

# Student Handbook

2006-2007



# Central College

## Mission Statement

Central College, a liberal arts college in the Christian tradition,\* is dedicated to helping students discover and reach their highest potential. We strive to engage each other in vigorous, free, open inquiry within the context of a caring community committed to the pursuit of academic excellence. To this end, the college offers a balanced emphasis on the development of mind, body and spirit.

Central combines career preparation with programs to promote values essential to becoming responsible citizens in local, national and international communities. Above all, Central seeks to cultivate the life of the mind, nurture depth of character and foster habits of the heart that prepare students for a lifelong adventure in learning, growth and service.

\*Since its beginning Central College has identified itself with the Christian faith. Accordingly, the college celebrates the love of God revealed in Jesus Christ. As an inclusive academic institution, Central College embraces and supports students, faculty and staff from various spiritual perspectives that endorse the values of acceptance, mutual respect, justice, generosity, compassion, forgiveness and service to others. Acknowledging that a liberal arts education requires diversity of thought and approaches to knowledge and that mature faith includes critical thought and inquiry, Central College maintains that academic freedom is essential to the development of mind and spirit.

### **Non-Discrimination Policy**

Central College is committed to being an inclusive community whose members act with consideration for the physical, intellectual and spiritual well being of all persons. All members of the college community are responsible for creating an atmosphere that fosters openness, mutual respect and diversity. (*Board of Trustees, 4/26/03*)

The above nondiscrimination policy includes, but is not limited to, persons of every ethnicity, race, national origin, ancestry, color, socio-economic class, creed, religion, philosophical belief, marital status, disability, physical appearance, sex, age, sexual orientation, gender expression and identity, and organizational affiliation.

# w e l c o m e s t a t e m e n t

Central College's Welcome Statement is designed to promote and protect safety, respect and integrity in relationships among all members of our community. Central College is committed to fostering diversity on campus and strives to create a community of students, faculty and staff who are dedicated to supporting and advancing the Mission and Goals of the College. To achieve these ends, the Central College Community establishes a safe environment for all persons, including those considered diverse by contemporary and sometimes changing standards.

As a college community, we commit to a process of actualizing our Mission and Goals, thereby striving to achieve congruence between our daily actions and the ideals expressed in our guiding principles. As one of our goals, we promote skills and values essential to becoming responsible citizens in local, national and international communities. Further, we seek opportunities to experience and appreciate the diversity of cultures and perspectives present on campus, in the United States and the world, recognizing the necessity to relate knowledgeably and sensitively in an increasingly complex environment where diversity is to be valued.

As an inclusive academic institution we embrace and support students, faculty and staff from various spiritual perspectives who endorse the values of acceptance, mutual respect, justice, generosity, compassion, forgiveness and service to others.\* We aspire to be a community whose members act with consideration for the physical, intellectual, spiritual and emotional well being of others. We seek to create mutually respectful interactions and positive meaning in relationships with persons of every ethnicity, race, national origin, ancestry, color, socio-economic class, creed, religion, philosophical belief, marital status, disability, physical appearance, sex, age, sexual orientation, gender expression and identity and organizational affiliation.

With due regard for the principles of freedom of expression and academic freedom, this statement seeks to encourage attitudes of civility necessary for meaningful exchanges between people. All members of the college community are responsible for creating an atmosphere that fosters openness, mutual respect and diversity. The application of the college's nondiscrimination policy will often involve conflicting interests, particularly when applied to freedom of expression. Because the primary business of the college is liberal education and because liberal education cannot take place without the free, open and civil exchange of ideas, the application of the nondiscrimination policy should always be made with consideration of how best to preserve the free, open and civil exchange of ideas.\*\*

Central College is an Affirmative Action and Equal Opportunity Employer. Discrimination in employment is specifically prohibited except in cases of a bona fide occupational qualification. Additionally, the college prohibits discrimination against any individual for reasons listed above. Central College students have equal rights, privileges and responsibilities unless specifically restricted by college disciplinary action.

\*From the footnote to the Central College Mission Statement

\*\*Language used with permission from the Grinnell College Office of Student Life

### **Statement of Responsibility**

Although various vice presidents and deans are given responsibility for the operation of the college which fall under their jurisdiction, the ultimate responsibility for the management of the institution lies with the Central College board of trustees through the president of the college.

### **Disclaimer Statement**

This catalog/handbook is intended as a general guide for all Central College programs and specifically for the Pella campus. Programs will operate per the herein stated policies and procedures unless otherwise stated through explicit language in a separate handbook, such as those specifically produced for the Central College Abroad programs. While every effort has been made to ensure accuracy in this document, the college retains the right to change procedure and/or policy at any time. For the most recent version of the Central College Student Handbook, please view the handbook online at [www.central.edu](http://www.central.edu).

This document should not be construed as constituting a formal contract between the college and any person or group of people. The college retains the right to make changes in the academic and social programs as well as operating procedures. All such changes will be effective at times deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

*w e l c o m e*  
*to*  
*Central College!*

On behalf of all the women and men of the faculty and staff of Central College, I would like to welcome each and every new and returning student to our campus and to Pella. I hope you had a very fulfilling and fun summer and are ready to plunge in to all that Central has to offer.

In addition to an extensive curriculum of challenging classes, Central invites you to create and shape your own personal adventure. Your adventure might include participation in cultural and social events, musical ensembles, the theatre, speech activities, student leadership positions, intercollegiate athletics and intramurals. You also have opportunities to discover life beyond the campus through study abroad, internships and community service.

As you explore the world around you and deepen your understanding of yourself, we hope you will be moved to greater stewardship of the earth and its resources, to a greater willingness to serve others, and to a greater openness to the spiritual dimensions of life. We also hope you will embrace the values of the Central College community as specified in Central's statements of mission and goals: "acceptance, mutual respect, justice, compassion and service to others." Practically speaking, following the "Guidelines for Respectful Dialogue" below will move us toward realizing these values.

Throughout your Central adventure, you'll find here a community of students, faculty and staff who are eager to provide assistance. We care about each of you as individuals and want to help you realize your personal dreams. My wife, Betsy, and I want to come to know as many of you as possible in the months ahead, and if there's anything we can do for you while you're here, please let us know. We know that if you take advantage of what Central offers and apply yourself, you will expand your horizons and have fun in the process.

Sincerely,

David H. Roe  
President

# g o a l s of Central College

## **For Students**

1. To develop integrated knowledge of the content, organization, assumptions and values of a variety of academic areas, along with in-depth knowledge.
2. To acquire skills and habits of mind appropriate to liberally educated people, such as effective communication, foreign languages, computation, analytical and critical thinking, creativity, and aesthetic awareness.
3. To become actively engaged with inquiry, to develop a sense of responsibility for learning, and to cultivate the intellectual habits and skills needed for lifelong learning.
4. To prepare for all aspects of life beyond college, including work, service and leadership within local, national and international communities.
5. To develop personally, spiritually, culturally, socially and physically through participation in the academic program and through programs of residential life, campus ministry, social action and extracurricular activities.
6. To participate in governing the college, to provide input to the faculty for developing academic programs, and to enrich its cultural environment.

## **For Faculty**

1. To develop a community of scholars in which teaching and learning are the activities with the highest priority.
2. To be models and mentors who support the development of students as independent learners, responsible citizens and morally responsive people.
3. To participate in governing the college, developing its academic programs and enriching its cultural environment.
4. To grow professionally, spiritually and personally while contributing to the college and the larger academic community through research, creative expression, innovative teaching and interdisciplinary dialogue.

## **For The Central College Community**

1. To promote attitudes and values reflective of the Christian tradition: acceptance, mutual respect, justice, compassion and service to others.
2. To promote and model appreciation of our natural environment and stewardship of its limited resources.
3. To foster examination and understanding of the Christian heritage, and its implications for faith and learning.
4. To provide leadership and support for reform through dialogue with the broader communities of society, sustaining values while encouraging critical analysis of ideas and institutions.
5. To experience and appreciate the diversity of cultures present in the United States and the world, and to relate knowledgeably and sensitively to persons of diverse cultural perspectives.

# *Guidelines* *for* *Respectful Dialogue*

We are all individuals guaranteed freedom of expression and freedom of belief. In a college or college setting these freedoms are essential to the pursuit of our academic mission. We are also members of a community. Central College identifies as a liberal arts college in the Christian tradition. In our mission statement "we strive to engage each other in vigorous, free, open inquiry within the context of a caring community committed to the pursuit of academic excellence." As a caring community we are asked to "promote attitudes and values reflective of the Christian tradition: acceptance, mutual respect, justice, compassion and service to others" (originally from Goal #1 for the Central College community, 2002-2007 Strategic Plan).

As members of a caring community we recognize that freedom of expression and freedom of belief are not only rights, but also privileges. We have a choice regarding when and how we exercise our freedom to share out ideas and beliefs with others. Before we speak, we might consider the following questions\* as we reflect on what it means to engage in respectful dialogue:

- Do I think about building a community that fosters the intellectual, physical, emotional and spiritual good of everyone?
- Am I practicing the "Golden Rule"? That is, do I treat others as I would want to be treated?
- Do I consider beneficence and autonomy? Beneficence means to act in a way that not only avoids harm to others, but actually benefits others. Autonomy is allowing others to make choices based on complete information.\*\*
- When disagreeing with people, do I try to be respectful and avoid making personal attacks?
- Do I listen openly and carefully to what others say, opening myself to opinions different from my own?
- Do I examine myself for evidence of prejudice, and then work to overcome it?
- Do I think about power: who has it, and how it should be used? Am I careful to use my own power for just and constructive ends?
- Do I seek ways to be open to opinions and ideas without weakening my commitment to critical thinking, intellectual rigor and truth-seeking?
- Do I resist the temptation to accept and spread rumor and innuendo?
- Am I careful to consult and back up my opinions with evidence, even if it may mean taking greater time in the process?
- Am I careful to credit others, rather than taking credit for works and ideas not my own?
- Do I seek to evaluate students, teachers, colleagues, employees and co-workers honestly and fairly?
- Do I represent the College in a way that guards and cares for the College's reputation for integrity?

- Am I careful to avoid all forms of violence and coercion in my relations with others?
- When conflicts arise, do I take constructive action to resolve them?
- Do I think carefully about the ways the College as an institution can be a force for justice in the world?

**Sources:**

\*Earlham College Community Principles and Practices:  
<http://www.earlham.edu/p&p.html>

\*\*Policy of Central College Counseling Services Regarding Sexual Orientation and Counseling Sexual Minority Students

**Suggestions that evolve from the guiding principles for respectful dialogue:**

- Active listening increases the likelihood of being heard. Reflect back to make sure everyone understands the message being conveyed by the speaker. Define words and terminology.
- You are more likely to be heard when you speak in ways that make it clear you are expressing your own view and take responsibility for it.
- In general, "I-messages" are almost always better than "you-messages" and tend to be more effective. The use of "I-messages" encourages the speaker to own beliefs and positions and to take responsibility for these. Further, "you-messages" often leave others feeling accused, blamed or attacked, which can produce defensiveness and counterattack, and result in little positive change.
- Avoid making sweeping generalizations that appear to speak on behalf of others or that make claims about what others think or believe. It is unlikely that all members of a group that share a common label will subscribe to exactly the same set of beliefs - unless it is a very small group.



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## *Academic Calendar*

### **Fall semester**

Aug. 16	Wednesday-Saturday	International student orientation
Aug. 19	Saturday-Sunday	Welcome Week begins
Aug. 21	Monday	Enrollment Confirmation Day
Aug. 22	Tuesday	Fall Semester classes begin
Sept. 4	Monday	Labor Day, no classes
Sept. 29-Oct. 1	Friday-Sunday	Homecoming/Family weekend
Oct. 18	Wednesday	Fall break begins after last class
Oct. 23	Monday	Classes resume
Nov. 22	Wednesday	Thanksgiving break begins after last class
Nov. 27	Monday	Classes resume
Dec. 8	Friday	Last day of fall semester classes
Dec. 12-15	Monday-Thursday	Final exam period

\*All residential units on campus close at 5 p.m. Thursday, Dec. 16 and reopen at 8 a.m. on Sunday, Jan. 15.

### **Spring semester**

Jan. 15	Monday	Spring Semester classes begin
Mar. 9	Friday	Spring break begins after last class
Mar. 19	Monday	Classes resume
April 5	Thursday	Easter break begins after last class
April 10	Tuesday	Classes resume
May 4	Friday	Last day of spring semester classes
May 8-11	Tuesday-Friday	Final exam period
May 12	Saturday	Baccalaureate
May 13	Sunday	Commencement

\*All residential units on campus close at 5 p.m. Friday, May 11. Exceptions made for graduating seniors and those involved with commencement.

# student services

## **Student Life**

**Vision Statement** – Student Life is a team of educators committed to the development of responsible citizens.

*A Responsible Citizen:*

- pursues realistic awareness of strengths and limitations through continual evaluation and improvement
- accepts responsibility for choices and accountability for that which is created, promoted or allowed to happen
- practices sound, ethical decision making and applies it in all aspects of life
- understands, respects and connects to the uniqueness of each person
- seeks and utilizes an extensive knowledge of community resources to develop the mind, body and spirit
- identifies problems and creatively generates proactive solutions
- evaluates, develops and upholds standards for an evolving, healthy and diverse community
- acts with an awareness of local, national and global issues and perspectives

**Mission Statement** – Student Life fosters the holistic development of all Central students through the creation of a caring, just, open, disciplined, purposeful and celebrative learning community. To this end, we provide role models, developmental programs and experiential opportunities that intentionally support the mission of the college.

## **Dean of Student Life**

The dean of student life is responsible for the direction and oversight of the following college programs focused on the development of students outside the classroom: office of residential learning, student programming, new student orientation, intercultural life, counseling, career center (career development, internships and employment services), health services, conduct affairs and leadership development. The dean also advises the Student Senate. Students, faculty, and staff are encouraged to see the dean of student life if they have ideas, issues, or concerns about any of these areas.

*JoNes VanHecke, dean of student life*

*Barbara E. Oscarson, administrative assistant*

## **Campus Ministries**

### **College Chaplain**

Our chaplain oversees the religious climate of the college. The chaplain's office helps create community on campus by providing opportunities for worship, service and facilitates discussion over religious issues. The chaplain and staff work to unify the efforts of the various religious groups on campus.

The chaplain's office is in the lower level of the Chapel. Campus Ministries offers counseling and pastoral care, and facilitates various spiritual growth events.

