Handbook.

INCIVILITY, HATE SPEECH, AND BULLYING

Incivility, hate speech, and bullying are prohibited on campus. This can include verbally abusive or harassing behavior, the use of derogatory terms, and/or phrases or names for groups used in a way that is clearly intended to insult or defame individuals from that group and/or create a hostile environment. Incivility, hate speech, and bullying undermine a victim's ability to engage in learning, participate in the activities of the College, or participate in his or her regular life activities.

Specific conduct prohibited includes but is not limited to:

- Deliberate or reckless use of uncivil or hate speech on campus or directed at other members of the Bulldog community.
- Deliberate or reckless bullying of individuals or groups who are part of the College.
- Intentionally and substantially interfering with the freedom of expression of others.
- Deliberate constraint, detainment or incapacitation of another, without that person's explicit knowledge or consent.
- Intentionally or recklessly stalking another person.
- Engaging in harassment.
- Engaging in hazing – intentional, knowing, or reckless act committed buy a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation into an athletic team), of physical or psychological injury.

MOTORIZED VEHICLES AND PARKING

All students are allowed to have one licensed vehicle at a time on campus. Students are required to register their motorized vehicle with the College and display a parking permit. Parking permits must be located on the front windshield, driver's side, at the bottom. Vehicles that do not correctly display their parking permit will be ticketed and/or towed.

Parking is allowed in parking lots and angled parking spaces owned by the College. Any unlicensed vehicle (including vehicles with expired plates) will be brought to the attention of the appropriate officials.

Request a Parking Permit here: https://recruit.mcpherson.edu/register/vehicle.

Parking Permit Request

- Disabled vehicles left in the parking areas will be towed away at the owner's expense.
- Any and all motorized vehicles are not to be parked or driven on the grass, sidewalks, curbs, or through the gazebo without specific written permission from the Facilities Management Office.
- Any vehicle that has missing parts, flat tires, or other concerns that make the vehicle appear abandoned or neglected may be towed away at the owner's expense.
- Vehicle maintenance (including oil changes, engine work, car washing, etc.) should not be performed in campus parking lots. College parking lots should be treated with the same respect as other College property.
- Vehicles should NOT:
  - Park in areas with red curbs. These areas are designated as fire lanes, and vehicles should not be parked in fire lanes. Vehicles parked there, even for a short while, may be ticketed by the McPherson Police or by McPherson College.
  - Block a fire hydrant, driveway, doors, or refuse containers.
  - Park in areas marked with yellow curbs is not permitted. These areas are for loading and unloading only.
  - Park in an ADA marked parking space, for any period of time, without having appropriate vehicle identification on license plate, window sticker, etc.
  - Park in areas that are not defined parking spaces.
  - Park on a sidewalk, in an alley, or on a lawn.
  - Park in a reserved space without appropriate permission. This includes college visitor spaces, as well as those reserved for neighboring institutions such as the Church of the Brethren (Euclid St) and Good Beginnings Preschool (Carrie St).
  - Park in more than one space.
  - Park into a conventional parking stall if the vehicle that is too large to fit or whose length causes it to stick out and impede traffic.
- All parking citation issued by the college carry a $10 fine. If a student incurs multiple parking violations in a semester, they will be referred to student conduct and could face additional sanctions. If the vehicle of a student who has been through student conduct is found in violation of parking regulations a third time, it will be towed from campus at the owner's expense. Additionally, the student's parking pass may be revoked.
- No gas-powered motorized vehicles, motor bikes, motorcycles, or mopeds shall be operated on the grass, sidewalks, or pedestrian walkways on campus. Exceptions to this include: Special exemptions are granted for College sanctioned events such as the annual Car Show, Senior Drive Through, etc.
- Electric scooters, e-bikes, electric skateboards, hoverboards, and power-driven mobility devices such as wheelchairs are allowed, but must be operated at a reasonable speed while on campus sidewalks to reduce the risk to users and pedestrians. These personal powered vehicles are limited to outdoor use only and should be stored at or near available bike racks. All indoor use is prohibited.
- Other exemptions to this rule include:
- College owned support vehicles (dump truck, pickup truck, forklift, tractor, mowers, and golf carts).
- Vehicles driven by general contractors, vendors, service providers, and utility providers.
- Law enforcement and first responders.
- Persons operating or parking a vehicle in a manner that violates the above policies are subject to disciplinary action imposed by the McPherson Police Department. Inappropriate use of vehicles could result in a police citation, towing of vehicles at owner's expense and/or other actions deemed appropriate by the City.

RACIALLY DIVISIVE IMAGES

Racially or ethnically divisive messages, images and symbols (including the Confederate flag) are not allowed on campus.

PUBLIC NUDITY

As a matter of consideration for other members of the community, public nudity is not allowed.

STUDENT CODE OF CONDUCT

The College has a duty to establish rules and policies that all students must follow for the community's good. Students have a right to expect enforcement of these rules and policies. The College also has a right to expect students to abide by them as responsible members of the learning community. In addition to the Student Code of Conduct, McPherson College students are responsible for upholding all official College and Residential Life policies while a member of the McPherson College community. Engaging in the following prohibited behaviors is a violation of the Student Code of Conduct:

1) Academic Dishonesty - Engaging in acts of academic dishonesty which includes (but is not limited to) cheating and plagiarizing.

2) Alcohol - Using or possessing alcoholic beverages including the following:

a) If one is underage;

b) On campus or at College sanctioned activities where alcohol is not allowed;

c) Using or being in possession of alcohol paraphernalia (including, but not limited to, beer cans, bottles, bottle caps, and/or shot glass collections).

d) Hosting, participating in, or attending a party where alcohol is present in on-or-off-campus college owned or leased housing, including residence halls, off-campus apartments (Terra Nova, Deerfield, Duplexes, Maxwell Hall, Baer Apartments), on-campus apartments (Harter Hall) or MC Houses.

3) Assault - Assaulting or threatening to assault any person, engaging in any unwelcome physical contact with any person which includes (but is not limited to) physical harassment, unwanted touching, even between acquaintances, making unwelcome advances, or engaging in conduct that threatens or endangers the health or safety of any person. Such conduct includes (but is not limited to):

a) Assault;
b) Threats to the personal safety of oneself or others;
c) Unwelcome physical contact;
d) Hazing (defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, organization, or sports team).

4) Disruptive Behavior/Disorderly Conduct - Conducting oneself in such a manner as to reflect unfavorably upon the individual student or the College community.

a) Disrupting research, recreation, study, meetings, assemblies, convocations, public events, disciplinary proceedings, or activities of the College;
b) Engaging in disorderly conduct or expression, a breach of the peace or aiding or inciting another to a breach of the peace. Such conduct includes (but is not limited to) throwing objects to create a danger, making excessive noise, rioting, creating a public disturbance, and any other type of interference, obstruction, or disruption with the normal operations of the College or its activities or any type of conduct that interferes with the ability of those who attend, visit or work at the College to enjoy the benefits of the purposes for which the College exists.

5) Drugs - The unlawful possession, use, or sale of any drug or controlled substance including the following:

a) Manufacturing, growing, distributing, selling, possessing, using, or offering for sale narcotic drugs, depressants, or stimulant substances, hallucinogens, cannabis and/or derivatives (including synthetic derivatives such as Delta 8);
b) Being in the presence of illegal drugs;
c) The use of prescription drugs without a prescription;
d) The presence of drug paraphernalia; and/or
e) Evidence of drugs such as smell, or items used to mask drug odors.

6) Emergencies, Fire, Alarms and Fire Equipment - Failure to comply with the lawful orders of police, fire, or medical response, or creating life and limb hazards, including the following:

a) Arson--Starting a fire that causes or may cause damage or injury on/to College property without College authorization.
b) Making or causing a false fire alarm or emergency report of any kind. Tampering with, damaging, disabling, and/or misusing fire safety equipment.
c) Failure to disperse (this policy will not be construed to deny any student the right of peaceful, non-disruptive assembly).
d) Resisting arrest
e) Failure to evacuate during a fire alarm.