**Weekly Worship Services**

Every Tuesday morning at 11 a.m. and Sunday evenings at 9 p.m. the college community is invited to gather for worship in the Chapel. Chapel services regularly include music, dramas and a message from the chaplain. Oftentimes, services highlight leaders at Central College as speakers, musicians and other assistants. Sunday evening worship, known as "The Calm" is approximately an hour in length, while Tuesday morning worship, known as "25", is usually 30 minutes.

**Catholic Campus Ministries (CCM)**

In conjunction with the local Catholic parish, the Catholic ministries on campus are lead by a Catholic staff member on staff with Campus Ministries. CCM offers discussion groups, retreats and study opportunities for students at Central College. Mass is offered in the upper Chapel monthly.

**Ministry Teams**

Campus Ministries offers eight different ministry teams for students to get involved on campus and beyond. Students have the opportunity to serve through music, drama, tech/sound, worship planning, social justice, ACTION and retreat teams. Most teams meet weekly for prayer, planning and fellowship.

**Winter and Spring Break Mission Trips**

Each winter and spring break, Campus Ministries organizes week-long mission trips. Students caravan to the chosen location for service, study, and community building. Past highlights have included trips to Reynosa, Mexico, Mississippi, Georgia, New Mexico, Washington D.C., Kentucky and Kansas City, Missouri. Mission trips challenge students to grow in their faith while also helping them gain a better perspective of the world in which we live.

**Bible Studies, Discussion Groups and Special Lectures**

Throughout the year, Campus Ministries sponsors non-credit forums for Bible study, discussion and learning. Students, staff and community members provide leadership. Every year the Staley Lecture is given by a renowned Christian speaker to challenge students in their faith and broaden their perspective of Christianity throughout the world.

**InterVarsity Christian Fellowship**

IVCF is an interdenominational parachurch, paracollege ministry that has been welcome at Central for several years. IVCF sponsors numerous events, Bible studies, and missions in addition to large group gatherings on Wednesday nights at 9 p.m. in Douwstra Auditorium.

**Fellowship of Christian Athletes**

FCA meets weekly for breakfast in the Central Market for a time of fellowship and prayer. FCA also provides opportunities for counseling high school students at retreats.

**Local Church Guidance**

Campus Ministries assists those students who wish to worship in their denominational tradition, as well as those students who want to explore other styles of worship, to find a local church.

### **Preministerial Program**

The preministerial program introduces students who are interested in professional ministry to various forms of ministry. The program includes a 10-week seminar, internship and optional spiritual direction. Credit is awarded in the religion department.

*Joel Brummel, chaplain*

*Leanne Halma, chapel administrative assistant*

*Don Efinger, Catholic Campus Ministries Coordinator*

*Matt Ploeger, Worship/Ministry Team Coordinator*

### **Career Center**

The Career Center offers a comprehensive, centralized four-year career development program that assists students in the processes of exploring self, academic majors and careers; validating their academics through internships; and applying strategies to obtain employment or entrance into graduate school upon graduation.

Students begin to identify their interests, personality traits, skills and values in relation to careers in their first year. Opportunities continue for students to investigate academic majors, interview alums in careers of interest and shadow professionals on the job.

Internships are strongly encouraged for all students during the junior year, senior year or summer between the third and fourth year. These learning experiences in practical work settings are supervised by both professionals in the field and by faculty members.

Through a series of professional development seminars, seniors create winning resumes, practice interviewing, learn job search strategies, build networks and further prepare themselves for employment or entrance into graduate or professional school.

The Career Center website is a great source for additional information:  
[www.central.edu/career](http://www.central.edu/career).

*Pat Joachim Kitzman, director of career center*

*C. C. Hoffman, assistant director*

*Ann Fischer, administrative assistant*

### **Center for Academic Excellence**

The center for academic excellence provides a free peer-tutoring service to students who want to increase their skills in reading, writing, speaking, listening or studying, and for those who want help with specific courses. Trained student and professional tutors assist large numbers of students each semester, many on a drop-in basis and others by appointment. In addition, the center administers a supplemental instruction (SI) program and the campus-wide program of monitoring communication skills. The center is located in the lower level of Hoffman Hall, west wing.

*Linda Blatt, director*

*Lyn Issacson, assistant director*

*Cyndi Boertje, computer support*

### **Counseling**

Our full-time campus counselor assists students with personal and social problems in addition to making appropriate referrals.

Students bring a wide variety of topics to counseling, including adjustment to

college, stress management, depression and relationship issues. Counselors practice a multimodal approach when addressing students' issues, not only to help students change current ways of thinking, feeling and behaving, but also to prevent problems in the future.

Office hours are 8 a.m. - 5 p.m., Monday through Friday or by special arrangement at other times. Call extension 5856 to make an appointment. The counselor's office is in the Maytag Student Center, second floor.

Emergency needs can be addressed by contacting a residence hall director, a counselor, the director of health services or the dean of student life.

*Michelle Kellar, director of counseling services*

*Eric Jones, counselor*

*Karen Cleveland, counseling intern*

## **Health Services**

### **Student Health Services**

The Vander Meulen student health service, located on the first floor of Hoffman Hall, is staffed by registered nurses. Services are available to all students enrolled at Central College under the regular college program, **only after receipt of the student health evaluation form and physical examination from the family physician.** The student health service provides service where illnesses and injuries are treated. The standard health care program also includes consulting on health problems, services provided under "standing orders" as determined by local physicians, e.g. allergy shots, strep throat testing, mono testing, pregnancy testing, etc., and referrals to local physicians or family physicians for situations of a more serious nature. Students are urged to continue to use the advice and counsel of a physician for securing complete diagnosis and treatment of long standing illnesses. Freedom to consult any physician is the student's privilege. In doing so, he or she assumes responsibility for medical treatment. Assistance with transportation to the local clinic can be provided upon request.

**Hours:** Monday through Friday

7 a.m. to noon

1 p.m. to 4 p.m.

Emergencies after closing hours will be handled by doctors at the local Pella Regional Health Center emergency department. Non-medical emergencies after closing hours will be handled by doctors at the local hospital urgent care center (e.g. need for stitches, minor injuries, etc.). All hospital services are at the student's expense.

### **Hospitalization**

Students who need special care are admitted to the Pella Regional Health Center.

### **Physical Examination**

The college requires all full-time students to have a current physical examination on file at the health service. Included is the requirement for immunization against measles, mumps, rubella (MMR), tetanus-diphtheria-polio and a tuberculin skin test. Currently, recommendations are encouraging immunization for hepatitis B, meningitis, varicella (smallpox) and hepatitis A.

### **Medical Excuses**

When an extended illness, hospitalization, or family emergency occurs, the student life office, ext. 5293, should be notified. Student life will begin the process of notifying the student's faculty and other college personnel. When a minor illness occurs which causes absence from class, it is the student's responsibility to notify his/her instructors of the reason he/she was absent from class.

Professors wishing to verify cases of student absence due to illness or injury may do so by obtaining a written release signed by the student allowing the professor to call the student health service. The professor may call ext. 5227/5325 and verify the dates on which the student received health care. Other health information is confidential. A written notification (pass slip) will not be provided for individual classes missed due to minor illness.

### **Student Health Insurance**

Student health insurance is required of all full-time students (enrolled in 12 or more semester hours) on the Pella, Chicago and Washington, D.C. campuses unless proof of comparable coverage is provided. Each academic year the college offers a health and accident insurance plan through Bollinger Inc. (underwritten by Monumental Life Insurance). If you are not covered by another health insurance policy, the college policy premium will automatically be billed to your student account. Information regarding coverage and cost may be obtained at the college controller's office. All students should carry an insurance card of the premium under which they are covered.

*Marge Zondervan, R.N. director*

*Jaci Ray, staff nurse*

*Gisele Lehmkuhl, secretary*

### **Intercultural Life**

The office of intercultural life provides programs and support services for students of color, multiethnic and international students, as well as promoting equity and diversity throughout the campus community.

The office also coordinates programs, campus-wide events, interactive workshops, seminars, social events and diversity education through campus organizations such as the Coalition for Multicultural Campus (CMCC) and Common Ground. One such avenue is sponsoring the CMCC House (located at 1111 Independence). This house is not a residence hall but rather an intercultural center open to all students, student organizations, faculty and staff for programming, meetings and studying. The house has a kitchen, television, VCR and lounge area also available. Although intercultural events, activities and services are the main function, it is a welcoming space for all. Two students live in the house and serve as managers.

#### **Hours:**

Monday-Thursday

10 a.m. to midnight

Friday-Sunday

10 a.m. to 1 a.m.

*Brandyn Woodard, director*

## Leadership Development Programs

These programs and seminars are designed to work with students at all levels of leadership development. The Leadership Development Institute operates in the spring semester with students participating who are nominated by faculty, staff and their peers. Watch for information and invitations to participate in these valuable experiences.

*Dr. Louise Esveld, coordinator*

## Residential Learning

The assistant dean of student life is responsible for developing and administering a comprehensive, developmentally based living/learning program for resident students. The assistant dean coordinates the residence life program, room assignments, room changes and all issues related to residence hall living.

It is Central College's philosophy that part of the educational process is that students be provided the opportunity to learn and develop skills outside the classroom, and that a total educational experience takes place when the curricular and co-curricular activities compliment each other. The Central College residence life program offers these opportunities, providing a variety of living options where students can grow and learn. We believe our program is one of transitional opportunities beginning with traditional programs and services for freshmen, and giving increased levels of responsibility to upper-class students.

The types of living/learning centers on Central's campus include traditional residence halls, thematic honor housing and traditional honor housing. Honor housing is available only to upper-class students.

The residence learning staff encourages your active involvement in the residence life programs.

*Lisa Hetzel, assistant dean of student life*

*Barbara E. Oscarson, administrative assistant*

## Residence Hall Directors

Gaass Hall .....	James Willson
Graham Hall .....	Claire Anderson
Pietenpol Hall and Hoffman Hall .....	Scott Hendricks
Scholte Hall .....	Melissa Sharkey
Honor Houses .....	Tim Bates

## Safety and Security

### Sidewalks

Sidewalks are primarily for pedestrian use. Vehicles such as bikes must yield to pedestrian traffic. Bikes, cycles, mopeds, etc. are not to be parked in building walkways or entrances.

Only students, staff and their family members will be allowed on-campus recreational in-line rollerblading. Campus and personal property damage caused by anyone involved in "extreme" rollerblading or skateboarding will be handled as vandalism.

### Registry

The Campus Sex Crimes Prevention Act, section 1601 of Public Law 106-386, requires individuals who are already required to register in a given state provide



notice, as required under that state's law, of each institution of higher education in that state in which that person is a student or at which the person is employed or carries on a vocation. The college expects that all individuals required to make their whereabouts known regardless of reason, do so appropriately and promptly as prescribed. Failure to do so will result in conduct action being taken and may result in sanctions up to and including suspension or dismissal from the college. Individuals seeking information on registered sex offenders within the Pella and Central communities are directed to [www.iowasexoffenders.com](http://www.iowasexoffenders.com).

### **Liability**

College insurance does not cover damage to or loss of student's property by fire, water or theft. It is a good idea for each student to know if his or her personal possessions are covered by family policies and, if not, to obtain such coverage.

### **Accidents**

Any accidents that occur on campus, especially those resulting in personal injury, should be reported to the offices of student life and security.

### **Campus Security**

Students are encouraged to report incidents of theft, vandalism or other threatening behavior to campus security, residence hall staff and the student life office. Conversation with one of the student life staff can prove to be helpful and, at times, the information should be reported as an alert to the campus. An annual security report is compiled by the student life office and distributed annually to all members of the Central community via email, is available online at <http://www.central.edu/campuslife/crimereport.pdf> and is available to students and/or staff upon request at the student life office or the security office.

### **Safety and security**

Students are urged to use normal safety practices on campus; keep your room locked at night or when not occupied, walk in lighted areas at night, label personal belongings, etc. Campus security is designated to protect people and property. They offer night escort service and can be reached by dialing "780-CUIS" (2847) or "0" (operator) for assistance. Brochures on campus safety and security are available in the student life office and at campus security.

### **Motorcycles and Bicycles**

Motorcycles and bicycles may not be parked or stored in public areas. This includes hallways and lounges in both traditional and townhouse units. Storing or parking bicycles in stairwells or hallways presents a fire safety issue and is also prohibited. Approval for bike storage, such as during break, must be approved by the residence hall directors responsible for the facility.

There is a FREE, voluntary, bicycle registration program for the purpose of discouraging theft or borrowing, and for assisting in identification when necessary. Registration may be done at the same time as the annual vehicle registration at the Security office.

Bicycles are to be locked to approved bicycle racks only. Bicycles locked to light poles, trees or any other non-approved object will be removed at the owner's expense (e.g. cutting off locks and chains).

Bicycles left unused by academic buildings will be marked and, after 48 hours, moved to storage. Students will have to call the security office at ext. 5291 to reclaim.

## Motor Vehicles

All motor vehicles parked on campus must be registered at the campus security office and display a registration permit. This includes students who have motor vehicles at school and those who drive from their local residence. Permits may not be transferred from person to person or from vehicle to vehicle.

The cost of registration is \$30 per year for upperclass and commuting students; \$15 per year for freshmen.

Temporary permits are available at no cost for vehicles brought to campus for a short period of time. Temporary permits are available at the security office.

All students are expected to observe posted rules as well as state and local traffic laws while on campus. Safe driving is a must. Students are required to park in their assigned lots at all times. Parking on city streets is highly discouraged because of the potential to receive a city parking ticket as well as respect for our campus neighbors. Unauthorized use of a parking permit will result in a fine plus forfeiture of all parking privileges for a minimum of one semester.

The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of the parking regulations. Each motor vehicle operator is responsible for obeying the posted signage in each campus parking lot which describes the parking stickers allow in that lot.

### Violations and Schedules of fines:

Handicapped zone	\$100
Non-registered vehicle	25

The following violations are \$10 *each*:

- Blocking fire lane/service drive
- Registered vehicle - wrong lot
- Expired staff permit
- Parking on sidewalk or grass
- Parking in designated visitors' space

The following violations will lead to notification and the possibility for liability for towing at the owners expense:

- Documented habitual violation, defined as five or more of the above violations during any given semester.

## Student Activities Center (S.A.C.)

Open 10 a.m.-6 p.m., Monday-Friday

The Student Activities Center (S.A.C.), located in the lower level of Maytag

Student Center, serves as the hub for a wide variety of social, cultural, and educational activities for students, faculty, and staff at Central College. Opened in fall 2005, the S.A.C. provides opportunities for students to develop the "real-life skills" for which their classroom work serves as a foundation in terms of event planning, organization management, and leadership development. Student organization leaders spend time here receiving help planning events, learning about promoting activities, and developing their skills as a leader.

Overseeing the direction of the S.A.C., as well as serving as an on-call advisor to all organizations on-campus, the director of student involvement works to create a comprehensive activities program that supports the physical, intellectual, emotional and spiritual development of all students. The director serves as the primary advisor to the Campus Activities Board (main level, Maytag) and The Pelican Yearbook, (lower level, Maytag Student Center). The daily administrative operations of the Student Activities Center are handled by student managers who also assist student leaders in planning their organization's events and promotional campaigns.

The programming associated with student organizations is funded through Student Senate by the student activity fee. The student activity fee, \$150 for 2006-07, is collected from each student. Large-scale programs are planned by the Campus Activities Board (CAB) which is an organization formed by students for students to plan campus-wide events (e.g. concerts, comedians, dances, lectures). The student activity fee also funds smaller events planned by any of the other 60+ student organizations in addition to free swimming, bowling, newspapers, yearbooks, and more. This fee is non-refundable should a student withdraw from school. An activity pass for spouse and family members of full-time students is available at the student life office at no additional charge.

Any student who is interested in starting a new student organization or revitalizing an older one should make the Student Activities Center his/her first stop! Likewise, any group needing resources such as posters, fliers, paint, window markers, and more should stop down to see what the S.A.C. offers. If you have questions about joining an organization, planning an event, leadership training that is offered, or just want to check us out call ext. 5243 or stop by 10 a.m.-6 p.m., Monday-Friday.  
*Bonnie Dahlke, director*

### **underGROUND**

This area offers a great space for laidback meetings or social events. The room consists of a variety of seating options, a large screen television, and kitchenette. The underGROUND may be reserved for use through conference services, ext. 5189.

### **Entertainment**

Looking for something to do? A variety of student organizations and campus departments plan events for students throughout the year. Upcoming events may be found on the activities calendar at <http://my.central.edu> and on table toppers in Central Market. The Campus Activities Board (CAB), an organization formed by students for students, frequently hosts large-scale campus wide entertainment including comedians, bands, dances, lectures, and more. Look for their posters throughout campus for dates and times of their events. Also, take advantage of free athletic, music, and theatre events throughout the year as well as free swimming and discount movie tickets in Pella.

### **Student Support Services**

Student support services is a federally funded program designed to offer academic support to 200 qualified students, the goal being to graduate all participants.

To meet this goal, student support services offers programs to help students successfully achieve their transitional and academic goals. These programs include the college success course, the Center for Academic Excellence, individual tutoring, academic advising, personal counseling, career exploration, cultural events, study skills workshops and support/discussion groups.

In order to be eligible for student support services, a student must meet one or more of the following guidelines:

- meet specified income requirements (middle to low income).
- be the first generation from his or her family to go to college, i.e. neither parent has a bachelor's degree.
- be physically disabled or learning disabled.

If you feel you meet one or more of the above guidelines and are interested in student support services, call ext. 5247.

*Nancy Kroese, director of student support services*  
*Sue Vander Linden, student support services assistant*  
*Matt Diehl, program coordinator*

# Academic Programs & Chair Persons

## Division Chairpersons

Applied Arts	Phil George (08)
Behavioral Science	Bob Maurer (09)
Cross Cultural	Pat Westphal (09)
Fine Arts	Treva Reimer (07), Anne Petrie (Interim 07)
Humanities	Walter Cannon (07), Terry Kleven (Interim 07)
Natural Sciences	Robert Franks (08)

## Department Chairpersons

### Applied Arts:

Elementary/secondary education	Joy Prothero (08)
Exercise science	Dave Pavlat (08)

### Behavioral Science:

Communication Studies	Richard McGrath (09)
Economics/accounting/management	Jaelyn Rundle (09)
Political science	Keith Yanner (09)
Psychology	Peggy Fitch (09)
Sociology/anthropology	Jon Witt (09)

### Crosscultural:

Library Science	Robin Martin (09)
Modern languages (French/German/Spanish)	Silvia Rode (09)

### Fine Arts:

Art	TBA, Sam Watson (Interim 07)
Music	TBA, Mark Babcock (Interim 07)
Theatre	Mary Jo Sodd (07)

### Humanities:

English	Mary Stark (07)
History	Michael Schrier (07)
Philosophy/religion	David Timmer (07)

### Natural Sciences:

Biology	Glenn Barnett (08), Ellie Du Pré (Interim 07)
Chemistry	Cathy Haustein (08)
Mathematics/computer science	Stephen Fyfe (08)
Physics	Viktor Martisovits (08)

**Chairpersons - Interdisciplinary Majors**

Environmental studies..... Anya Butt (09)  
General studies ..... Michael Schrier (07)  
Information systems ..... Kevin Den Adel (09) and Stephen Fyfe (08)  
International studies..... Michael Schrier - West European studies (07)  
..... Allison Krogstad - Latin American studies (09)  
..... Michael Harris - African studies (Interim 07)  
Linguistics..... Philip Webber (09)  
Natural sciences..... Louise Zaffiro (08)  
Social sciences ..... Michael Schrier (07)

**Chairpersons - Interest Areas**

Pre-architecture..... Sam Watson  
Pre-engineering ..... Wenli Guo  
Pre-health..... Sciences Division Committee  
Pre-law..... Andrew Green  
Pre-ministry ..... Joel Brummel

# academic policies & Procedures

## Registration

### General Information

Students register for courses several months in advance of each semester, and have several opportunities to make changes to their schedules (see below). New freshmen starting in the fall semester generally register for courses during Freshman Orientation in the preceding summer. All students who have not made satisfactory arrangements with the controller's office for payment of all tuition and fees may 1) be ineligible to register for courses and/or 2) have their registration in courses cancelled.

Students themselves are responsible for registration in and official withdrawal from courses. Class attendance does not constitute registration in a course; likewise, absence from a class - including never attending even one class session - does not constitute official withdrawal from a course. No credit will be awarded for courses in which a student is not properly registered, and no refunds will be given for courses from which students have not officially withdrawn.

Students who plan on being considered "full time" (enrolled in at least 12 semester hours in a given semester) for financial aid, athletics, insurance, or any other purpose, must be very aware of the number of credits for which they are enrolled. Students enrolled in fewer than 12 semester hours in any semester will have their financial aid reduced according to state and federal rules, and student-athletes enrolled in fewer than 12 semester hours will be ineligible for competition in such semesters. It is each student's own responsibility to know when the student has dropped below full-time status and what the ramifications of doing so are.

### Changes In Registration

After initially registering for courses in a given semester, students have several opportunities to make changes to their schedules. Registration change forms are available in the Central Service Center. Policies governing such changes are as follows:

1. Registration changes (withdrawals, additions, substitutions) must be approved by students' academic advisers and, at times, the course instructor(s) as well.
2. Courses from which students withdraw through the 10th class day of a semester will not appear on transcripts.\*
3. Courses from which students withdraw after the 10th class day of a semester and before the end of the 12th week of the semester will appear on transcripts with a grade of "W" and no tuition refunds will be made.\*
4. Withdrawal from any courses after the end of the 12th week of the semester is not permitted.\*
5. Under unusual circumstances, a student may appeal to the associate dean of academic services for a waiver of these policies.

**\*Important:** These policies govern courses scheduled to meet throughout an entire semester. For courses that do not meet for the entire semester (for example, 1 s.h. courses such as COLL 105, EXSC 135, MUS 210, and many others):

1. Students may withdraw only through the first week of class without a transcript notation.
2. Withdrawals after the first week but before 75 percent of the regularly scheduled class sessions have been conducted will be noted with a grade of "W" on the student transcript.
3. Withdrawal after 75 percent of the regularly scheduled class sessions have been conducted is not permitted.

### **Course Accommodations**

Central College abides by interpretations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that stipulates no student will be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight or mobility impairments, and other health related impairments. If students have a documented disability that may have some impact on course work in classes and for which accommodations may be required, they should notify their instructors and Nancy Kroese, director of student support services and disabilities services coordinator, (ext. 5247) so that needs can be reviewed and accommodations made.

### **Overload**

Students who wish to enroll in more than 17 semester hours of credit in a semester must secure the permission of the assistant dean of academic affairs. Request forms are available in the Central Service Center.

### **Auditing**

Students may audit courses by attending class sessions and completing classroom assignments. No examinations are taken and no credit is given. Students may not audit individualized academic experiences, such as a directed study, internship, independent study, etc. Students wishing to audit courses must obtain permission of the instructors prior to enrolling in the courses. Permission forms are available in the Central Service Center.

### **Repeating A Course**

A student is permitted to repeat up to 20 semester hours of credit at Central. All course grades will appear on the transcript, but only the most recent grade earned for a repeated course will be counted in the student's cumulative grade point average. Previous credit earned will be deleted and final credit for the course will be awarded on the basis of the most recent grade earned.

Students may not repeat a course via directed study unless the student's first attempt at the course was itself a directed study.

### **Satisfactory Academic Progress Policy**

Central College admits students who we believe have the background, desire and ability to be successful in college and to make satisfactory progress toward the degree. To graduate from Central College a student must earn 120 semester hours of credit and earn a cumulative grade point average of 2.0 and a 2.0 or above in the major. Full-time students who wish to complete the requirements for graduation within four years (eight semesters) must complete an average of 30 credits each year or 15 credits per semester.

The college has established another set of minimal quantitative and qualitative

measures that students must achieve to maintain satisfactory academic progress. These standards are less aggressive than those required to complete a degree in four years.

The academic status of all students will be reviewed after each semester, as well as after each summer term. Based on that review, the academic progress committee makes recommendations to the provost regarding which students are to be warned, placed on probation with or without aid, allowed to continue on probation (with or without aid), suspended from the college for a defined period of time, or - as a last resort - dismissed.

Full-time students will be placed on probation or considered for dismissal if they are not progressing at the rate indicated below:

Student must have earned:

- 23 semester hours at the end of one full academic year
- 47 semester hours at the end of two full academic years
- 73 semester hours at the end of three full academic years
- 100 semester hours at the end of four full academic years

and have a cumulative grade point average of at least:

- 1.600 after 1 semester
- 1.700 after 2 semesters
- 1.800 after 3 semesters
- 1.850 after 4 semesters
- 1.900 after 5 semesters
- 1.950 after 6 semesters
- 2.000 after 7 semesters

Students will be considered as attending full-time unless they have completed a declaration to attend as a part-time student with the academic records and registration office prior to the end of the drop/add period. Students should contact the student financial planning office to determine financial aid eligibility for less than full-time status. If a student has completed a declaration to attend as a part-time student at any time in their Central enrollment, the student's satisfactory academic progress will be based on the following standards:

Students who earn from 1-23 semester hours must maintain a cumulative grade point average of 1.700, 24-47 hours must maintain 1.850, 48-73 hours must maintain a 1.95 and from 74 or more hours must maintain a 2.000.

All enrolled students who have triggered a review in any semester will continue to be monitored until completion of their degree. All students are expected to complete their degree within a maximum time frame of 180 attempted credit hours. Attempted hours are those hours regularly graded (not "P"/no record) for which the student was still enrolled at the end of the withdrawal period.

Financial aid is tied to satisfactory academic progress and students in good standing will typically be eligible for financial aid for a total of four academic years. Continuation of financial assistance beyond the fourth year may be considered for students who have previously formalized their intentions to enroll as a part-time student or who have submitted documentation stating the circumstances that either prevented them from completing their degree requirements in the traditional four-year-time-frame or that require them to be enrolled for a semester beyond graduation.

### **Academic Warning**

The academic progress committee will recommend that a letter of academic



warning be sent to students to express concern about academic performance. These students will need to make a change in academic performance as they may have started on a slide into academic jeopardy and, as a result, could possibly lose all financial assistance or even be suspended. The following circumstances trigger a letter of warning for students and their adviser:

- Cumulative grade point average is slightly above the minimum cumulative GPA identified in the policy;
- The student has completed an unusually unsuccessful semester;
- The student has withdrawn from courses and is likely to jeopardize satisfactory academic progress based on credits completed; or
- The student's progress is revealing a downward trend, which could place him or her in academic jeopardy if the trend continues, either by virtue of grade point average or in attempted credits completed.

### **Academic Contract Probation**

Central College will work closely with students who do not maintain satisfactory academic progress in an attempt to help them overcome initial mistakes. When a student has earned a cumulative grade point average below the level of satisfactory academic progress or completed fewer credits than required, the student will be placed on "contract probation". Contract probation is a one-semester grace period during which students will continue to receive financial aid. Scholarship levels, however, may be adjusted downward based on established GPA requirements.

*The contract probation student must agree to:*

- Complete a minimum of 12 semester hours;
- Enroll in courses that are graded (no pass/no record courses); and
- Attend all classes.

*The college will:*

- Provide financial assistance during this grace semester;
- Monitor student progress in classes; and
- Provide academic support and advising support.

Students who return to satisfactory academic progress after one semester of probation with financial aid will be removed from academic probation. Students who show significant improvement but do not return to satisfactory academic progress may be allowed a second semester of probation with aid at the discretion of the academic progress committee. No student will receive more than two semesters of probation with financial aid. Students who demonstrate limited improvement may be provided a second semester of probation, but without financial aid.

### **Academic Suspension**

Some students may require a firm break from studies before they are able to prioritize their academic goals and achieve a college degree. Generally, students are suspended when they have previously been on contract probation and continue to fall significantly below the satisfactory academic progress standards. Students who have a serious drop in grade point average (including, but not limited to, all failing grades) may be suspended from the college without benefit of a contract probation period. Students who are suspended are not allowed to register for classes and, if previously registered, will be removed from classes. All financial aid and charges for an upcoming term will be canceled and any prepaid accounts will be refunded. A transcript notation will indicate that the student has been suspended for academic reasons.

**Academic Dismissal**

Students who consistently fail to meet satisfactory academic progress standards will be dismissed from the college. A transcript notation will indicate that the student has been dismissed for academic reasons.

**Appeal Of Academic Suspension Or Dismissal**

Students who have been suspended or dismissed for academic reasons may appeal to the provost in writing. Permission to continue may be granted if there is evidence of factors beyond the control of the student. Students who successfully appeal a suspension or dismissal decision will be placed on probation without financial aid. If the appeal is denied, the suspended student may reapply to the office of admission after one calendar year. The application will be evaluated in light of interim experiences that reflect increased readiness to achieve academically. Students who are dismissed may reapply after sitting out for two semesters (one full academic year). Freshmen may reapply after one semester out of school. Students who reapply have greater likelihood of admittance if they show evidence of growth by successfully completing courses at another institution, securing counseling to resolve personal issues, etc.