7) Firearms and Weapons; Flammable Materials and Fireworks - Possessing, using, or participating in an activity involving firearms, fireworks, chemicals which are explosive, hazardous chemicals, other implements used as weapons which includes (but is not limited to) air soft guns, bb guns, bows, crossbows, splat guns, and swords; and other types of arms classified as weapons in the Kansas Revised Statutes, or any items that resemble weapons (example: original/modified nerf guns or gel blasters) on College property or at College sanctioned activities. The use or display of any object or instrument in a dangerous and/or threatening manner is prohibited. Pocket knives are considered weapons if the blade is over 3 inches.

8) Fraud/Forgery/False Information - Forging documents, fraudulent misrepresentation, false reporting, including the following:

a) Forgery, fraudulent misrepresentation, altering, transferring, infringing on the copyright of, and/or misusing College documents. Providing false information in the application for admission, petitions, requests, disciplinary hearings, or other matters of record, and/or transactions with officials of the College;
b) Falsely reporting information of an emergency nature (i.e., false report of bomb, fire, or other emergency) in any building structure or facility;
c) Using fake identification, falsely identifying oneself, or using the identification of another person. This includes furnishing false identification or refusing to show identification to the College or to any College employee or agent, including campus law enforcement or security officers acting in good faith and in the performance of their duties.

9) Sexual Misconduct and Stalking - To include sexual harassment, sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, relationship violence, sexual exploitation, and/or stalking.

a) Stalking is defined as a pattern of conduct that is intended to cause, or does reasonably cause, a person to fear for their privacy or safety, and may include, but is not limited to, unwanted contact through social media, email, phone calls, and/or in person.

10) Indecent Behavior - Engaging in lewd, indecent, or obscene conduct or expression.

11) Misuse of Technology - Making or assisting in the making of unauthorized, obscene, or annoying phone calls, text messages, or computer messages or otherwise misusing or abusing phone and/or computer equipment. Engaging in computer abuse, which includes but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possessing or using passwords without proper authorization, viewing or distributing pornographic material, and/or disruptive or inappropriate behavior that affects the College's computer system.

12) Failure to Comply with Policies, Laws, and Requests - Failing to comply with the reasonable and lawful requests of College officials acting in the performance of their duties, and with College policies, local, state and federal laws including the following:

a) Failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication;
b) Committing any act which is a violation of criminal law of the United States, the State of Kansas or a municipal ordinance;

c) Failing to obey Residential Life rules and regulations, whether or not one is a resident;
d) Failing to obey any College policy.

13) Harassment - Engaging in any of the following:

a) Harassing and/or intimidating actions which are found to create a hostile environment (which includes conduct causing alarm or recklessly creating a risk by threatening to commit crimes against specific individuals or their property; the face-to-face use of inflammatory words);
b) Harassing or intimidating College officials while they are discharging their official duties and responsibilities;
c) Engaging in any form of harassment over the Internet, commonly referred to as cyberbullying, such as threatening another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images or website postings, including blogs and social network systems;
d) Tampering or attempting to influence witnesses in an investigation; engaging in retaliation against anyone participating in a College process.

14) Theft or Misappropriation - Stealing or attempting to steal College property or the property of any person and/or to be in possession of stolen property.

15) Unlawful Entry/Presence In and Use of College Facilities/Misuse of Keys - Entering and/or using College facilities or property without authorization by the appropriate College officials. Using or possessing any College key without proper authorization and/or duplicating a college key.

16) Vandalism/Damage to Property - Damaging, destroying, or defacing College property or property of any person as a result of deliberate action and/or as the result of reckless or imprudent behavior.

17) Hazing - intentional, knowing, or reckless act committed buy a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

a) Committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
b) Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation into an athletic team), of physical or psychological injury.

STUDENT JUDICIAL PROCESS

CAMPUS CONDUCT VS. CRIMINAL JUSTICE SYSTEM

There are significant differences between the campus conduct process and criminal justice procedures. Students can:

- File a report with both the College and the criminal justice system at the same time;
- File a report with the College but not with the criminal justice system, or vice versa; OR
- File a report with the College or the criminal justice system, and later decide to file a report with the other system.

This means a case may be processed through both the College's conduct process and the criminal justice system. If a case is going through the criminal justice system, and a report has also been made to the College, the College may or may not wait until the criminal justice case is completed before conducting its own investigation and remedy/sanction process.

The following compares the typical similarities and differences in campus conduct and criminal justice systems:

	Campus Conduct	**Criminal Justice System**
Alleged Victim	Complainant	Plaintiff
Alleged Perpetrator	Respondent	Defendant
Confidentiality	Confidential, FERPA applies	Public records

Standard of Evidence	Preponderance of evidence (more likely than not)	Beyond a reasonable doubt
Alleged Perpetrator	Respondent	Defendant
Speaking Rights	Students speak for themselves	Attorney speaks for client
Representation (if desired)	Advisor (friend, attorney, or person of choosing)	Attorney
If Found Responsible	In Violation	Guilty
Findings	Will result in a confidential educational record	Will result in a public criminal record
Philosophy	Educational, learning from mistakes	Punitive/Rehabilitative
Outcome of Violation	Sanctions	Sentencing
Rules	Code of Conduct, College Policies, Local/State/Federal Law	Local/State/Federal Law

COLLEGE DISCIPLINE AND VIOLATION OF LAW

The College may institute non-academic disciplinary proceedings against a student for offenses under the Code of Conduct, regardless of pending civil litigation or criminal arrest and prosecution arising out of the same alleged circumstances. College disciplinary proceedings, investigations, or actions may proceed prior to, simultaneously with, or following civil or criminal proceedings. College disciplinary action is not subject to challenge because civil or criminal charges involving the same alleged circumstances have been dismissed or charges reduced in criminal proceedings. When a student is charged by federal, state, or local authorities, the College will not request or agree to special consideration for the student. The College will cooperate with civil authorities in a timely fashion and manner.

COMMUNITY EXPECTATIONS AND JURISDICTION

When students choose to accept admission to McPherson College, they accept the rights and responsibilities of the College's academic and social community. As members of the College community, students are expected to uphold the College's ideals of scholarship, participation, and service by maintaining a high standard of conduct. Faculty, administrators, staff, and students are responsible for the intellectual, social, emotional, psychological, and physical conditions of this community we share.

The McPherson College Student Code of Conduct shall apply to conduct that occurs on College premises, at College-sponsored activities, and off-campus conduct that adversely affects the College community and/or the pursuit of its objectives.

McPherson College students are responsible for always adhering to the Code of Conduct, not just while on the McPherson College campus. Violations that occur off-campus and are reported to Student Affairs may be adjudicated through the student conduct process.

Each student shall be responsible for their conduct from the time of matriculation (application for admission to McPherson College) through the actual awarding of a degree, to include the academic year and periods between terms of actual enrollment.

Discoveries of alleged code of conduct violations after a degree is awarded or the student has left McPherson College may still be considered. Pending student conduct processes will continue, even if the student withdraws from the College while a conduct matter is pending. Also, McPherson Police Department reports or reports from other law enforcement agencies may be used to invoke discipline or sanctions for violations of the Student Code of Conduct.

DEFINITIONS

The following are brief definitions; complete processes can be found throughout the Code of Conduct.