**Mitigating Circumstances**

Central College may set aside the satisfactory standards for an individual student if it is determined that an unusual situation affected the student's progress. The academic progress committee will make this determination on behalf of the student. Mitigating circumstances would include:

- Serious/prolonged student illness;
- Serious injury suffered by the student; or
- Death of a close relative;
- Other circumstances may be considered on a case-by-case basis with supporting documentation.

**Other Elements To Be Considered**

Courses that are dropped during the official drop/add period will not appear on the college transcript. Courses from which students withdraw after the 10th day of class and before the end of the 12th week of the semester will appear as a "W" on transcripts. No tuition or fee refunds will be made for course withdrawal after the 10th day of class and aid will be based on credits enrolled at the end of the 10th day of class. Additions after drop/add may incur additional charges, however financial aid will remain based on enrollment status at the end of the drop/add period. Students may not withdraw from a course after the 12th week of school if the course is scheduled to meet the entire semester.

Students who wish to withdraw entirely from the college must complete a withdrawal form in the student life office and must have an exit interview with the dean of student life or an appointed designee and the office of student financial planning. Students living on campus who withdraw from the college must vacate their residence hall room within 24 hours. College housing is for enrolled students only. The courses and term for which the student enrolled will be counted for satisfactory academic progress purposes. Students who received financial aid will have the term counted as one of their terms of financial aid used toward the maximum financial aid eligibility.

### **Amended Student Records**

Assessment of students' satisfactory academic progress is based on students' official academic records at the time of the progress review. Records which are, at a later date, amended to reflect appropriate changes (for example, when a grade and, consequently, GPA is changed because a student repeated a course [see "Repeating a Course" policy], or when a grade of "I" is replaced by a standard letter grade [see "Grading System and Policies]) are deemed official as of the date they are amended.

The academic progress committee may, at the point at which a student's record is officially amended, reassess the student's academic status and, accordingly, place the student on probation, or suspend or dismiss the student.

In addition, prior to an academic records being officially amended, for the purpose of determining a student's academic status the committee may choose to calculate the grade point average and completed credits using a different formula that accounts for the record not yet amended.

### **Treatment Of Transfer Courses**

All credit accepted for transfer to Central College will be included in all calculations of satisfactory academic progress.

### **Treatment Of Noncredit Or Remedial Coursework**

Central College neither accepts in transfer nor offers noncredit or remedial coursework.

### **Declaration Of Major**

By the end of the sophomore year, a student must file a "declaration of major" with the Central Service Center. This is important to ensure that correct information is provided regarding the student's progress towards the degree. All interdisciplinary majors must be approved by the end of the sophomore year.

### **Filing For An Incomplete**

The incomplete grade 'I' is a temporary grade, which indicates that work for the course is not complete due to circumstances such as a major illness or death in the student's family. The date by which an 'I' grade must be replaced by a standard letter grade is to be determined by the course instructor and student, but may not be more than one semester after the last day of the term in which the 'I' grade was awarded. If the work is not completed by the agreed upon date, the grade will automatically be changed to an 'F'. In extenuating circumstances, requests for an extension beyond one semester can be made to the dean's office.

Only the associate dean or the provost can grant an instructor permission to assign an 'I' grade. The instructor must file a written request, including the written approval of the student, with the dean's office. The request must be made prior to the end of the grading period. The dean's office will notify the instructor if permission is granted.

### **Changing Advisers**

Students may change academic advisers according to the following process:

- (1) Ask a faculty member they would like as their adviser to accept them as an advisee, or request a new adviser through the associate dean of academic programs;
- (2) Complete a change of adviser form, available at the Central Service Center;
- (3) Secure signature of the new adviser;
- (4) Submit change of adviser form to the Central Service Center.

### Changing Final Exams

Students are expected to take final exams during the assigned times. Faculty are expected to utilize the final exam period for a conclusive, meaningful activity.

Students who have three finals on one day may request a change of schedule from faculty. Alternative test times may be arranged and granted with the approval of the professor.

### Withdrawal From School

The student begins the withdrawal process in the student life office. The student life office is responsible for evaluating the student's situation and noting the date of withdrawal on the withdrawal form.

The date of withdrawal should be the date that the student plans to leave campus. The student should be encouraged to route the withdrawal form immediately to the appropriate offices for signatures, stopping finally in the academic records and registration office where the completed withdrawal form is processed.

The academic records and registration office notifies the following regarding the student's withdrawal, using the later of the dates on the form, or the date the form is received in the academic records and registration office, as the official date of withdrawal:

Admission office	Library
College advancement office	Perkins loan office
Controller	Campus post office
Counseling office	Student life office
Financial planning office	Switchboard
Dining services	Student's instructors
Health service	Student's adviser

A medical withdrawal may be granted to a student who has serious health problems. A medical withdrawal is processed similarly to all other withdrawals, except that notification of the lending agency will indicate the need for a withdrawal due to illness.

The college may initiate a medical withdrawal for a student who is in need of professional help that is extensive or unavailable at the college.

### Refund Policy

#### *Central College, Pella, Chicago or Washington, D.C. campuses*

If a student officially withdraws from Central prior to completing 60 percent of the semester, institutional charges for tuition, room, board and fees will be refunded based on the percentage of the semester that has not been completed. Financial aid awarded will be returned to the federal, state and Central programs based on the same percentage. Outside scholarship or loan assistance will remain on the student account unless this creates an "over-award" situation or the donor specifically requests a refund should the student withdraw. In simple terms - if the student officially withdraws after completing 20 percent of the semester, the student would only be charged for 20 percent of the applicable tuition, room, board and fees and would retain 20 percent of their financial aid. Students who withdraw during the drop and add period will be charged an additional \$100 administrative fee.

After the 60 percent point in the semester, no refund will be granted nor will financial aid be reduced. The portion of the semester completed is based on calendar days from the first day of the semester through the last scheduled day of finals, including weekends and mid-semester breaks.

Students who do not go through the "official" withdrawal process (i.e. leave campus without filing withdrawal papers) will be deemed to have attended

through the mid-point in the semester, unless the last date of attendance can be documented, and will have their charges and financial aid adjusted accordingly.

Students studying on Central's international programs should consult the appropriate program handbook.

### **Dismissal from Central College**

Students who are dismissed from the college must vacate their rooms within 24 hours. No tuition, room, board or fees will be refunded. If the student received federal Title IV financial aid, and is dismissed prior to completing 60 percent of the term, the federal aid programs will be refunded in accordance with federal policies and based on the percentage of the term not completed.

### **Re-admission**

A student who withdrew from Central and wishes to re-enroll at a later time must reapply for admission. The application fee is waived for those who paid at the time of original application.

### **Attendance Policy**

The college expects the student to regularly attend classes. Excused absences are granted for illness or family emergencies, and the student life office (x5293) should be contacted when these absences occur. An excused absence means that the faculty member will permit the work to be made up at a later date.

All other absences must be coordinated directly with a faculty member. An unexcused absence means that no makeup work will be accepted. Students are expected to notify faculty in advance of the absence.

### **Transferring To Another College**

Students who wish to transfer to another college should follow the withdrawal procedure outlined earlier. In addition, they should file a request with the academic records and registration office to send a transcript of their work to the new college.

### **Transcripts**

Copies of a student's permanent record will not be forwarded to anyone without written consent of the student or under valid legal process. A transcript request requires 48 hours to be processed. The student's account, including loans, must be in good standing with the controller's office before a transcript will be released.

### **Grade Appeal Process**

Central College has an interest in ensuring that fairness prevails in the grading process to the extent that this is humanly possible.

Students who believe that a final grade that they received is incorrect should begin the following process for appeal within one month of the beginning of the semester following the semester in which the grade was received. Prompt action is to everyone's benefit in resolving these issues.

Only grades issued by Central College faculty may be appealed. Grades from other institutions must be appealed at those institutions. The student should review the class syllabus and the requirements for grading, and collect his/her graded assignments for the class in question. Make an appointment with the faculty member of the course and request that the grade be reviewed and refigured to determine if an error has been made.

If, after recalculation and conversations with the faculty member, the student still believes the grade is incorrect or unfair, the student should make an appointment with the associate dean of academic programs. The associate dean will assist

the student in reviewing the class requirements and help the student determine if he/she has a reasonable case. In the interest of accuracy and fairness, the associate dean may assist the student in writing a letter of appeal. The associate dean will discuss the student's concerns with the faculty member, and if further review is necessary, may ask the department chair and division chair or anyone whom the associate dean considers appropriate, to objectively review the appeal. These faculty colleagues will consult with the faculty member involved to discuss fairness and calculations. They will report their findings to the associate dean, who will discuss them with the student. If the student believes the above process has been unfairly applied, he/she may further appeal to the dean of the faculty.

Final responsibility for grades given in a class rests with the instructor of that class.

### **Student Records**

Records are kept for the benefit of students. They provide the administration and faculty with information needed to assist the student in the educational process and supply information when a student is seeking admission to another college or when information is sought by an employer or a potential employer.

Students may inspect their official records maintained by the college upon request to the office which maintains the file.

#### **A. Records kept by the college:**

- (1) Academic transcripts and selected other academic information are kept indefinitely.
  - a. Academic records and registration office
- (2) Student personal files are kept in the student life office for five years after the student leaves Central.
  - a. Application
  - b. Personal data sheet
  - c. Grades
  - d. Correspondence
  - e. High school transcripts
- (3) Conduct records are maintained for seven years from the time they are created. This is a separate file in the student life office.
  - a. Results of hearing board
  - b. Result of other disciplinary action
- (4) Student diagnostic portfolios are destroyed when a student terminates his or her relationship with the college. This is a separate file in the center for academic excellence.
  - a. Diagnostic information
  - b. Skills records
- (5) Financial
  - a. Account card showing charges and payments are kept three to five years.
  - b. Payroll records must be kept indefinitely
- (6) Medical records are kept in the health center for five years.
  - a. Physical health records
  - b. Mental health records

B. Access to files is limited to employees maintaining the records, professional staff and members of the evaluating committees.

C. Public information such as that found in the student directory or the yearbook is

available to anyone.

- D. Information may be released at the initiation of the student.
- E. Members of the administration and faculty are reminded that information in a student's file and information gained by them in student conferences is confidential and should be respected as such.

Directory information relating to the student will be released unless the student specifically withholds permission to do so. This information includes: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

### **Academic Integrity**

The mission statement of Central College charges us to "promote the sensitivity to and appreciation of values essential for students to become effective citizens" at the local, national and international levels. These values include mutual respect and justice. Mutual respect for our colleagues and ourselves requires that we perform our work with integrity. Justice requires adherence to a process that upholds Central College's standards of academic integrity. Justice also requires creating an atmosphere of intellectual safety where individuals know their work is secure from being copied by others or abused in any way. An academic community with a high degree of integrity is essential if Central College is to succeed in its mission and sustain an academic center whose scholarship and graduates are valued.

Integrity in academic performance is about much more than grades earned, it is about how individual members of the academic community have earned their grades. Because you are responsible for and accountable to upholding these standards of integrity, this guide is provided as a resource.

### **Academic Honesty**

A key component of academic integrity involves taking on the responsibility of being honest in the production of our work as scholars. Academic honesty requires that we do not plagiarize, engage in inappropriate or unauthorized collaborations, cheat, aid others in being academically dishonest, or engage in other activities that are dishonest such as misusing technology or other college resources. Each of these violations of academic honesty threatens the overall integrity of Central College, and all members of our academic community. Thus, these violations cannot and will not be tolerated.

### **What To Avoid**

*Plagiarism and/or misuse of ideas from other sources:*

- Deliberately representing the work of someone else as your own work. Using the ideas, text, formulas, images, or other materials produced by someone else and not acknowledging them as the source.
  - Cutting and pasting the work of others into your assignments without acknowledging the source of this material. This includes material taken from the web or Internet as well as from books, journals, and mass media.
- Failing to provide proper and complete identification of sources for material incorporated into your own work whether text or graphics.

- Not including proper within text citations and/or proper footnotes or endnotes.
- Not including a full citation on the reference page for each and all sources used in producing your work.

*Unauthorized collaborations:*

- Working in teams or groups without the instructor's knowledge or permission.
- Turning in the same or very similar paper for multiple assignments without the knowledge and permission of each instructor involved.

*Cheating:*

- Copying homework or test answers/responses from other students and turning it in as your own work.
- Use of cell phones, cameras, personal data assistants (PDA's), calculators without the instructor's permission to gain an advantage on an exam or course assignment.
- Using unauthorized materials on an exam or assignment.
- Presenting others' work as one's own.
  - Obtaining work or unauthorized assistance from another student.
  - Obtaining work or unauthorized assistance from another source such as online term papers or help.
- Failing to report miscalculations in grading.

*Facilitation of dishonest academic activity:*

- Use of technology such as cell phones or Internet to assist another student in gaining an illicit advantage on an exam or course assignment without the instructor's permission.
- Doing work for or providing work to another student who misrepresents this work as being his or her own.
- Assisting another student to earn a grade that is not by that student's own efforts.
- Failure to report cheating or other dishonest acts by others.
- Allowing others to view your work during exams or assignments, including leaving materials on a public access hard drive or other media.

*Improper use of technology:*

- Using technology in ways that violate copyrights.
  - Downloading copyrighted material from the Internet to avoid purchasing of the same material, i.e., music songs or video material.
  - Cutting and pasting material from the Internet into your own work without proper acknowledgement of the source(s).
- Sharing electronic files of copyrighted material with others and not having permission from the copyright holder.

*Falsification of credentials or grades:*

- Presenting false credentials.
- Altering or forging official college documents and/or files.

**Responsibilities for Maintaining Standards of Academic Honesty**

Each member of the Central College community is responsible and accountable for maintaining these standards of academic honesty if the integrity of the college is to be maintained.

Instructors must model academic honesty, as well as provide guidance and monitor academic projects to be certain that works are really created by the student. Course instructors must also be aware of changing laws regarding dishonesty (i.e.-



copyright violations) in order to avoid problems both for themselves and their students. Should infractions of academic honesty rules occur, it is the duty of the faculty to report and act on any suspected dishonesty in a timely fashion.

Students must know the rules. When in doubt, inquire. Not every situation that can cause problems is covered in this section of the college catalogue. Seek out and understand what is considered dishonest (both college rules and general societal rules) for submitting work that is your own and/or to appropriately document the source(s) from which work is taken. Maintain high standards for yourself and others.

Administrators administer the policies that govern reported dishonesty and encourage honesty in every endeavor.

#### **Procedures For Violations Of Academic Standards Of Integrity**

1. In a case of perceived academic dishonesty, the student will be presented with all of the evidence compiled by the instructor within the shortest possible time after the alleged infraction has been identified. The department chair will be notified of the situation before the instructor makes any disposition of the case. If the student denies the allegation, the evidence will be reviewed and evaluated by the department chair.
2. When a student is observed cheating on a test, the faculty member will confront the student as soon as is feasible but before the student leaves the classroom building. The instructor will take custody of the evidence, i.e., notes, and the test. The student may be removed from the course and a failing grade issued. The faculty member will consult with the department chair and the associate dean.
3. Depending on the nature of the offence, the penalty for academic dishonesty ranges from permission to redo the project (if the violation was inadvertent), failing the project, to failing the course. The instructor of the course will determine the penalty in each specific case in consultation with the associate dean.
4. Students may appeal in writing to the associate dean and a hearing will commence to review the evidence presented by the faculty member
5. Every case of academic dishonesty will be reported to the dean of academic services of the college indicating the nature of the offense and the action taken. A letter of probation or warning will be sent to the student and a copy placed in the student's file. A second offense is grounds for dismissal from Central College. The college will keep all files for 5 years after graduation or withdrawal from Central College.

#### **Information On Academic Integrity**

For further information about plagiarism and other violations of academic integrity, go to the Geisler Library home page. Under the heading Research Assistance, you will find two specific resources devoted to issues of academic integrity. The first resource titled Citing Resources provides specific information on using the most common academic citation formats to properly cite sources both within the paper and on the reference page(s). The second resource titled Copyright & Academic Integrity provides information on the proper use of copyrighted material and how to avoid plagiarism of other people's materials.

#### **Changes to the Academic Policies and Curriculum**

Graduation requirements, courses, major/minor requirements and other related academic policies and curriculum offerings can and do change throughout the year. Contact the academic records and registration office for details on all such changes.

# *o p p o r t u n i t i e s* *for involvement*

## **Athletics**

### **Intercollegiate athletics for men and women**

Central is a member of the Iowa Intercollegiate Athletic Conference and the NCAA Division III. An athlete's eligibility for intercollegiate competition is governed by standards of Central College, the Iowa Conference and the NCAA. For complete eligibility rules, see the director of athletics.

The college participates in football, wrestling, cross country, basketball, baseball, track, golf, soccer and tennis for men. The women's intercollegiate program fields teams in cross country, basketball, golf, tennis, volleyball, soccer, track and softball. Intramural athletics

The Central College intramural program attempts to provide each student and staff member with an opportunity to participate in organized and informal sports. Through participation, it is hoped that the individual will find competition, challenge, fun and physical activity. Activities will range from team sports to individual and dual competition.

The entire I.M. program for men, women and coed activities is governed by the I.M. director and partially administered by upper-level students majoring and minoring in exercise science as well as the intramural council.

Enrollment procedures, rules, schedules and publicity are distributed through the I.M. director's office. Students who participate in intramurals should carry health insurance to cover injuries that could occur during I.M. activity.

All students and staff will receive information of I.M. rules in September. Periodic announcement of activities will be publicized in the campus Crier, Central Ray and the Central website.

### **Kuyper Athletic Complex**

Central's athletic facilities are available for student use and include four racquetball courts, gymnasium, fieldhouse, fitness center (weight room), exercise room and intramural fields. The fieldhouse and gymnasium house an indoor track, tennis courts, batting cages and basketball/volleyball courts.

#### **\*Hours**

Monday-Thursday	6 a.m. -10 p.m.
Friday	6 a.m. - 6 p.m.
Saturday	9 a.m. - 6 p.m.
Sunday	1 p.m. - 8 p.m.

\*Exceptions may occur on days of athletic events, holidays and vacation days. See the Kuyper Athletic Complex handbook for details.

## **Communication Studies**

### **Central College Speech Team**

The speech team competes with colleges and universities throughout the Midwest. Students participate in both original (persuasive, informative, sales, communication analysis, impromptu, extemporaneous, and after dinner speaking) and interpretive (prose, poetry and dramatic duo) events. Any Central student is eligible.

## **Music**

### **A Cappella Choir**

Members are chosen by audition, with membership limited to 60. The choir performs several times a year on campus and takes an annual concert tour.

### **Chamber Singers**

The Chamber Singers perform a variety of music suited to the small vocal ensemble, from English and Italian madrigals of the Renaissance to popular songs of today.

### **Symphonic Wind Ensemble**

With emphasis on quality wind repertoire, the 50-member select wind ensemble is open by audition, which will be held the first week of school. The ensemble tours annually and presents concerts on campus.

### **Jazz Ensemble**

The Jazz Ensemble studies and performs music of the jazz idiom with emphasis on individual improvisation. Open by audition.

### **Instrumental & Vocal Combos**

Open by audition. Solo opportunities for vocalists and instrumentalists interested in performing jazz or contemporary music. Combos perform several times each year.

### **College-Community Choir**

Membership in the College-Community Choir, a large choral ensemble, is open to Central students and to singers from Pella and the surrounding area. Performs one concert each semester, featuring soloists from the choir.

### **College-Community Orchestra**

The orchestra is comprised of students, faculty, townspeople and guest musicians. Performs four concerts on campus.

### **College-Community Band**

Membership in the College-community Band consists of Central college students and people from the community. Performs once each semester.

### **Percussion Ensemble**

This ensemble performs a vast repertoire of percussion music from the U.S., South America, Europe and Africa containing an emphasis in 20th Century percussion ensemble literature.

### **Steel Drum Ensemble**

The "Flying Pans" steel drum ensemble performs music from the Caribbean ranging from soothing Calypso music to the fast-dance music of Soca. This touring ensemble performs several concerts/gigs throughout the year, and performs a "special" concert each fall featuring the music of a rock band. Past concerts include the Led Pans (Led Zeppelin), SanPana (Santana), Aerosteel (Aerostone) and Caribbean Rhapsody

(Queen).

### **Instrumental and Vocal Ensembles**

These are organized as proficient players and singers are available in order to study and present literature for a variety of chamber ensembles.

### **Music Recitals**

Solo performances are presented by faculty members, music majors and guest artists throughout the school year.

### **Pep Band**

The band performs at home football games and is open to all students without audition.

### **Theatre**

Theatre Central produces three or four major productions each year as well as numerous STUDENT studio productions and DIRECTING PROJECTS. Any student is eligible to audition or volunteer for crew work. If interested in the productions or classes, please contact the current chair of the department or the technical director.

## **Student Government**

### **Student Senate**

Although ultimate authority for decision-making at the college lies with the Board of Trustees through the president, the Student Senate of Central College is the student arm of the governance process on Central's campus. It covers all aspects of campus life — religious, political, economic, social and academic. The Senate attempts to represent the student viewpoint to administration and faculty in regard to policies and rules that affect students.

The Student Senate is comprised of 40 senators, who are elected in the spring each year in an at-large election and by precincts in the fall. There are five executive officers (president, senate leader, secretary, treasurer and parliamentarian) who coordinate day-to-day complexities of campus life. The Student Senate operates in three basic ways,

- (1) student-faculty committees
- (2) Student Senate standing committees, and
- (3) by functions of the Senate as a body.

The various student-faculty committees are:

#### **1. The Committee on Faculty Policy**

Consists of seven faculty, elected at large, and two students who vote on all matters. The chair will be chosen from the members elected by faculty. Its functions are to govern overall academic planning as it relates to the strategic planning of the institution, develop and oversee faculty policy and procedure, receive proposals, reports and recommendations from other committees, oversee faculty operations, including setting faculty meeting times, revise the faculty handbook, conduct faculty elections and coordinate committee activities, as well as acting as a faculty liaison to the president.

#### **2. The Committee on Faculty Personnel**

Consists of seven tenured faculty and two students (non-voting). Responsible for all issues related to faculty appointment, evaluation, promotion and tenure recommendations.

### **3. The Committee on Academic Standards**

Comprised of three faculty and two student representatives, the primary function is to review general degree requirements, scholarship requirements and standards for academic honors and awards.

### **4. The Teacher Education Committee**

Three faculty elected at-large, the education department chairperson, two students and one practitioner sit on this committee. The primary functions are as established by the Iowa Department of Education.

### **5. The Curriculum Committee**

Consists of six faculty, one elected by each division, and three students. Its functions are evaluation, supervision and review of policy and decisions regarding academic credits, consideration of all requests for course changes, the continuing evaluation of the curriculum, and the supervision of general course requirements.

### **6. The Off-Campus Programs Committee**

Comprised of four faculty and two students, this committee focuses on promoting awareness and opportunities available off-campus, including study abroad, programs fulfilling the experiential component of the core, and internships. This group also assists with re-entry programs, the development of policies affecting student participation and advising the associate dean on curriculum issues in this area.

### **7. The Assessment Committee**

Consists of four faculty and two students. Responsible to carry out departmental program assessments, assess the effectiveness of the core curriculum, encourage opportunities for faculty to teach communication skills across the curriculum, assisting departments with skills endorsement requirements and coordinating efforts with the center for academic excellence.

### **8. Campus Life Committee**

Made up of five faculty and five students, this committee holds a dual focus: to coordinate campus cultural events and speakers, which includes the allocation of funding, and to monitor programs dealing with the out-of-class lives of students. Functionally the focus is on supervision of rules and standards of conduct within the residence halls and on campus.

### **9. Media Board**

Consists of nine members; five students - two appointed by the Student Senate and three elected at-large in an all-campus election. The other four are non-student - one appointed by the faculty and one appointed by the administrative committee. The two publications advisers (i.e., one for The Ray and one for the Pelican) are selected by the board. The board will act as an overseer for The Ray, the Pelican, The Knickerbocker, KCUJ (college radio station) and any other student produced publication placed under its control by the Student Senate.

### **10. Gender Equity Committee**

This advisory council to the president consists of at least nine appointed representatives (three from the faculty, one administrative professional staff plus the director of intercultural student life, two support/technical staff and two students.) The charge to the council is to pursue equity in accordance with the "Guiding Principles for Gender Equity" adopted by the faculty, students and Board of Trustees in the spring of 1995. Members serve three year staggered terms.

There are three Student Senate standing committees. These committees are: (1) the Executive Committee that consists of the elected officers, (2) the Budget and Finance Committee that appropriates the Senate's budget, and (3) the Committee on Committees that is responsible for making recommendations on committee selections.

The Student Senate office is located on the first floor of the Maytag Student

Center. Office hours will vary each semester, but will generally include morning and afternoon hours. Students are urged to drop by or call at any time or contact the officers.

**Student Senate officers 2006-2007**

President	Stephanie Turner
Senate Leader	Haileigh Meyers
Treasurer	Tyler Schipper
Secretary	Stephanie Eifler
Parliamentarian	Sarah Frese

Student Senate is given the responsibility for managing the student activity fee. Questions regarding the payment or use of this fee should be addressed to the treasurer of Student Senate.

# *student* *organizations*

## **Academic, Honorary, Preprofessional**

- Alpha Psi Omega (theatre)
- Alpha Zeta Mu (academic)
- Beta Chi (biological sciences)
- Business Club
- Chi Sigma Chi (chemistry)
- Communications Club
- Computer Club
- Council for Exceptional Children (education)
- Culture Club (sociology and anthropology)
- Economics Club
- Education Club
- French Club
- German Club
- Mu Alpha Phi (art)
- Mu Gamma Pi (music)
- Omicron Delta Epsilon/Economics Club
- Phi Alpha Theta/History Club
- Philosophy Club
- Pi Kappa Delta (forensics)
- Pi Sigma Alpha (political science)
- Political Science Club
- Pre-Law Club
- Psi Chi (psychology)
- Psychology Club
- Service Learning Club
- Sigma Tau Delta (English)
- Society of Physics Students
- Sociology and Anthropology Club
- Spanish Club

## **Sports**

- C Club (varsity letter award)
- Cheerleaders
- Dutchmen Lacrosse Club
- Intramural Council
- Men's Rugby Club
- Paintball Club
- Physical Education/Recreation Club
- Pom Squad
- Racquetball Club
- Swing Club
- Women's Rugby Club

## **Service, Education, and Political**

- Campus Activities Board (CAB)
- Circle K International - service organization
- College Republicans

Common Ground (GLBTA) - an active support group for gays, lesbians, bisexuals and transgender persons. Promoting education between heterosexual and non-heterosexual students and lead activities campus-wide for better understanding of persons of all sexual orientations.

Habitat for Humanity

National Alliance for Mental Health (NAMI)

Not-for-Profit/Big Hearts, Helping Hands Club

Service Learning Club

Social Action Organization (ACTION) - designed to promote social service around Pella and the surrounding areas.

Straight Talk - sexual assault awareness education

Student Professional Education of Iowa - political science

Student Senate

Students Anti-Violence Education (SAVE)

Students Concerned About The Environment (SCATE) - create awareness about environmental issues.

Substance Awareness

### **Intercultural**

Coalition for Multicultural Campus (CMCC) - interested in developing appreciation on campus and building bridges of communication between cultures. Open to all Central students.

### **Debate, Literary and Media**

Central Mania - on-line news source

KCUI - college radio station

The Knickerbocker - literary magazine

Media Board

Mock Trial

Pelican - yearbook

The Ray - college newspaper

Speech Team

### **Religious**

Bread for the World

Catholic Campus Ministries (Newman Club)

Central Concerns

Chapel Board

Circle of the Pagan Moon

Fellowship of Christian Athletes - confronts athletes and coaches with the challenges and advantages of following Christ and serving Him through fellowship.

InterVarsity Christian Fellowship - dedicated to presenting and challenging the campus with the principles, ideals and values of the Christian faith.

### **Social Fraternities and Sororities**

Alpha Delta Epsilon (women)

Alpha Zeta Chi (men)

Beta Kappa Epsilon (men)

Greek Council

Phi Delta Tau (men)

Sigma Phi Omega (women)

Theta Kappa Alpha (men)

Zeta Upsilon (women)



# college services

## **Information Technology Services**

### **IT services office**

The IT services office, located in the lower level of Central Hall, is responsible for technology-related services and resources campus wide. Questions or problems not addressed by the computer help center can be escalated to an IT services staff member by calling ext. 5289.

### **Computer Help Center**

The computer help center (CHC) is located near the east door of the Maytag Student Center. Students who need technical assistance using campus computer resources may visit the CHC in person or call ext 7010. Student technology assistants, supervised and trained by IT services professional staff, serve as computer lab assistants, help desk consultants and technicians.

Students who need assistance connecting their personal computers to the Internet and campus network in their residence hall rooms should contact the computer help center.

### **Computer Labs**

Over 370 computers are available for students use at various locations around campus. All computers are connected to the Internet and the campus network and are loaded with the Microsoft Office software suite and various specialized software applications.