Administrative Hearing	A conduct hearing where there is an uncontested allegation or where the alleged Violation, if found to be true, would typically result in a College or housing warning or probation.
Advisor	Any person who accompanies a respondent, a complainant, or a victim for the limited purpose of providing support and guidance. May be a friend, attorney, or person of choosing.
Appellate Board	The body which is authorized to consider appeals.
Complaint	A College Police Department Report, Residence Life Incident Report, or any other report, Formal or Administrative, alleging a violation of the Student Code of Conduct.
Complainant	A member of the McPherson College Community who files a written complaint to initiate a Student Code of Conduct violation claim. The Complainant need not be the person who was the target or victim of the alleged violation.
Conduct Hearing	The process by which a complaint is heard. May be Administrative or Formal. May also be called a "hearing," to mean either type of process.
Day	Any business day on which the College is open. It does not include weekends, federal and state holidays or days in which the College is not open for business.
Due Process	Fair treatment through the student conduct process. A hearing conducted in conformity with prescribed procedures.
Faculty	Any person hired by the College to conduct classroom activities.
Formal Hearing	A conduct hearing that is recorded and follows a prescribed format. Formal hearings are typically conducted when a student is charged with alleged violations of the Student Code of Conduct that are serious enough to possibly reach the level of College suspension or expulsion.
Guest	A non-student who is an associate of a student. McPherson students will be held responsible for the actions of their guests while on campus property, at campus events, and/or while representing the College.
Mediation	A meeting facilitated by the Dean of Students or designee between the two parties in dispute in an attempt to come to an agreement. Both parties must agree to this type of case resolution.
Member, College Community	Any person who is a student, faculty member, College official or any other person who is employed by the College or is a guest of the College.
Not Responsible	A finding after a hearing, meaning there is not enough evidence to find the respondent has violated the Student Code of Conduct or College policy.
Organization (RSO)	Groups that have complied with the formal requirements for College recognition, also known as a Recognized Student Organization (RSO).
Organizational Hearing	A conduct hearing conducted when an RSO is charged with alleged Student Conduct Code violations. The case is heard by two Student Conduct Officers, the hearing is recorded, and the hearing follows a prescribed format.
Policy	The written regulations of the College as found in the College policy Guide, the Student Handbook, RSO Handbook, Student Code of Conduct, and the College Catalog.

Preponderance of Evidence	The standard of evidence used in determining if a respondent is found In Violation or Not In Violation. Preponderance of evidence means it is more likely than not that a conduct violation occurred.
Respondent	The member of the College community allegedly violated the Student Code of Conduct or College policy.
Responsible	A finding after a hearing, meaning the respondent is found to have violated the Student Code of Conduct or College policy. Sanctions may be assigned.
Retaliation	Any intentional, adverse actions taken by a respondent or allied third party, absent legitimate, nondiscriminatory purposes, against a complainant (or supporter of a complainant).
RSO Respondent	Recognized Student Organization that is alleged to have violated the Student Code of Conduct or College policy; typically, the President serves in the capacity of responding to the charges.
RSO Advisor	Recognized Student Organization's officially listed campus advisor.
Sanction	A consequence of actions based on a finding of 'Responsible' that is binding; typically, educational.
Student	All persons taking courses at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered students.
Student Code of Conduct	The rules, regulations, and policies of the College that apply to students and/or RSOs.
Student Conduct Officer (SCO)	The student conduct officer assigned to review an incident by the Dean of Students.
College	McPherson College
College Official	Person employed by the College who perform assigned Administrative, professional, support service, or classroom responsibilities, to include student employees who act as agents of the College.
College Premises	All land, buildings, facilities and other property in possession of or owned, used or controlled by the College, including off-campus houses and apartments.
Dean of Students	The person designated by the College President to be responsible for the administration of the Student Code of Conduct and for ensuring that all students are afforded due process.
Witness	Any person with knowledge pertaining to an alleged violation of the Student Code of Conduct.
Written Notice	Formal notification of certain facts, to be understood to mean notification via email, mail, or hand delivery.

FILING A COMPLAINT

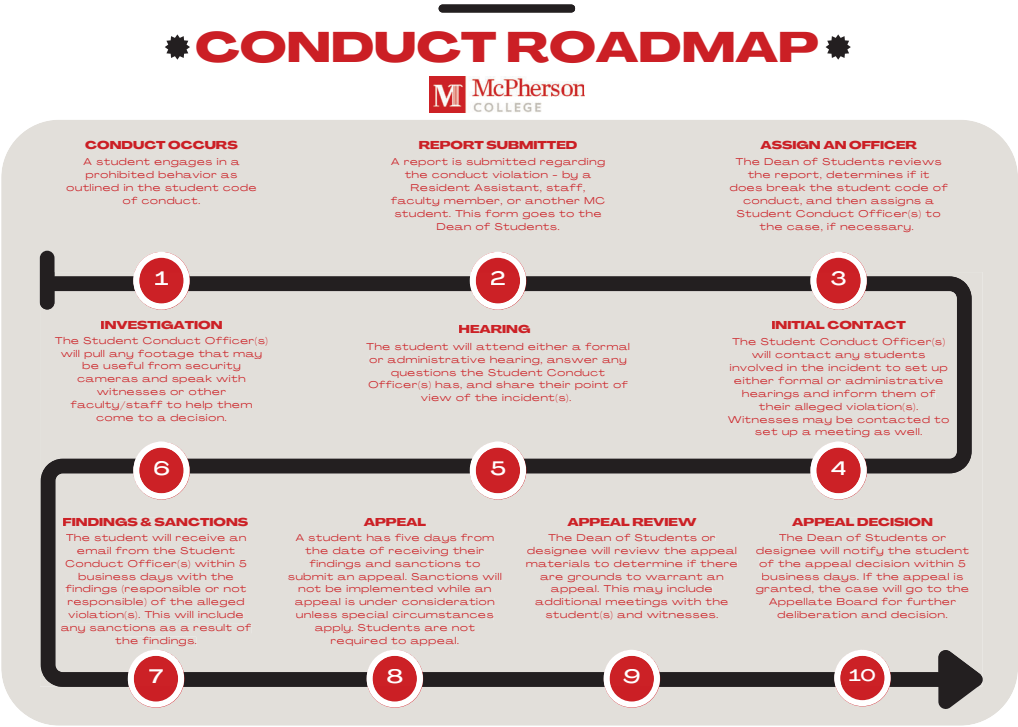
Any member of the McPherson College Community may file a complaint against a student or RSO for alleged violations of the Student Code of Conduct. Complaints are usually filed by submitting an incident report to Residential Life or Student Affairs. Criminal complaints may be reported to the McPherson Police Department.

Once an incident report has been submitted, it will be the responsibility of the Dean of Students or designee to determine which, if any, violations of the Student Code of Conduct have allegedly occurred and how the case will be adjudicated. Any report submitted 10 business days or more after discovery of the alleged incident will be reviewed at the discretion of the Dean of Students or designee for action or dismissal. At semester end, the Student Conduct Officer may choose to have the hearing take place during the break period, be held via teleconference, or held over to the next semester.

JUDICIAL PROCESS

Student Affairs administration is responsible for handling all disciplinary actions when there is reasonable cause to believe an offense under the Code of Conduct has occurred and disciplinary action is appropriate. Student non-academic disciplinary records are maintained by the Division for Student Affairs. These records include all written correspondence concerning violations of College policy and are only released with the written permission of the student or as required by law.

When an alleged violation of the Code of Conduct has occurred, Student Affairs administration has a responsibility to initiate an investigation, conduct a hearing and, when appropriate, administer sanctions as appropriate. Students have a right to expect enforcement of these rules and policies. The College also has a right to expect students to abide by them as responsible members of the learning community. In addition to the Student Code of Conduct, McPherson College students are responsible for upholding all official College and Residential Life policies while a member of the McPherson College community.



TYPES OF CONDUCT HEARINGS

Administrative Hearing: A conduct hearing where there is an uncontested allegation and/or where the alleged violation if found to be true would typically result in a College or housing warning or probation.

Formal Hearing: A conduct hearing that is recorded and follows a prescribed format. Formal hearings are typically conducted when a student is charged with alleged violations of the Student Code of Conduct that are serious enough to possibly reach the level of College suspension or expulsion.

Mediation: An agreed-upon meeting between two parties to informally resolve a situation. Both parties must agree to a mediation, conducted by a professional staff member, to avoid a conduct hearing. If both parties cannot agree to a resolution, an administrative or formal hearing may be scheduled.

Procedures for these types of hearings are explained in the following pages.

ADMINISTRATIVE HEARING PROCEDURES

1) The student will be notified via email of the date/time/location, alleged violation(s) and identification of the Student Conduct Officer with whom they will meet.

a) A student who cannot attend the Administrative hearing must notify the Student Conduct Officer stating the reasons for the conflict and requesting a new hearing date. This statement must be presented to the Student Conduct Officer at least one (1) day before the hearing begins. The hearing may be rescheduled, at the discretion of the Student Conduct Officer. Only one (1) change of hearing date and time may be granted.

b) If a student fails to attend a scheduled hearing, it may proceed in the respondent's absence. Such an absence will not be considered grounds for an appeal.