General purpose student computer labs are located in the following areas:

- Gaass Hall (open 24 hours to residents)
- Geisler Library 3rd floor
- Graham Hall (open 24 hours to residents)
- Jordan Hall Library
- Pietenpol Hall (open 24 hours to residents)
- Schipper Fitness Center Lobby
- Maytag Student Center (computer help center)
- Scholte Hall (open 24 hours to residents)
- Weller Center Room 137 (open 24 hours)
- 1203 Independence (open 24 hours to residents)

The following departmental labs and/or computerized classrooms are also available, and normally limited to academic use for departmental assignments:

- Art (Lubbers)
- Biology/Chemistry/Physics (Vermeer Science Center)
- Communications/Theatre (Kruidenier Center 112)
- Economics/Accounting/Management (Weller 103)
- Education (Geisler Library 204)
- Exercise Science (Kuyper 222 and 226)
- Math/Computer Science (Vermeer Science Center)
- Modern Languages (Weller 102)
- Music (Cox-Snow)

### **Access to Computer Resources**

Students are allowed use of an e-mail account, access to the Internet, storage space on network file and Web servers, dial-in services, and use of campus comput-

er labs. Appropriate quotas are enforced for e-mail and server storage. IT services will from time to time establish and publish minimum requirements for personally owned computers to be allowed to connect to Central's data network. See <http://www.central.edu/itservices/policy/minimumrequirements.pdf> for more information.

### **Computer Privacy**

Privacy of users' personal data, documents and messages stored on or backed up onto file and e-mail servers will be strictly observed by IT services personnel. However, users should be aware that certain required administrative operations may occasionally result in IT services personnel seeing these data, documents and messages. Users are advised to refrain from storing information for which that possibility is unacceptable.

### **Software Copyright Compliance**

It is Central College's policy to prohibit software piracy and copyright infringements. IT services staff shall ensure that this policy is enforced at Central College. The IT services office maintains inventory records to ensure that software provided on college-owned computers is properly licensed from the publisher by Central College. It is forbidden to copy or attempt to copy college-owned software from college computers.

Receiving or being a party in copying software, or the illegal use of software, in violation of the license agreement, is a crime.

Faculty, staff and students who violate Central College software copyright compliance policies will be subject to college disciplinary action.

### **Policy on Acceptable Use of Information Technology**

Refer to <http://www.central.edu/itservices/policy/acceptableuse.pdf> to view the complete Central College policy on acceptable use of information technology. Acceptable uses of information technology include those which enhance teaching, learning and research. They support internal and external communication and collaboration in concert with Central's mission. They promote productivity and the official work of students, faculty, staff, offices, departments, recognized student and campus organizations and agencies of the college. Personal use of technology is also permissible as long as it does not interfere with other appropriate uses or violate other college policies.

### **I.D. Cards**

All full-time students are entitled to a photo I.D. card. This card is used for identification purposes as well as a pass to many college activities and events. This card is nontransferable. Married students are entitled to an I.D. pass for themselves and their spouse. These are secured through the campus services office (lower level Central Hall). Replacement I.D. cards may also be secured through the campus services office. Replacement cost is \$5.

### **Campus Communications**

#### **Central Crier**

The Crier is made available on *myCentral*, to the Central College community as a means of daily communication of official campus announcements and timely events notices. All students are encouraged to read it regularly and are responsible

for its content. Personal messages, classified ads and political statements will not be accepted for publication. Messages for The Crier may be sent to [crier@central.edu](mailto:crier@central.edu) and must be received by 8 a.m. the day of publication. Please limit message to three to four lines and three days. Sorry, no voice mail with the exception of class cancellation.

#### **E-mail**

Every Central College student is issued a Central e-mail account and is expected to check that account regularly since important information and announcements, including the Central Crier, are distributed via e-mail.

#### **Campus Mail**

Campus mail is sent through the campus post office and does not require postage. It is for official communication between campus offices and individuals. All campus mail must include a campus box number in the address. Box numbers are listed in the on-line student directory.

#### **Emergency Phone**

In order to ensure that emergencies can be reported quickly, the police can be reached by dialing 9-911 from any campus phone or 911 from an outside line.

#### **Lost and Found**

Misplaced items are turned in and claimed at the information center in the Maytag Student Center and in the campus services office, lower level of Central Hall.

#### **Student-Staff Directory**

The College maintains an on-line directory listing name, residence information and phone numbers of all students and faculty. This directory is available to all enrolled students and staff. A limited number of printed directories are available in the student life office. It is also made available to area businesses for their professional use. Directory information is not to be sold or released for soliciting purposes.

#### **van Emmerik Studio**

This multipurpose media presentation room is available for classroom and entertainment viewing of video film.

#### **Grand Central Station**

A busy room that is activity oriented to provide a social environment for food, beverages, entertainment and maybe even some study review over a cup of coffee. Vending machines in the adjacent room provide snack and beverage services when the food counter is not open.

#### **Dining services Counter**

Sandwiches, snacks, French fries, salads, beverages and daily specials.

##### **Hours:**

Monday - Friday	8 a.m. - Midnight
Saturday	10 a.m. - 11 p.m.
Sunday	2 p.m. - 11 p.m.

#### **Computer Help Center**

A lab featuring ten computers is available to students whenever Maytag is open for students to write papers and complete academic projects. Student Technology

Assistants are available to help with computer-related questions.

### **Student Office Space**

The Maytag lower level houses a number of Central's student clubs and organizations, including The Ray (student newspaper), the Pelican (campus yearbook), and KCUJ (the campus radio station).

A convenient conference table is great for student group meetings, working on projects, or engaging in study groups.

### **Central College Bookstore**

This campus store is your academic headquarters for textbooks, study aids and reference materials. It carries school supplies, residential room items, computer supplies and software (at educational discount pricing). Leisurely shop through a large selection of Central imprinted apparel and gift items. Sundries and snack items are also available.

#### **Hours:**

Monday - Friday	8:30 a.m. - 4 p.m.
Saturday	9 a.m. - noon

### **Post Office**

The campus post office is a designated U.S.P.S. substation and is a full-service post office. Students are assigned a post office box from which they may pick up personal mail. The post office also handles official campus mail (mail to and from people on campus and related to college business) which requires no postage. All mail must include a box number in the address. Please do not use a "P.O." designation for the box, as campus boxes and Pella post office boxes are in different locations.

#### **Hours:**

Monday - Friday	9:30 a.m. - 4 p.m.
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When receiving mail through the campus post office, the following address should be used:

Student's name  
Central College  
Campus Box xxxx (box # assigned by the campus post office)  
812 University  
Pella, IA 50219

### **Boat-Moore-Weller Meeting Rooms**

These meeting rooms can be used for workshops, meetings or dinners by students, staff or off-campus groups of 10-125 individuals.

### **Hinga and Vogelaar Conference Rooms**

Available for small group conferences, 8-10 individuals maximum. Reservations for all conference and meeting rooms or any other meeting area on campus can be made through the conference services office, ext. 5189.

### **Fax Service**

Students can send and receive personal faxes from the campus services office. There is a 25 cent charge per page to receive. Charges to send are \$1 for the first page and 50 cents for each additional page. The charge to send an international fax is \$4 per page. Payment must be made at the time the fax is picked up or sent. Our

fax number is 641-628-5316. Office hours are 7:30 a.m. - 5 p.m. Monday - Friday. Questions regarding fax service may be directed to ext. 7618.

### **Student Employment**

Nearly 80 percent of Central's students are given some employment opportunity during the school year. Students are allowed to earn the amount specified in their aid award but the final responsibility for whether the amount is earned belongs to the student.

Efforts are made to assign students to positions for which they are best fitted by past experience and training. Dining services employs, by far, the most students on campus therefore, the majority of freshmen students are able to work in our state-of-the-art cafeteria.

Please direct any work study questions to the student employment office located in the lower level of Central Hall, Room #1 or call ext. 5300.

### **Student Financial Planning**

The student financial planning office, located on second floor of Central Hall, is available to help you meet the challenge of financing your Central education. More than 98 percent of the student body receives financial assistance in the form of scholarships, grants, work study, and/or loans. In addition to awarding federal, state and institutional funds, the student financial planning office provides access to outside funding through a computer-based scholarship search program and a continually updated scholarship book. Financial counseling is available to all students. You are encouraged to stop by if you are considering marriage, applying for a loan, or if there has been a change in your family circumstances.

### **Financial Aid Philosophy Statement**

Central College offers a substantial academic scholarship and grant program designed to recognize qualified students. In addition, Central is committed to providing need-based financial assistance to enhance the academic component of the aid offer so that no qualified student should be denied access to a Central College education because of lack of financial resources.

We believe that funding a Central College education should be a high priority for the family and they are expected to contribute to the student's educational costs. Central College will partner with families in defraying the cost of tuition for degree-seeking students. Students who demonstrate financial need in excess of scholarship assistance will be provided priority access to federal, state and institutional grants as well as self-help assistance in the form of limited student employment and reasonable loan borrowing. Students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for need-based assistance. The FAFSA is a consistent and equitable needs-analysis system used to objectively determine the family's ability, not willingness, to pay, based on annual financial resources. Special circumstances will be considered on a case-by-case basis to determine if the FAFSA accurately reflects the family's particular situation.

Central College will also provide families who do not demonstrate financial need with access to federal and alternative loan resources available to the student and/or parent should they choose to finance a portion of the educational costs. Students who do not demonstrate a financial need will also be awarded limited student employment on a position-available basis. Funds awarded are contingent on the resources allocated to the Central College financial aid program from federal, state and institu-

tional sources. Award options may be restricted for students who file after the priority-filing deadline.

Central College is dedicated to serving a diverse student population. All degree-seeking United States citizens and eligible non-citizens meeting admission requirements and applying for need-based financial aid through the completion of the FAFSA are considered for assistance. Eligibility is considered without regard to race, religion, sex, sexual orientation, creed, color or national origin. Federal and state funding is not available for international students who have not established eligible non-citizen status with the U.S. Immigration and Naturalization Service.

## **Financial Information**

### **Check Cashing**

The controller's office will cash checks for students for amounts up to \$50. The student identification card must be presented. A \$10 fee is assessed if a check cashed by the college fails to clear the banking system.

### **Automated Teller Machines (ATM)**

ATM's can be found at US Bank (west side of the city square), Marion County State Bank (on Main Street, one block east of the campus), Hy-Vee store (Old Hwy. 163 east) Wells Fargo (north side of city square) and on campus at the Maytag Student Center.

### **Refunds**

If you lose money in an on-campus snack or soda machine, you may claim a refund at the dining services office in The Central Market. If you lose money in an on-campus laundry machine, you may claim a refund at the campus services office located on the lower level of Central Hall.

### **Student Accounts**

Amounts assessed to a student for tuition, fees, room and board are due on the scheduled payment dates. A preliminary bill will be sent prior to that date. All accounts must be paid before a student may complete registration unless special arrangements are made with the controller. Temporary credit may be extended for the following reasons:

- (1) Federal Direct (subsidized and unsubsidized) Stafford/Ford Loan, PLUS Loan or Partnership Loan funds pending disbursement. Loans are disbursed in two equal payments corresponding with the semesters at Central College. Students waiting for loan disbursements for any reason may either pay the account balance or sign a payment agreement with Central College indicating that loan funds are expected. Interest of 1 1/2 percent per month will be charged on the unpaid balance from registration day to payment date.
- (2) Outside scholarships. Provide documentation of outside financial assistance.
- (3) Family financial emergency. In an unusual situation, after all savings, loans and outside sources of funds have been exhausted, you and your family may not have the funds to pay for your account. Although the college urges all families to plan ahead to avoid such situations, the realities of unforeseen emergencies may occur. Please contact Student Accounts to make special arrangements for payment. Interest of 1 1/2 percent per month will be charged on the unpaid balance from registration day to payment date.

### **College Bookstores of America**

College Bookstores of America has contracted with Central College for the operation of the bookstore. We believe this will benefit students by providing a greater selection of items and extended hours. The students can purchase books and other items at the bookstore using a check, cash or credit card.

### **Release of Transcripts, Etc.**

Transcripts, diplomas, credentials and other college records will be released only when a student's account is completely paid.

### **SAFE program**

The college offers an opportunity for students to invest funds in an interest bearing account in anticipation of paying college expenses. The college pays and compounds weekly interest at the U.S. Treasury Bill 13-week rate plus half of a percent. This account may be used to deposit work study earnings, loan proceeds and other funds until needed to pay for subsequent semesters. Automatic transfers are made from the SAFE accounts as college costs are incurred. For more information and an application, contact the Central Service Center.

### **Monthly Payment Plan**

A monthly payment plan managed by Central College is available to students and families. An annual fee of \$25 is required. For more information and an application, contact the Central Service Center.

### **Pre-registration and Housing Deposit**

For returning students who wish to reserve courses for the following academic year and live on campus, his/her student account must be paid in full, with an additional \$25 deposit for course reservations and \$100 deposit for housing. The credits are applied against the student's fall semester bill. If the student decides not to return, the deposits are nonrefundable.

### **Dining Services**

It is the goal of Central College dining services to provide superior quality meals and service to our customers, the students of Central College. We strive to enhance any function and play a leadership role in ensuring a high quality living and dining experience. Dining services serves the Central College community by providing nutritious meals in a welcoming setting where students can come together to form a community of scholars. We do this in cooperation with the mission of the college, offering a balanced emphasis on the development of the mind, body and spirit. This is why we feel it is important that we require resident students to participate in dining on campus. All students that live on campus must be on one of the meal plans.

*The Central Market* is the main dining facility on the Central College campus. It is best to eat at the Central Market if at all possible. The Market has a wide variety of food and is "all you can eat", serving full breakfast from 7-8:30 a.m. and continental breakfast from 8:30-9:30 a.m. Lunch is served from 11 a.m.-1 p.m. with light lunch from 1-2 p.m. Dinner is from 4:45-7 p.m. These times are Monday through Friday with slightly shorter serving times on the weekend. See the full dining schedule. Your ID must be used to enter the Central Market or to participate in the meal plan at any other of the other venues. If you are not on a board meal plan (a commuting student or live off campus) you may use your ID to charge to your student account. We ask that you do not take food or drink out of The Central Market.

*Grand Central Station* is the snack bar in the Maytag Student Center. Your meal

plan may be used to choose selections at Grand Central Station during the following hours: Breakfast 9-11 a.m., lunch 1-3 p.m. and dinner 7-9 p.m. These times are made available so that students who work or have classes can eat their meal plan meals during these extended hours. Charging to your student account is still an option during all hours of operation of Grand Central Station (8 a.m. to midnight).