2) The respondent may have one (1) advisor present at the hearing.

a) If the student wants to have an advisor present, the student must notify the Student Conduct Officer no later than one (1) day before the beginning of the hearing.

b) Advisors are normally members of the McPherson community, such as current full-time students, faculty, and/or staff. This advisor serves as a support person and is intended to be of direct assistance to the student before and during the hearing. The advisor may not speak for the student nor address the Student Conduct Officer. If the advisor is an attorney, the case will be heard as a Formal hearing and the Student Conduct Officer may reschedule the time and/or date of the hearing so that McPherson College legal counsel may be present.

3) The student and the Student Conduct Officer will discuss the case. The student may present evidence and/or bring written witness statements.

4) The Student Conduct Officer will determine if there was a Code of Conduct violation based upon a preponderance of evidence.

5) The respondent will be informed by email within five (5) business days of the conclusion of the Administrative hearing of the outcome of the hearing, including any sanctions that may have been assigned.

6) A student has five (5) days after letter date of the written notification of a disciplinary decision to file an appeal. Failure to appeal within the five (5) days period waives the right to appeal. Sanctions will not be implemented while an appeal is under consideration unless special circumstances apply.

FORMAL HEARING PROCEDURES

All Formal hearings will be closed, except to those specifically provided for in the conduct procedures or persons whose presence at the hearing is authorized by the Student Conduct Officer. The hearing will be conducted by at least two (2) Student Conduct Officers.

1) The student will be notified via email of the date/time/location, alleged violation(s) and identification of the Student Conduct Officer(s) with whom they will meet.

a) A student who cannot attend the Formal hearing must notify the Student Conduct Officer(s) stating the reasons for the conflict and requesting a new hearing date. This statement must be presented to the Student Conduct Officer(s) no less than one (1) business day before the scheduled hearing. At the discretion of the Student Conduct Officer the hearing may be rescheduled. Only one (1) change of hearing date and time may be granted.

b) If a student fails to attend a scheduled hearing, it may proceed in the respondent's absence. Such an absence will not be considered grounds for an appeal.

2) The respondent may have one (1) advisor present at the hearing.

a) If the student wants to have an advisor present, the student must notify the Student Conduct Officer(s) no later than one (1) day before the scheduled hearing.

b) Advisors are normally members of the McPherson community, such as current full-time students, faculty, and/or staff. This advisor serves as a support person and is intended to be of direct assistance to the student before and during the hearing. The Advisor may not speak for the student nor address the Student Conduct Officer(s). If the Advisor is an attorney, the Student Conduct Officer(s) may reschedule the time and/or date of the hearing so that McPherson College legal counsel may be present.

3) An electronic or other verbatim record will be made of the hearing and will be retained with the student's conduct file. At the beginning of the hearing, the recorder will be turned on.

4) All those present will identify themselves for the record. The respondent will be informed of the Code of Conduct and will be advised of their rights.

5) The student(s) will be asked if they received notice of the hearing and the list of charges of the Student Code of Conduct violations. If the student did not receive the letter, the Student Conduct Officers will provide a copy. The list of student conduct violations will be read for the record.

a) The Student Conduct Officers will read the incident report(s) and ask the respondent to respond. In addition, any additional statements given in the report may be entered into the record, with the respondent having the opportunity to respond.

6) Complainant testimony may be held at a separate time/place arranged by the conduct officer. Any written testimony from the complainant will be presented to the respondent during their hearing, and the respondent can respond.

7) Witnesses will be asked to describe what happened in written statements, and the respondent will have a chance to respond. All communication between the respondent, complainant, and witnesses will be directed to the Student Conduct Officers. The Student Conduct Officers may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing, as well as the number of people testifying. The Student Conduct Officers will decide the order of witnesses and when the complainant and witnesses will be in the hearing room.

a) The respondent is responsible for arranging for witnesses testifying on their behalf to appear at the hearing. Complainants and the Student Conduct Officers may also invite witnesses to present testimony, but the organization of this will be left to the discretion of the Student Conduct Officers. If a witness is unable to attend the hearing, the witness may write or record a statement and discuss the statement with the Student Conduct Officers before the scheduled hearing.
b) The Student Conduct Officer(s) is to be notified in writing by the respondent, victims, complainants, or witnesses no less than one (1) day before the hearing of those persons intending to provide testimony, whether in person or writing.
c) The Student Conduct Officers may reasonably limit the scope and time devoted to witness statements. Witnesses are typically asked to comment only on the event(s) pertinent to the charges, not the character of the respondent(s).

8) The Student Conduct Officers may ask questions of any respondent, complainant, or witness during the hearing.
a) Evidence will consist of oral and written testimony, incident reports and any other material directly related to the incident. The Student Conduct Officers may reasonably limit the scope of evidence considered in the hearing.

9) The Formal hearing will conclude with a review of the outcome notification and appeal processes. At the conclusion of the hearing, the respondent, advisors, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the Student Conduct Officers.

10) The Student Conduct Officers will determine if there was a Code of Conduct violation based upon a preponderance of evidence.

11) The respondent will be informed in writing of the hearing's outcome within five business days of the hearing's conclusion, including any sanctions that may have been assigned.

12) A student has five (5) days after letter date of the written notification of a disciplinary decision to file an appeal. Failure to appeal within the five (5) days period waives the right to appeal. Sanctions will not be implemented while an appeal is under consideration unless special circumstances apply.

RIGHTS OF THE STUDENT RESPONDENT*

1. The right to be presumed Not In Violation until a preponderance of evidence indicates otherwise.
2. The right to have their case heard by an appropriate Student Conduct Officer.
3. The right to have the case processed without prejudicial delay.
4. The right to written notice of the charges no less than three (3) business days before the hearing.
5. The right to written notice of the time, date, and place of the hearing.
6. The right to testify on their own behalf.
7. The right to be present at the hearing.
8. The right to rebut any witness statements or evidence presented against them, to produce eyewitnesses on their behalf, and to present evidence.
9. The right to have an advisor of their choosing present at the hearing. The advisor may not participate in the hearing but may only provide advice to the respondent.
10. The right to written notice of the decision.
11. The right to file an appeal for reasons outlined in the Student Code of Conduct.

*Please note that special procedures apply to Sexual Misconduct Hearings. See the Sexual Misconduct policy for procedural standards and rights which apply in these cases at: https://wwwi.mcpherson.edu/admin-policies/adm- 150-sexual-misconduct-policy-and-complaint-resolution-procedures/.

RIGHTS OF THE COMPLAINANT*

1. The right to have their case heard by an appropriate Student Conduct Officer.
2. The right to have their case processed without prejudicial delay.
3. The right to written notice of the charges no less than three (3) business days before a hearing.
4. The right to written notice of the time, date, and place of a Formal hearing.
5. The right to provide testimony on their behalf.
6. The right to participate in the Formal hearing, if so desired.
7. The right to rebut any witness statements or evidence presented, or to produce eyewitnesses on their behalf.
8. The right to have an advisor of their choosing present at the hearing. The advisor may not participate in the hearing but may only provide advice to the complainant.
9. Complainants may obtain outcome information from the Student Conduct Officer on a need-to-know basis. The Student Conduct Officer retains the right to keep outcome information confidential if there is insufficient reason for disclosure.
10. The right to file an appeal for reasons outlined in the Student Code of Conduct.

*Please note that special procedures apply to Sexual Misconduct Hearings. See the Sexual Misconduct policy for procedural standards and rights which apply in these cases at: https://wwwi.mcpherson.edu/admin-policies/adm- 150-sexual-misconduct-policy-and-complaint-resolution-procedures/.

COMMUNICATION

The accused student will not receive any information other than the specific allegation against them until all investigative interviews with Student Affairs administration have been completed.

Once the investigative interviews are completed, Student Affairs administration will provide, in writing, the charged student with the specific alleged violation(s), related documents (usually an Incident Report or complaint filed with Student Affairs administration), a statement of rights of the charged student, a list of witnesses expected to provide information, an outline of the hearing process, and the time/date/location of the hearing.

All notices related to hearings under this Student Code of Conduct shall be delivered in person or emailed at least 24 hours before the scheduled hearing date. The student is responsible for updating the College on his/her local and permanent mailing address, telephone number and any change of contact information. Absent extraordinary circumstances, failure to be present at any hearing after notice is given as described above will not excuse the student from their obligation to comply with any responsibility and timeline stated in the Code of Conduct and will not delay or postpone any scheduled hearing.

PRINCIPLES OF PROCEDURE (STUDENT RIGHTS)

Disciplinary investigations and hearings are not civil courts, and proceedings are not governed by technical rules of evidence and procedure. It is important, however, that the basic rights of campus community members be protected. The following Principles of Procedure set forth to protect the rights of individuals shall guide all judicial boards on campus, subject to a) the specific procedural provisions of the Student Code of Contact and b) the reasonable discretion of all such boards.

1. The individual accused shall be informed in a timely manner of the alleged violation so that they will have a reasonable opportunity to prepare a response.
2. The accused will have the right to select a non-attorney to accompany them at any formal hearing.
3. The accused shall know who lodged the complaint.
4. The accused will be given an opportunity to offer a defense. The type and scope of the defense the student may present will depend on circumstances, such as the seriousness of the offense charged.
5. Records of hearings should be kept but need not be verbatim or formal.
6. Suspensions or dismissals take effect only when approved by the President of the College, or his or her designee, but such approval need not be in writing.

STUDENT APPEAL PROCESS

Any hearing outcome may be appealed by the respondent or the complainant, if their reason for the appeal meets at least one of four criteria:

1. The student was not given due process; the hearing was not conducted in conformity with prescribed procedures, and substantial prejudice to the complainant or the respondent resulted;
2. New or additional evidence became available; new information that could substantially affect the out- come of the previous lower hearing has been discovered since that hearing. The information must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal under this provision;
3. The conduct sanction was inappropriate for the violation; a determined sanction is inherently inconsistent with College procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision;
4. The decision was not based on competent and substantial evidence; or the information presented at the hearing does not support the finding. An appeal is not a reevaluation of the credibility of the information but is a determination as to whether the information presented, if believed, is sufficient to support the findings.

A student has five (5) days after letter date of the written notification of a disciplinary decision to file an appeal. Failure to do so waives the right to appeal.

An appeal is a review of the record of the original hearing (except as necessary to gain insight into any new information), not a new hearing. It is the person who initiated the appeal's responsibility to show that one or more of the listed appeal grounds has merit.

The appeal must be in writing and include:

1. The completed **Disciplinary Action Appeal Request** form, which can be obtained from Student Affairs, and is provided to the Respondent via the electronic mail hearing outcome letter.
2. A statement explaining in detail why the student is contesting the findings or the action(s).
3. Copies of any documents that will substantiate or clarify the appeal request.

The Dean of Students or designee will review the materials to determine if there are grounds to warrant an appeal. Those involved as Student Conduct Officers cannot be involved in this review.

Within five (5) business days of the receipt of the appeal, the Dean of Students or designee will notify the student of the decision to grant or deny the request for an appeal. If the Dean of Students or designee grants the appeal, the case will be referred to the Appellate Board. The decision by the Dean of Students or designee to deny the appeal shall be final. Sanctions will not be implemented while an appeal is under consideration, unless special circumstances apply.

APPELLATE BOARD

Members of the Appellate Board are appointed by the Dean of Students or designee and shall consist of three (3) members: one (1) faculty member, one (1) staff member, and one (1) student. The Dean of Students or designee shall designate the Appellate Board chairperson.

The respondent will be notified of the date and time of the board meeting; however, the respondent does not attend. The Appellate Board will review the record of the original hearing and related documents no later than five (5) business days after the appeal was granted. The respondent and complainant (in Title IX cases) will be notified by the Dean of Students of any delay and provide the student with an anticipated date the decision will be finalized.

The Appellate Board, upon review of the case, may:

1. Affirm the decision and sanctions imposed by the Student Conduct Officer;
2. Recommend reversing the decision;
3. Recommend altering the sanctions imposed by the Student Conduct Officer.

Recommendations from the Appellate Board shall be returned to the Dean of Students or designee within two (2) business days. The Dean of Students or designee will review the Appellate Board's recommendation and may consult with Appellate Board members in reaching a final decision.

The decision of the Dean of Students or designee will be final and will be communicated via email by the Dean of Students or designee to the respondent and complainant (subject to FERPA protections). The decision will be communicated within five (5) business days of the Dean of Students or designee receiving the written recommendation.

DEFINITIONS OF SANCTIONS AND FINES

A record of all disciplinary actions will be stored in the Guardian electronic system. A student's prior violations are considered if a student again violates the Community Code. Students suspended or dismissed because of misconduct are not entitled to any refunds.

RESPONDENT FINDINGS AND SANCTIONING

At the conclusion of a hearing, the respondent will be found In Violation or Not In Violation. A student found In Violation of the Student Code of Conduct shall be subject to sanctions proportionate to the offense with the consideration given to any aggravating and extenuating circumstances, including but not limited to, the stu- dent's conduct record. More than one sanction may be imposed for any single violation. If a student does not completed any assigned sanction to the satisfaction of the conduct officer, fines will be assessed.

By way of example, if found In Violation, potential sanctions may include, but are not limited to, one or more of the following:

Sanction Type	Definition
Assessment & Recommended Treatment	Referral for assessment and treatment to the College Counseling Center or other agency at the student's expense.
Community/College Service	Required completion of a specified number of hours of service to campus or general community.
Educational Activities	Required attendance at educational programs, meetings with appropriate officials, written research, online program completion, or other educational activities at the student's expense.
Loss of Privileges	Written notification that behavior is in serious violation of the College standards and restrictions may be placed on their activities. These include, but are not limited to, restriction of the privilege to participate in student activities or RSOs, represent the College on athletic teams, RSOs or in other leadership positions; access to College Residential Life buildings or other areas of campus; use of College re- sources and/or equipment; or contact with a specified person(s).
Stay-Away Directive/No Contact Order/No Trespassing Order	A stay away directive, specific to a person and/or location, prohibits a person from having direct or indirect communication or contact with a specified person, including, but not limited to personal communication, electronic communication, mail, third-party communication, and/or presence or proximity.

Sanction Type	Definition
Fines	As appropriate to the violation, a fine may be imposed. Generally, a student will have three (3) months to pay the fine before a hold is placed on his/her account.
Parental Notification	Parents/guardians of a student may be notified by the Division of Student Affairs if deemed appropriate.
Temporary Residence Hall Suspension	Separation of the student from the residence halls and eviction for a definite period, after which the student is eligible to return upon approval from the Director of Residential Life. Conditions for readmission may be specified. The cost of room and board will be determined by the College and paid in full by the student.
Residence Hall Suspension	The removal of a student from College housing (without refund) for a defined period after which the student is eligible to apply for readmission to College housing. During the period of Residence Hall Suspension, the student shall not enter any College residence hall except to conduct College-related business with an office located within a residence hall.
Residence Hall Expulsion	Permanent separation and eviction from the residence hall. The cost of room and board will be determined by the College and paid in full by the student.
Residence Hall Probation	A written reprimand for a violation of specified Residence Life policies and procedures. Residence Hall Probation is a designated period and includes the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with all components of the probation may be considered causes for immediate residence hall suspension.
Restitution	Payment made for damage or loss caused by the student responsible.
Restriction/Revocation	Temporary or permanent loss of privileges, including the use of a particular College facility, resource, equipment, participating in specified College activities, or other privileges.
Revocation of Admission/Degree	Admission to or a degree awarded from McPherson College may be revoked for fraud, misrepresentation, or other violations of McPherson College standards in obtaining the degree or for other serious violations committed by the student prior to graduation.
Disciplinary Probation	Students may be placed on Disciplinary Probation for a specific timeframe when found in violation of the Community Code of Conduct. The student will need to complete all aspects of the probation, which may include community service, financial restitution, educational programs, counseling, and regular meetings with Student Affairs administration. If a student has any violations during this timeframe, they may face other sanctions, including immediate dismissal from the College.
Temporary College Suspension	Student Affairs staff may temporarily suspend a student from the College, which would prohibit the student from being involved in any College functions, including academics, athletics, extracurricular activities, and residential life. They may not be on the College campus or at ANY College-associated events.
College Suspension	Separation of the student from the College for a definite period, after which the student is eligible to return upon approval by the Dean of Students. Conditions for readmission may be specified.
College Warning	A student conduct sanction in writing notifying a student that the student's behavior did not meet College standards. All student conduct warnings will be considered if further violations occur.
College Expulsion	Permanent separation (without refund) of the student from the College prior to the actual physical receipt of a College diploma. A student expelled will never be eligible for an academic degree from the College. The student is not permitted on the campus and shall not participate in any off-campus College sponsored/affiliated activity. The College may rescind a College degree following the awarding of a College diploma or may withhold the awarding of a degree pending the outcome of the student discipline process for a violation of the Code or other College policy that does, or would have the potential to, result in the sanction of Expulsion.