*The Café @ Geisler Library* is a coffee shop with various coffee drinks, juice, pop and a limited amount of pre-made sandwiches, pastries and salads. It is in operation from 7 a.m. to 9 p.m. You may either charge to your student account or to your meal plan at any time of operation. Breakfast at The Café is considered 7-11 a.m., lunch from 11 a.m.-4 p.m. and dinner from 4-9 p.m. Please remember that for the best use of money, choice and quantity, your best buy is at the Central Market.

The monetary amount that will be allowed in venues other than the Central Market for meal plan use is the student casual meal price. Those rates are \$4.50 for breakfast, \$5.50 for lunch and \$6.25 for dinner. No change will be given for money not spent. For example, if you spend \$5.25 for lunch you will not receive the change of 25 cents. You are allowed one meal purchase per mealtime and your meal purchase must be in the time given for the appropriate meal. All meal plans are non-transferable, meaning only the person who has the meal plan may use it for meals. Remember, for the ability to use your meal plan anywhere food is available on campus, you must use your central College ID Card. If you have a question about how many "meal plan" meals you have eaten during a week, just ask one of the cashiers on campus. The dining service computer system can now tell how many meals you have eaten and where you have eaten them. The accounting week runs Monday morning through Sunday evening. We at dining services are excited about this program and that we can now offer meal plan participation at different locations on campus from 7 a.m. to 9 p.m. Students or visitors are welcome to dine with us on a per meal basis which is the casual meal price stated above. Clean and proper attire is required at mealtime service.

Another added value of your meal plan is the optional Dining Etiquette Dinner class. It is offered six Mondays throughout the academic year. For more details and to sign up for this class (space is limited!), contact the Career Center at ext. 5856. This class is offered on October 5, November 15 (spring semester dates TBA). This class is offered at no charge.

If a student has a medical, work or class conflict, a reduction in the meal plan may be in order. To formally request a refund from a meal plan, please provide the following:

1. A letter explaining your unique situation. Include class status, address, phone number, ID number and why you feel you should receive a refund.
2. Written and signed explanation of the situation from a medical doctor.
3. Written work schedule with specific work times and supervisor written corroboration with signature and phone number.
4. Copy of class schedule obtained from the academic records and registration office.

This information must be provided to the director of dining services within the first two weeks of each semester. Requests must be made for evaluation each semester. Student teachers or those doing internships also have specified amounts for reimbursement for missed meals. Please see the director of dining services for all questions regarding reimbursement or reductions. The dining service offices are in The Central Market.

Meal plan changes, i.e. 14 to 20 or 20 to 14, must also be done in the first two weeks of each semester. This must be done in the student life office in the Maytag



Student Center.

A commuter meal plan is available for purchase by full time students that commute or live off campus. The commuter meal plan allows the purchaser to dine in The Central Market only for any 50 meals during the semester. Your Central College ID card will be programmed to count down from 50, allowing you to know how many meals you have left on your plan.

If any special dietary needs are required please contact the director of dining services in the Central Market (ext. 7686). A meeting will be set up to discuss your specific requirements and see how we may be of assistance.

The Central Market has four side rooms that may be reserved for meetings or separate dining functions. These rooms may be reserved by calling conference services at ext. 7699.

## Central Market Hours

### Breakfast

<i>Monday thru Friday</i>	7-8:30 ( <i>complete</i> ) 8:30-9:30 ( <i>continental</i> )
<i>Saturday</i>	7:30-9 ( <i>complete</i> )
<i>Sunday</i>	<i>no breakfast</i>

### Lunch

<i>Monday thru Friday</i>	11-1 ( <i>regular lunch</i> ) 11-2 ( <i>deli, pizza, bakery, salads</i> )
<i>Saturday</i>	11-1 ( <i>regular lunch</i> )
<i>Sunday</i>	11:30-1:30 ( <i>lunch</i> )

### Dinner

<i>Monday thru Friday</i>	4:45-7:00 ( <i>dinner</i> )
<i>Saturday</i>	5-6:30 ( <i>dinner</i> )
<i>Sunday</i>	4:45-6 ( <i>evening meal</i> )

## Catering

The dining services staff offers special catering for groups or individuals. The service can provide everything from a simple tea to a banquet or a birthday cake. Arrangements for catered service should be made with the director of catering services at 628-5788.

For menu information, station rotation, hours of operation and other dining service information, find us on the Central College web site at "Resources", and click on "Dining Services and Catering."

## Geisler Library

Geisler Library's mission is to provide students with the information they need to achieve their highest academic potential and to help them acquire research skills necessary to lifelong learning. Library staff and services are highly respected, and the library is well integrated into learning programs as a result.

Librarians are committed to teaching. We welcome students who need help locating information or preparing assignments to meet us at the Reference Desk or to contact us via the "Ask a Librarian" link on the library's website located at [www.central.edu/library/libhome.htm](http://www.central.edu/library/libhome.htm) Students can learn more about the library and Internet by enrolling in one-credit courses, Research Strategies and Introduction to the Web and Web Research. Students will have numerous opportunities to work with librarians one-on-one and through classroom activities.

The library resides in an award winning building that seats nearly one-third of the student body. This welcoming and well-equipped, wireless facility is heavily used by students in all majors and programs. The ground floor houses The Café and the English and History faculty offices. The second floor houses study tables, computer workstations, reference, circulation, reserves, interlibrary loan, and current periodicals. The third floor houses individual and small group study areas, computer workstations, the main book collection, Archives, a Curriculum Library of 5,000 items supporting teacher education programs, a Music Library containing 4,000 music scores and anthologies.

Library resources include a growing book and journal collection of 235,000 volumes, 10,000 audio/visual items, 55,000 microforms, subscriptions to 900 print periodicals and an array of electronic resources with access to full-text in 12,000 web-based journals, newspapers and documents. The Archives features unique college and local history documents related to the early settlement of Pella by the Dutch. Audio-visual collections include CD-ROMS, slides, films, 6,000 videos and DVD's and 2,300 audio CD recordings. In addition to the main collection in Geisler Library, a chemistry library in the Vermeer Science Center contains 1,000 volumes.

The Media Center (located just east of Geisler Library) houses a rich collection of videos, DVDs and a wide array of AV equipment available for checkout. Services include color printing, laminating, assistance with video and audio editing, scanning and web page development.

The library's website is the gateway to all library services and collections. Book and AV collections are accessed by an Innovative Interfaces Web catalog (a joint system with the Pella Public Library). Students can search the library's catalog and full-text electronic resources from the library, their residences, labs or any computer connected to the campus network. Circulation of library materials is linked to the online catalog and provides users with instant information about the availability of library materials and media equipment. Students can view their own circulation files and renew their materials from any networked computer.

All books, periodicals, reserves, audio-visuals and media equipment circulate and must be checked out from the Library or Media Center. ID cards are required for checkout. Fines are assessed for overdue, lost, or damaged materials. The library is open seven days a week for 92 hours of service during the academic year. The Media Center is open 70 hours a week. Longer study and research hours are maintained prior to exam periods.

**Library hours:**

<i>Monday-Thursday</i>	<i>8 a.m. - midnight</i>
<i>Friday</i>	<i>8 a.m. - 5 p.m.</i>
<i>Saturday</i>	<i>10 a.m. - 5 p.m.</i>
<i>Sunday</i>	<i>Noon - midnight</i>

**Media Center hours:**

<i>Monday-Thursday</i>	<i>8 a.m. - 9 p.m.</i>
<i>Friday</i>	<i>8 a.m. - 5 p.m.</i>
<i>Saturday</i>	<i>2 p.m. - 5 p.m.</i>
<i>Sunday</i>	<i>2 p.m. - 9 p.m.</i>

**Archives hours:**

<i>Tuesday/Thursday</i>	<i>8 a.m. - noon, 1 - 5 p.m.</i>
<i>Wednesday</i>	<i>8 a.m. - noon</i>
<i>Monday/Friday</i>	<i>Closed</i>
<i>OR</i>	<i>Or by appointment, Ext. 5170</i>

To round out library programs, the Geisler Library Writers Reading Series was established in 1987 to promote an appreciation of books and their authors. The series features renowned authors reading and discussing their works in the library's main reading room. Recent guests have included Marilynne Robinson, Poet Laureates Ted Kooser and Billy Collins, crime writer Donald Harstad, Charles Baxter, Maxine Kumin, and Rebecca Wee as well as Central College faculty and student writers. More information about the college and library can be found at [www.central.edu/library/libhome.htm](http://www.central.edu/library/libhome.htm) Geisler Library offers an outstanding learning environment that combines the best of traditional collections with advanced information technologies to prepare students for lifelong learning.

## **Residence Services**

### **Lounges**

Each campus living center has one lounge or more where students gather for relaxation, social programs and discussions, or to entertain guests. These areas are open to all residents and their guests 24 hours a day for the purpose of socializing and studying. Lounges may not be used for overnight accommodations.

### **Telephones**

The college has its own telephone system with four-digit extensions in all residence halls, faculty offices and buildings on campus. All extensions on campus may be directly dialed from any other extension.

Direct dial long-distance telephone service is available to students. Each student will be issued an authorization code after submitting an application on-line or at the Central Service Center. Each student will have his or her own authorization code and is responsible for safeguarding this code number to prevent others from using it. The student is responsible for all charges made against his or her authorization code. If a student loses the card on which the code number is printed, the Central Service Center should be notified immediately so the number can be cancelled and a new number issued.

Long distance charges will be billed directly to the student through campus mail approximately every four weeks with the balance due at the Central Service Center on the 15th day of each month. Failure to pay will result in cancellation of the student's authorization code and a fine. See your phone brochure for more details.

### **Laundry Facilities**

Coin-operated washers and dryers are available in most housing units. Ironing boards are also available in some residential facilities. Any problems or concerns with the machines should be reported to the Physical Plant (ext. 7676).

### **Clothing Bank**

The Pella Community Center (two blocks from campus) operates a clothing bank which sells good, used clothing at a reasonable cost. Some students have found this to be a helpful service.

### **Vending Machines**

Coin-operated machines vending candy, cold drinks and other snacks are available in most college housing units. Any problems or concerns with the machines should be reported to ext. 5201.

# *s t u d e n t* *c o d e o f c o n d u c t*

Based upon the model codes of Stoner and Sokolow

## **I. Introduction**

The Central College community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists on the basis of shared values and principles. At Central College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, fairness, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

Ultimately, each member of the Central College community is expected to assume responsibility for her/his conduct, and to assume reasonable responsibility for the behavior of others. On occasion, this will involve kind and courteous admonition done when one member observes another in inappropriate conduct. At other times it will involve cooperation when the authorities are investigating instances of alleged misconduct.

The student conduct process at Central College is not intended to punish students. Rather, it exists to protect the interests of the community, and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Fair process, within these procedures, assures written notice and a hearing before an objective decision-maker, as described within these procedures. No student will be found in violation of college policy without information showing that it is more likely than not that a policy violation occurred, and any sanction will be proportionate to the severity of the violation.

## **Jurisdiction over Student Conduct**

Students at Central College are annually given access to a copy of the Student Code of Conduct. Students are charged with the responsibility of having read, and agreeing to abide by, the provisions of the Student Code of Conduct and the authority of the student conduct process. The Student Code of Conduct and the student conduct process apply to the conduct of individual students and college-affiliated student organizations. Because the Student Code of Conduct is based on shared values, it sets a range of expectations for the Central College student no matter where or when their conduct may take place. Therefore, the Student Code of Conduct will apply to behaviors that take place on the campus, at college-sponsored events, and may also apply off-campus, when the administration determines that the off-cam-

pus conduct affects a substantial college interest. A substantial college interest is defined to include:

- Any action that constitutes a criminal offense as defined by Iowa law. This includes repeat violations of any local, state or federal law committed in the municipality where the college is located.
- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others.
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- Any situation that is detrimental to the educational interests of the college.

Central College may also extend its jurisdiction to misconduct that occurs prior to, but is not reported until after the graduation of the offending student, as long as the misconduct is reported within six months of its occurrence. Otherwise, there is no time limit on reporting of violations of the Student Code of Conduct, as long as the offending student is still enrolled at Central College. However, the longer someone waits to report an offense, the harder it becomes for Central College to obtain information and witness statements, and to make a determination regarding alleged violations. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and/or Campus Security.

### **Violations of Law**

Violations of federal, state and local laws are incorporated as offenses under the Student Code of Conduct. When an offense occurs over which the college has jurisdiction, the college conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. Should a student withdraw from the college when a criminal complaint is made, it is the typical practice of the college to pursue investigation and resolution of campus conduct matters, regardless of the fact that the student has withdrawn.

When a student is accused, arrested, charged or indicted for a violent or drug-related off-campus crime, the college may elect to take action against that student for violation of the code of conduct, which incorporates violation of local, state and federal laws as code infractions.

When it has reasonable cause to separate a student from the community, the college may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the code of conduct. The college reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. The college will permit a student who receives an interim suspension to request a meeting with the dean of student life or appropriate designee to show cause why an interim suspension is not merited. Regardless of the outcome of this meeting, the college may still proceed with the scheduling of a campus hearing.

When criminal charges are pending, the college may be delayed or prevented from conducting its own investigation, and moving forward with a campus hearing. In such complaints, the college will delay its hearing until such time as it can conduct an internal investigation, or obtain from law enforcement sufficient information upon which to proceed.

It may be in the best interests of students accused of crimes to withdraw from the college, without penalty, until the criminal charges are resolved. The college has

a procedure for voluntary withdrawals, under the following conditions. If the alleged victim of the crime is a student, the alleged victim must approve of the withdrawal and delay of the hearing. The accused student must comply with any and all campus efforts at investigation that will not prejudice their defense in the criminal trial, and the accused student must agree that in order to be re-instated to active student status, they must first be subject to and fully cooperative with a campus hearing, and must comply with any sanctions that are administered.

## II. Special Provisions

### a. Attempted violations

In most circumstances, Central College will treat attempts to commit any of the violations listed in the Student Code of Conduct as if those attempts had been completed.

### b. College as Complainant

As necessary, Central College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

### c. False Reports

Central College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### d. Group Violations

When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as joint accused students.

### e. Immunity for Victims

The Central College community encourages the reporting of Conduct Code violations, especially sexual misconduct. Sometimes, victims are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to College officials. To encourage reporting, Central College pursues a policy of offering victims of sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. While violations cannot be completely overlooked, the College will provide educational options rather than punishment, in such cases.

### f. Good Samaritan

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. Central College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Security). Central College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

### g. Parental Notification

Central College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, Central College will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. Central College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

h. Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA.