Sanction Type	Definition
Sanctions as Deemed Appropriate	Other or additional sanctions not listed her may be assigned as appropriate for the violation.

IMMEDIATE TEMPORARY SUSPENSION (STUDENTS)

The Dean of Students may immediately temporarily suspend a student from College facilities, including the residence halls, pending Formal procedures when it is believed that the presence of the student would be seriously disruptive or would constitute a danger to the health, safety, and welfare of the people present in said areas. The dismissal must be communicated in writing to the student and may only be determined by the Dean of Students.

Because they are particularly disruptive to the mission of the College, the following actions and similar actions could result in immediate temporary suspension until review has occurred:

- Violating federal, state or local laws results in the student being charged with or found guilty of a felony crime.
- Assaulting, striking, intimidating, threatening, or endangering, the well-being of another, or sexual contact or sexual intercourse with a person without consent or when that person is incapacitated.
- The brandishing or use of anything that can reasonably be construed as a weapon.
- Efforts to intimidate individuals or groups of people.
- The abuse of property including grossly negligent or irresponsible use of property whether it belongs to other individuals or McPherson College.
- Being in possession of enough illegal substances such as drugs including so-called party drugs or alcohol to warrant suspicions of intent to distribute.

The College assumes no responsibility for any of the potential ramifications resulting from temporary or permanent disciplinary sanctions, such as inability to participate in regularly scheduled academic activities including examinations; extracurricular activities such as athletic events; loss of financial aid or employment; how a student is perceived by peers or others on- and off-campus; or whether a student is able to continue his or her educational endeavors at other institutions of higher education.

After temporarily suspending a student, the Dean of Students or designee will have up to three (3) business days to contact the student and arrange for a student conduct hearing.

FINES AND RESTITUTION

Violation	Fine Amount
Alcohol	$50 and up (see policy)
Apartment or Room Cleaning	$100 minimum
Driving on Campus Property	$250 minimum
Guest Violations	$50
Illegal Drugs	$250 minimum (see policy)
Lock Out	$10
Noise Violations	$50
Open Flames/Candles	$100
Parking Violations	$10 per violation

Possession of Unauthorized Animal(s)	$100/day until removal of the animal + cleaning/damages
Scaling Buildings/Being on Ledges	$500 + mental health assessment & fee
Tampering with Fire Department Devices	$500 + law enforcement involvement
Unauthorized Removal or Use of Furniture	$100
Failure to Properly Dispose of Trash	$50

Student Affairs administration may add, remove, or alter consequences as appropriate.

Fines are meant to be paid within three (3) months of being issued; campus service is not an adequate repayment. However, Student Affairs administration may add community service in coordination with the fines if they believe that will best help the student or campus community. If fines are not paid, a hold will be placed on the student's account, which may prevent reentry into the College and/or graduation. Multiple sanctions can lead to disciplinary probation or dismissal from McPherson College.

SUBSTANCE ABUSE AND POSSESSION

GENERAL STANDARDS

McPherson College prohibits the possession or use, processing, distributing, manufacturing, selling, or being under the influence of alcohol or illegal drugs by any student, faculty, or staff person anywhere on campus or at College functions unless approved by the College (alcohol sales).

The College believes that the use and abuse of these substances is counterproductive to the educational process and often contributes to behaviors that are disruptive to the entire campus community. In addition, health risks are associated with misuse and abuse of such substances and legal consequences for illegal drug use can be quite severe and greatly impact a person's future.

Under the current Kansas statute, "no person under the age of twenty-one (21) can legally purchase, possess or consume liquor or cereal malt beverages." In addition, "anyone who directly or indirectly sells to, buys for, gives or furnishes intoxicating liquor or cereal malt beverages to a person under 21 years of age is guilty of a Class B Misdemeanor." Students participating in the PELL Grant Program are required by the federal government to sign the "Anti-Drug Abuse Act Certification."

Alcohol is prohibited on McPherson College campus except in designated areas approved by the President of McPherson College (such as The Boiler House). Alcohol containers and/or drug paraphernalia including beer cans, bottles, bottle caps, and/or shot glass collections displayed in a room are prohibited on campus. Containers being used for art class projects are exempt, but the resident must receive written permission from Student Affairs administration beforehand. The possession of kegs, beer-bongs, beer pong tables, or similar paraphernalia is not permitted on campus or at campus-sponsored events.

The College may hold all students in the presence of alcohol to the same standard, and all students involved may face sanctions. As an example, all students at a "party" or "social gathering" where prohibited substances or behaviors are present will be subject to the same sanctions. Parent/legal guardians of students under 21 may be notified of community code violations involving alcohol use or possession, and/or illegal drug use or possession.

The unlawful possession or use of narcotics and any controlled substances is not permitted. Students who violate this condition will be subject to disciplinary action. McPherson Police will always be involved in matters involving illegal narcotics.

Disregard for College alcohol and prohibited substance policies may result in disciplinary action, including loss of residential privileges, suspension, and expulsion.

DRUG POLICY

McPherson College defines the possession of controlled or illegal substances as the presence of such substances or associated paraphernalia on the student's person, in his or her room, automobile, or among properties controlled, owned or used by the student.

All parties present when illegal drug possession or consumption is established are subjected to the same sanctions as the individual(s) who brought the drug into the environment or were possessing or consuming it. Given reasonable cause, drug testing may be required if students are suspected of a drug related offense. Refusal to participate in testing may be used as grounds for disciplinary action.

Student(s) who possess expired prescription drugs and/or unreasonable, large quantities of prescription drugs will be asked to provide independent, medical verification that the quantity and the prescription is valid. If medical verification is not obtained, he or she will be subject to the sanctions outlined in this policy.

Any student found in violation of the McPherson College drug policy will be subject to disciplinary actions. When large quantities of illegal drugs are involved or there is evidence of drug distribution, the implicated student will be subject to criminal charges by law enforcement.

DRUG DOGS/LAW ENFORCEMENT SEARCHES

McPherson College Student Affairs Department, in conjunction with local authorities, will periodically utilize drug dogs in conducting sweeps for illegal drugs in all the parking lots, common areas, residence hall rooms and areas, and other buildings on campus. Student Affairs administration will arrange supervision and coordinate all K9 searches with law enforcement. All students are expected to comply with Student Affairs administration and any officers on scene with any lawful requests.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Searches will be conducted of vehicles, rooms, and other areas once the canine alerts which will provide probable cause to believe that drugs are present in that area.

Once the canine alerts of possible presents of illegal drugs/narcotics, the area will be searched. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations will face College disciplinary actions and possible arrest. In the event a search occurs, and no evidence of a violation is found, the incident will be documented and monitored.

INFORMATION/REFERRAL SERVICES FOR SUBSTANCE ABUSE

Student Affairs Administration ..... (620) 242-0500 or studentaffairs@mcpherson.edu
Health Clinic (Partners in Family Care) ..... (620) 242-0404
McPherson Police Department ..... (620) 245-1200
Sexual Assault/Domestic Violence Center ..... (800) 487-0510 or (316) 283-0530

COLLEGE RESPONSE FOR SUBSTANCE ABUSE

INFORMATION/REFERRAL SERVICES FOR SUBSTANCE ABUSE

Students in violation of the McPherson College Alcohol Policy will be subject to several possible conduct consequences, some of which may not be listed. In all cases involving fines, the entry will read as a "Fine" on the individual's bill from the College. The student conduct officer will use the following tables as a guide. Ultimately, all sanctions are at the discretion of the student conduct officer.

Unlike McPherson College policies regarding the release of grades and other academic information, the College may notify parents/guardians in case of alcohol violation. In all complaints involving suspension, readmission will be contingent upon successful completion of treatment.

CATEGORY 1 OFFENSE

Possession or consumption of alcohol or other prohibited substances or paraphernalia related to alcohol.

1st Offense	2nd Offense	3rd Offense	4th Offense
education program warning fine up to $50	education program warning or probation up to a $100 fine	education program probation or suspension residence hall suspension up to $150 fine parental notification	suspension residence hall suspension up to $150 fine parental notification

CATEGORY 2 OFFENSE

Student exhibits any of the following behavior while under or suspected to be under the influence of alcohol:

- Intoxication
- Disorderly conduct
- Verbally disruptive or abusive
- Fighting or provoking a fight
- Vomiting

If police or EMS are called, the offense is automatically a Category 2 Offense. This includes students involved at parties/social events, whether they have been consuming alcohol or not.

1st Offense	2nd Offense	3rd Offense
education program probation up to $100 fine parental notification	education program probation or stayed suspension residence hall suspension up to $150 fine parental notification	education program suspension or expulsion up to $250 fine parental notification

CATEGORY 3 OFFENSE

Student exhibits prohibited behavior while under or believed to be under the influence of prohibited substances and require either medical attention or law enforcement involvement. Please note that anytime drugs are believed to be involved, law enforcement will be involved.

ALL incidents involving illegal drugs or drug-related paraphernalia are automatically a category 3 offense.

1st Offense	2nd Offense
education program probation or suspension residence hall suspension or expulsion up to $250 fine parental notification	suspension, or expulsion residence hall suspension or expulsion up to $500 fine parental notification

DISCLAIMER: Because every situation has different circumstances, the Division of Student Affairs will handle each situation on a case-by-case basis and will make decisions in an attempt to best serve both the student(s) involved and the Campus Community as a whole.

SEXUAL MISCONDUCT AND COMPLAINT RESOLUTION

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated Title IX Coordinators and Deputies. These can be found in the college's ADM 150: Sexual Misconduct Policy and Complaint Resolution Procedures:
https://wwwi.mcpherson.edu/admin-poli-cies/adm-150-sexual-misconduct-policy-and-complaint-resolution-procedures/

Sexual Misconduct Policy

COMMITMENT TO NON-DISCRIMINATION, NON-HARASSMENT, AND NON-RETALIATION

The purpose of this policy is to uphold McPherson College's mission in preserving the fundamental dignity and rights of all individuals involved in campus activities.

Discrimination, harassment and retaliation on the basis of a protected category (see the Nondiscrimination/Equal Employment Opportunity Statement for an explanation of protected categories) are strictly prohibited. Persons who engage in such conduct are subject to discipline up to and including termination or dismissal.

Preventing prohibited discrimination, harassment and retaliation is the responsibility of all members of the College Community. Faculty, staff, and third parties should report a potential violation of this policy as soon as possible to the Director of Human Resources:

Director of Human Resources
1600 East Euclid
Human Resources
McPherson College
McPherson KS 67460
(620) 242-0454
hr@mcpherson.edu

Students and prospective students should report a potential violation of this policy as soon as possible to the Associate Vice President for Student Affairs and Dean of Students.

Additionally, any member of the College's administration may be contacted with questions or concerns.

McPherson will respond to reports of perceived prohibited conduct in a reasonable, thorough, and prompt manner, as set forth below. If the College determines that discrimination, harassment, or retaliation has occurred, appropriate corrective and remedial actions will be taken.

I. Scope
This policy applies to reports of discrimination, harassment, and retaliation on the basis of a protected category, other than harassment and retaliation on the basis of sex, which are governed exclusively by the College's ADM #150 Sexual Harassment Policy And Title IX Grievance Procedures. This policy governs reports of discrimination, harassment, and retaliation in all the College's programs and activities and applies to all members of the College Community. It applies to discrimination, harassment, and retaliation that occurs on campus, during or at an official College program or activity (regardless of location), and to off campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the College's programs and activities.

II. Prohibited Conduct
a. Discrimination
Discrimination is adverse treatment of an individual based on a protected category. It is a violation of this policy to discriminate on the basis of a protected status in any of the College's programs and activities. A list of protected categories is located in the Nondiscrimination/Equal Employment Opportunity Statement.

b. Harassment

Harassment consists of unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or other members of the College Community, including third-parties, because of a protected category. Harassment constitutes a form of prohibited discrimination if it denies or limits a person's ability to participate in or benefit from the College's programs and activities ("discriminatory harassment").

Examples of conduct prohibited by this policy may include, but are not limited to, jokes or pranks that are hostile or demeaning with regard to a person's protected status or have the purpose or effect of creating an intimidating, hostile, abusive or offensive working or academic environment.

c. Retaliation

The College prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a report, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy and applicable federal, state, and local laws. Retaliation prohibited by this policy consists of materially adverse action, such as disparaging comments, uncivil behavior, or other negative treatment of an employee, student, or other member of the College Community because a report has been made pursuant to this policy or because an individual otherwise cooperated with the College's investigation.

d. Sexual Harassment

The College's Sexual Harassment Policy and Title IX Grievance Procedures govern the reporting, investigation, and determination of reports of sexual harassment and related retaliation. All reports of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and related retaliation will be investigated and resolved pursuant to the College's Sexual Harassment Policy And Title IX Grievance Procedures.

III. Investigation and Resolution Procedures

a. Reports Alleging Misconduct By A Student

If a report of discrimination, harassment, or retaliation alleging misconduct on the part of a student is received, the report will be referred to the Dean of Students for investigation and resolution pursuant to the process for handling other types of student misconduct as contained in the Campus Judicial Procedure, available at: https://www.mcpherson.edu/wp-content/uploads/2020/01/1920StudentHandbook.pdf

b. Reports Alleging Misconduct By Any Other Person

When a report of discrimination, harassment or retaliation alleging misconduct on the part of any other person is received, a College official will be designated to investigate the report. During the investigation, both the complainant and respondent will have the opportunity to identify witnesses and evidence. Investigations will be handled discreetly, with information shared only with those persons who need to know the information in order for there to be a full and fair investigation. The investigator may impose interim measures during the pendency of the investigation to protect and separate the parties.

The investigator will prepare a written report summarizing the results of the investigation and deliver it to the Director of Human Resources. The Director of Human Resources will review the report, consult with other College administrators and officials as the Director of Human Resources deems appropriate, and issue a determination as to whether or not the report of misconduct is substantiated and, if so, what remedial measures will be taken to address the misconduct, including discipline for the respondent or initiation of disciplinary proceedings pursuant to other applicable College policies (including, for example, initiation of disciplinary proceedings under Section FAC 490 of the Faculty Handbook). Substantiated incidents of conduct prohibited by this policy can lead to discipline up to and including termination or dismissal. The Director of Human Resource's determination is not subject to appeal or further review.

Policies may be updated at any time due to changes in personnel by the college. Please contact the VP for Academic Affairs office or the Student Affairs office for any questions or concerns.

NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND SEXUAL MISCONDUCT

In accordance with state and federal law, McPherson College does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, citizenship status, age, disability, sex, marital status, veteran status, genetic information, sexual orientation, or any other legally protected characteristic, in the hiring process, during employment, and in the operation of all College programs, activities, and services, including, but not limited to, academics, athletics, other extracurricular activities, the awarding of student financial aid, recruitment, admissions, and housing.

Persons having inquiries concerning the College's compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- A current student or potential student with questions or concerns about any type of discrimination is encouraged to bring these issues to the attention of the Vice President of Academic Affairs, who may be contacted at (620) 242-0506. Additionally, any member of the College's administration may be contacted with questions or concerns.
- An employee with questions or concerns about any type of discrimination in the workplace or an applicant, who has applied for an open position at McPherson College, is encouraged to bring these issues to the attention of the Director of Human Resources, who may be contacted at: (620) 242-0454 or hr@mcpherson.edu Additionally, employees should feel free to raise concerns of discrimination with their immediate supervisors at any time.

- Questions or concerns regarding the College's compliance with Title IX and its prohibition of sex discrimination may be directed to the Title IX Coordinator or Deputy Title IX Coordinator. McPherson has designated the Title IX Coordinator and Deputy Title IX Coordinator in the College's Sexual Harassment and Title IX Grievance policy located at: https://wwwi.mcpherson.edu/admin-policies/adm-150-sexual-misconduct-policy-and-complaint-resolution-procedures/ Additionally complaints may be reported at: Sexual Misconduct Incident Report: https://wwwi.mcpherson.edu/human-resources/sexual-harassment-incident-report/

Sexual Harassment
Incident Report

For questions or concerns related to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact:

Academic Disability Services
Miller Library
McPherson KS 67460
(620) 242-0510
barrettl@mcpherson.edu

Director of Human Resources
1600 East Euclid
McPherson KS 67460
(620) 242-0454
hr@mcpherson.edu

The U.S. Department of Education's Office for Civil Rights (OCR) enforces discrimination laws related to race, color, national origin, sex, disability, and age. Complaints related to these protected classes can also be filed with OCR by visiting: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the College's nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or College policy will be subject to disciplinary action, up to and including expulsion or termination of employment. Questions, concerns or complaints can be addressed through the above listed contacts prohibiting discrimination.

Administrative Policy #180, Policy against Discrimination, Harassment and Retaliation and Complaint Procedures explains the process for an individual to file a complaint:
http://wwwi.mcpherson.edu/admin-policies/adm-180-policy-against-discrimination-harassment-and-retaliation-and-complaint-procedure/

In addition, the following policies and procedures are utilized by McPherson in addressing various forms of discrimination complaints:

- Administrative Policy 150: Sexual Misconduct Policy and Complaint Resolution Procedures http://wwwi.mcpherson.edu/admin-policies/adm-150-sexual-misconduct-policy-and-complaint-resolution-procedures/
- Sexual Misconduct Incident Report: https://wwwi.mcpherson.edu/human-resources/sexual-harassment-incident-report/
- Administrative Policy 225: Americans with Disability (ADA) Reasonable Accommodation Policy: http://wwwi.mcpherson.edu/admin-policies/adm-225-americans-with-disability-ada-reasonable-accommodation-policy/
- Statement of Non-Discrimination and Confidentiality: https://wwwi.mcpherson.edu/admin-policies/adm-170-nondiscriminationequal-employment-opportunity-statement/
- Accommodation Procedures, Academic Disability Services: http://www.mcpherson.edu/academics/academic-support/disability-services/
- Student Right-To Know Information: http://www.mcpherson.edu/students/student-right-to-know/

Policies may be updated at any time due to changes in personnel by the college. Please contact the VP for Academic Affairs office or the Student Affairs office for any questions or concerns.

INSTITUTIONAL POLICIES

ACADEMIC RECORD

A transcript is a student's official record of courses taken and grades earned. The records are kept and maintained by the registrar's office. Student records are confidential, but are open for inspection by the student. Inspection of records must be made in writing, with the request being made to the registrar's office for transcripts and to the appropriate dean for other records. The registrar will notify the student when the file is available for inspection within 20 days of the date of the request.

PRIVACY OF STUDENT RECORDS (FERPA)

Certain information is considered to be public or directory information while other information is private in nature. Directory information includes a student's name, address, email address, telephone number(s), hometown, photograph and/or video content, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at McPherson College, degrees and awards received and the most recent previous educational agency or institution attended by the student. Directory information can be disclosed without a student's consent unless the student gives a signed notice to the college restricting such disclosure.

A federal law known as the Family Education Rights and Privacy Act of 1974, or FERPA, gives students and former students the right to inspect, review and copy education records related to them. Students have 10 days following the release of directory information to notify the college that any or all of the information designated should not be released without his/her prior consent. This notice must be given in writing to the office of the dean of students.

Education records and personally identifiable information from those records will not be released without the written consent of the student involved, except to other college personnel, officials of other schools in which the student intends to enroll, authorized state and federal government representatives, or unless it is released in connection with the student's application for financial aid, in response to a judicial order or subpoena, or in the case of a bona fide emergency.

The college maintains with education records of each student a record identifying all persons other than college officials who have requested or obtained access to the records and indicating the legitimate interest of those persons. This record of access is available upon request to the student in question. Finally, all personal information about a student released to a third party will be transferred on the condition that no one else shall have access to it except with the student's consent. A complete list, with location and custodian of all records kept on college students, is obtainable from the dean of students.

Upon request, a record covered by FERPA will be made available within a reasonable time, and in no event later than 45 days after the request. The student should direct the request to the custodian of the records in question. Copies of the record will be made available to the student at the student's expense (usually limited to cost of materials).

A student may also request explanations and interpretations of the records from the official in charge. If the student believes that a particular file contains inaccurate or misleading information or is otherwise inappropriate, the college will afford an opportunity for a hearing to challenge the content of the record. Prior to any formal hearing, the official in charge of the record is authorized to attempt to settle the dispute through informal meetings and discussions with the student.

If the student is not satisfied, he/she may request a hearing. Procedures for such a hearing will be those outlined in the student handbook for all cases coming before the Campus Hearing Board. The student will have the opportunity at the hearing to present any relevant evidence.

SMOKING

Smoking is not permitted in any College-owned building, including individual bedrooms, suite bedrooms and common rooms, lounges, bathrooms, and hallways. This includes e-cigarettes, vaping, hookah, and other similar products.

SOCIAL MEDIA POLICY

McPherson College recognizes the power and ability of social media to build community, relationships, and promote free expression. Students should also be aware of the consequences of the abuse of social media. They should always keep in mind that information posted on social networks is public, lasts forever, and is a direct representation of themselves, their families, teams and/or McPherson College. Uncivil behavior and harassment will not be tolerated. Please keep in mind the following guidelines as you participate in social networking:

- Before participating in an online community, be aware that any information you post becomes public knowledge. Whether it is a photo, video and/or text, that message becomes out of your control once posted online.
- You should not post information that would cause embarrassment to yourself, family, team or McPherson College.
- Be aware that posting specific information such as your address, birthday, phone number, etc., puts you in a situation where you could be venerable to predators.
- Exercise caution with who you add as a "friend" or "follower" on social networking sites. There are people looking to take advantage of students.

- McPherson College staff may monitor social media and must act if informed of illegal activity, harm to self or others, or information posted online that may demonstrate violations of the student Code of Conduct. The use of College copyrighted material is prohibited.

Information posted online may be used as cause for disciplinary charges. Students could face sanctions if found in violation of stated policies.

STUDENT DEVELOPMENT RECORDS

Student development records are maintained in the Division of Student Affairs for each enrolled and previously enrolled student (during the last seven years) at McPherson College. It contains directory information for the student, emergency contact persons, copies of correspondence between the student and the Division of Student Affairs, a record of any disciplinary action which involved the student, and summary records of student involvements on campus such as work or internship experience and achievements through student organizations. Students who wish to review the contents of their student development file should make a written request to Student Affairs administration who is responsible for maintaining the files. Student Affairs will notify the student when the file is available for inspection within 45 days (about 1 and a half months) of the date of request.

TIMELY WARNING POLICY

McPherson College will issue a timely warning when a Clery Act crime, occurring within the specified Clery Act geography, poses a serious or on-going threat to the campus community. The timely warning to the campus will be done on a case-by-case basis. McPherson College will weigh the needs of individuals verses the needs of the overall community when making decisions about how and when to issue such warnings.

Clery crimes include: Sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, murder, non-negligent manslaughter, negligent manslaughter, hate crimes, and hazing.

The executive director of facilities will issue a timely warning after a determination is made by the executive vice president and dean of students. The executive director of facilities will use the RAVE mass notification system to notify the McPherson College community of the on- going threat. Non Clery crimes and crimes not in the specified Clery geography may also be communicated by the executive director of facilities through the RAVE mass notification system. Again, the executive vice president and the Dean of Students will determine the need for such communication. Non-criminal communications to the community are decided upon at the Cabinet level.

McPherson COLLEGE

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