However, Central College observes the legal exceptions as follows:

- 1) Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.
- 2) Complainants in sexual exploitation/sexual harassment complaints have a right to be informed of information regarding sanctions that personally identifies and is directly pertinent to them, such as the imposition of a restriction on physical contact between the complainant and the accused student. Otherwise, information on the outcome and sanction cannot be shared.
- 3) Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the outcome and sanction, because FERPA does not apply.
- 4) The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The college may release this information to the complainant in any of these offenses regardless of the outcome, but complainants are cautioned that FERPA does not permit them to re-release this information to others.

i. Defenses

It has become common for students accused of policy violations to try to defend their actions with excuses, such as prescription drug interactions, self-defense, disabilities, etc. The college's policy on defenses is clear. Defending your actions is admitting to a policy violation. "Yes, we fought, but he started it." This still means you had a fight, and that violates our rules. You may have taken someone's property under the influence of an anti-depressant, but you still took someone else's property. While your defense will not excuse your actions, Central College will take the legitimacy of your offense into consideration in addressing the proper sanction. If you were not the aggressor in a fight, you may still be sanctioned, but your sanction likely may be lesser than the sanction of the person who started the fight.

## Student Code of Conduct

### III. Definitions

- A. The term "the college" means Central College.
- B. The term "student" includes all persons who have accepted admission, enrolled at and/or are taking courses at the college, full or part-time, undergraduate or

non-matriculated. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered students.

- C. The term "faculty member" means any person hired by the college to conduct instructional activities.
- D. The term "college official" includes any person employed by the college, performing administrative or professional supervisory responsibilities.
- E. The term "member of the college community" includes any person who is employed by, volunteering for or attending the college as student, faculty, administrator, staff, intern or volunteer.
- F. The term "college premises" includes all land, buildings, facilities and other property in the possession of or owned, or controlled (leased or rented) by the college.
- G. The term "organization" means any number of persons who have complied with the formal requirements for college registration.
- H. The term "Conduct Council" means any persons authorized by the dean of student life or a delegated representative to determine whether a student has violated the Student Code of Conduct and to impose sanctions. The College Hearing and Review Board (CHRB) constitutes a Conduct Council.
- I. The term "Student Conduct Administrator" means an official authorized by the dean of student life to impose sanctions upon students found to have violated the Student Code of Conduct. The dean of student life may authorize a conduct advisor to serve as the sole individual responsible for determining whether a student has violated the Student Code of Conduct.
- J. The term "review board" means any person or persons authorized by the dean of student life to consider a review of the Conduct Council's determination that a student violated the Student Code of Conduct or from sanctions imposed by the conduct advisor.
- K. The term "will" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The term "policy" is defined as the written rules of the college as found in, but not limited to, The Student Code of Conduct, The Guidelines for Community Living in the Residence Halls, The Student Organizations Handbook and the Central College course catalog.

#### **IV. Behavioral Expectations**

##### **A. Conduct**

The basic approach to maintaining a code of conduct is self-discipline. However, the college considers the behavior described below as inappropriate for the Central College community and encourages community members to report to a college authority incidents which involve, but are not limited to, the following actions or attempts of the same:

- B. Standards of Student Conduct: Rules (this list of rules is supplemented by more extensive policies that follow. When a policy expands on any rule, a reference is made in the rule to the policy that accompanies it).

These rules apply to all students. Any student found to have committed the following misconduct is subject to the sanctions outlined below. Unacceptable conduct includes, but is not limited to, the following:

##### **Integrity**



Students exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

1. Knowingly furnishing false, falsified, or forged information to any member of the college community, such as falsification or misuse of documents, accounts, records, identification or financial instruments;
2. Acts of academic dishonesty as outlined in the Code of Academic Integrity;
3. Unauthorized possession, duplication, or use of means of access (keys, cards, etc.) to any college building;
4. Action or inaction by someone in collusion with a wrongdoer which fails to discourage a known and obvious violation of college policy or law.
5. Violations of positions of trust or authority within the community;
6. Tampering with the election of any college recognized student organization.

### **Community**

Central College students honor and value their community. Behavior that violates this value includes, but is not limited to:

1. Misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespass;
2. Misuse or unauthorized use of college or organizational names and images;
3. Knowingly taking possession of stolen property;
4. Intentional and unauthorized taking of the property of the college or personal property of a member of the college community which is on campus;
5. Intentional and unauthorized destruction or damage to college property or to the property of another;
6. Misuse of college computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the campus network will be held responsible for any violation of this policy that originates from that computer.

Acceptable uses of information technology include those which enhance teaching, learning and research. They support internal and external communication and collaboration in concert with Central's mission. They promote productivity and the official work of students, faculty, staff, offices, departments, recognized student and campus organizations and agencies of the college. Personal use of technology is also permissible as long as it does not interfere with other appropriate uses or violate other college policies.

Examples of misuse include:

- a. Accessing or attempting to access a computer system or network using a false or assumed username or password;
- b. Unauthorized reproduction of copyrighted materials; infringement of trademark law (protected materials may include software, text, audio, graphics, video, etc.);
- c. Use of technology to download, store or distribute pirated materials;
- d. E-mail harassment; spamming; chain letters; hoaxes; falsifying mail headers;
- e. Use of technology to intentionally access, create, store or transmit pornographic materials;
- f. Accessing violence-oriented or harassment-oriented websites unless such information is being used for an academic class;
- g. Damaging any system by introducing computer viruses, worms, or spyware;
- h. Unauthorized attempts to alter data files or systems;
- i. Disrupting or degrading the performance of computer, network, Website, or

- e-mail systems;
  - j. Any actions compromising or attempting to compromise the integrity or security of computer systems or networks whether internal or external to campus;
  - k. Sharing or revealing individual or organizational authorizations and passwords;
  - l. Unauthorized access to email, voice mail, or other communications intended for others;
  - m. Use of technology resources to impersonate another individual or entity;
  - n. Unauthorized use of technology to access non-public (confidential) information;
  - o. Intentional damaging, disabling, or removal of software or hardware;
  - p. Use of technology resources for commercial purposes or personal financial gain
  - q. Implying in any way that Central College is directly involved in political campaigns or campaign fundraising
  - r. Any other activity that violates state or federal laws, or college policies.
7. Gambling
  8. Raffles of any kind on campus unless approved by the business office
  9. Possession of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as hatchets when used as weapons), or dangerous chemicals while on campus, unless properly authorized.
  10. Violation of state, local, or campus fire policies, including:
    - a. Improper use of fire alarms, fire equipment and sprinkler systems;
    - b. Failure to evacuate a college-owned building during a fire alarm;
    - c. Tampering with or improperly engaging a fire alarm in a college building;
    - d. Use or possession of firecrackers, fireworks or incendiary devices on campus;
    - e. Tampering with smoke detectors;
    - f. Possession of a live or previously living Christmas tree in any housing unit;
    - g. Possession of a halogen lamp in any housing unit;
    - h. Possession of candles or incense in any housing unit;
    - i. Possession of any appliance with an exposed heating coil (hot plates, etc.) in any housing unit.

### **Fairness**

Central College students exemplify fair treatment of each other in their dealings and interactions. Behavior that violates this value includes, but is not limited to:

1. Disruption of college operations, including obstruction of teaching, research, administration, other college activities, or other authorized non-college activities which occur on campus;
2. Obstruction of freedom of movement by community members or visitors;
3. Abuse, interference or failing to comply in college processes including Conduct and Honor Code hearings;
4. Abuse of the campus conduct system, including:
  - a. Failure to attend meetings scheduled for conduct code administration purposes;
  - b. Falsification, distortion, or misrepresentation of information;
  - c. Failure to provide, destroying or hiding information during an investigation of an alleged policy violation;

- d. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- e. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or after a campus conduct proceeding;
- f. Failure to comply with the sanction(s) imposed by the campus conduct system;
- g. Influencing or attempting to influence another person to commit an abuse of the campus conduct system.

### **Respect**

Central College students show respect for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:

- 1. Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- 2. Discrimination, intimidation, harassment.
- 3. Abusive affiliation (as defined in the abusive affiliation policy p. 59).
- 4. Violence between those in an intimate relationship to each other.
- 5. Stalking, defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.
- 6. Sexual misconduct, including (these violations are all described fully on p. 70):
  - a. sexual harassment;
  - b. non-consensual sexual contact;
  - c. non-consensual sexual intercourse;
  - d. sexual exploitation.
- 7. Inappropriate conduct which is disorderly, disruptive, or indecent while on campus or at functions sponsored by, or participated in by, the college.
- 8. Failure to comply with directions of college officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 9. Smoking in any non-residential college building or in areas of residential buildings designated as non-smoking.
- 10. Students are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community.
- 11. Abuse of animals- Animals (warm or cold blooded) are not to be used in pranks or in an inhumane way.
- 12. Unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.

### **Responsibility**

Central College Students are given and accept a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:

- 1. Use, possession, or distribution of alcoholic beverages except as expressly

permitted by law and the college's Alcohol Policy. This includes:

- a. Possession or consumption of alcohol by a person of any age on the Central College campus;
  - b. Public intoxication;
  - c. Providing alcohol to students on campus;
  - d. Encouraging others to abuse alcohol;
  - e. Possession of an excess of empty alcohol containers in residential areas;
  - f. Advertising on college property any event where alcohol will be present;
  - g. Alcohol at college sponsored-off campus events (see definition);
  - h. Possession of a common source alcohol container (empty or full);
  - i. Driving under the influence. (Please see the full policy on alcohol on p. 59.)
2. Use, possession, or distribution of narcotic, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; (Please see the full policy on p. 62.);
  3. Assisting in the violation of college policies or public laws;
  4. Violations of federal, state or local laws which affect the interests of the college community, whether on or off-campus;
  5. The knowing failure of any organized group to exercise preventive measures relative to violations of this Student Code of Conduct by members;
  6. Violation of other published college policies, rules, or policies;
  7. Intentionally or recklessly causing a fire which damages college or personal property, or which causes injury to any member of the community;
  8. Possession or use of water-balloon launchers or water guns;
  9. Driving or hitting of golf balls is prohibited on campus;
  10. Guest policy - Students are responsible for their guest's observance of all college and house rules. It is the student's responsibility to inform his/her guests of policy and monitor their behavior. Residents understand that failure to do so may result in being accused of and held accountable for a violation that their guest commits.
  11. Standing, walking or being present on a rooftop or porch canopy - To prevent accidental injury or death, students are not permitted to climb onto or otherwise access rooftops, porch canopies, or window ledges of campus buildings.
  12. Visitation Policy
    - a) Visitors of the opposite sex are restricted to the public areas (lounges, recreation rooms, or kitchens) of all housing units except when visitation hours are in effect.
    - b) Visitation hours for the traditional residence halls and those honor houses/pods that do not have a self governance strategy are:  
*Sunday through Thursday 9 a.m. - Midnight*  
*Friday & Saturday 9 a.m. - 2 a.m.*

### **Policy Definitions, Full Text:**

#### **Abusive Affiliation (i.e., hazing)**

All acts of abusive affiliation by any individual student or college registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or social ostracism to any other person within the college community. Accordingly, any such behavior is expressly forbidden as abusive affiliation when related to the

admission, initiation, pledging, joining, or any other group-affiliation activity.

Any student or organization found to be involved in any abusive affiliation activity will face conduct action and will likely be subjected to expulsion from the college. Violation of this policy exists irrespective of the voluntary or consensual participation in the abusive affiliation activity by the person being abused. Please see Iowa State statute on hazing, p. 58.

### **Alcohol policy**

1. Possession or consumption of alcohol by a person of any age on the Central College Campus -The college does not condone the possession or consumption of alcohol by students on campus. This includes non-alcoholic beer, which contains small amounts of alcohol.
2. Public intoxication - Alcohol use/abuse is not an accepted excuse for inappropriate behavior. Students who choose to consume alcohol are expected to exhibit the same responsible standards of behavior as all Central students and will be held accountable for any action taken while under the influence.
3. Providing alcohol to students on campus: Selling or otherwise providing alcohol to any individual in any form or format on campus is prohibited and will increase the severity of sanctions.
4. Encouraging others to abuse alcohol - Use of beer bongs, kegs, and other paraphernalia or acting in a manner that encourages or pressures other students to engage in abusive drinking behavior is prohibited and will increase the severity of sanctions.
5. Possession of an excess of empty alcohol containers - Excessive empty alcohol containers and/or other elements found in student rooms or housing common areas that suggest possession and/or consumption of alcoholic beverages on campus may be grounds for disciplinary action.
6. Advertising on college property any event where alcohol will be present - Public areas of the college (doorways, hallways, windows and building bulletin boards) may not be used to encourage the use of or advertise events where alcohol will be present.
7. College-sponsored events held at non-college owned facilities may not involve third-party vendors to provide alcoholic beverages. Facilities with established in-house distribution sites, i.e. a bar in a bowling alley, must be informed through contractual agreement of the predominance of underage attendees and the college's expectation that reasonable efforts will be made to determine legal drinking age before serving.

### **Gambling Policy**

Students are expected to abide by the federal laws and the laws of the State of Iowa prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at college-sponsored activities is prohibited except as permitted by law.

Such prohibited activity includes, but is not limited to, betting on, wagering on, or selling pools on any college athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events.

Please see Iowa State statute on gambling, p. 59.

## Guest Speakers

**Section 1.** It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation, provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy will be construed to mean that no topic is too controversial for intelligent discussion on the campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful democratic means,

**Section 2.** To this end, a registered student organization, after consulting with and prior approval of its faculty advisor, may invite guest speakers to the campus to address meetings, subject to the following provisions:

- a. Sponsorship must be by a registered student organization.
- b. Proper arrangements for the use of college facilities must be made.
- c. It must be clear that the student organization, not the college, is extending the invitation and that any views the speaker may express are his or her own and not those of the college.
- d. The student organization must take whatever steps are necessary to insure that the meeting is conducted in an orderly manner.
- e. The student organization must provide means for critical evaluation of the speaker's view, which must include as a minimum, an open question period following the speaker's presentation.
- f. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

**Section 3.** A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of Iowa, or which is prohibited by the rules of the College or the Student Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.

**Section 4.** The maximum penalties to be assessed against a student organization for a failure to observe the provisions of Section 2 or for sponsoring a speaker who violates the prohibition of Section 3 of this rule will be (a) for a single violation (including, as a single violation, multiple violations relating to the same meeting) in any academic year, suspension of the right of the student organization to invite a guest speaker to the campus for a twelve month period and (b) for more than one violation in any academic year, termination of the student organization's registered status.

Students, either as individuals or as members of recognized student organizations, who act in violation of the provisions of this rule will be subject to Conduct procedures and actions as outlined in the Student Code of Conduct.

**Section 5.** Faculty and others entitled to sponsor a meeting involving the use of college facilities will observe this rule.

## Harassment

Central College believes that each member of the college community has worth and dignity. The college is committed to creating and maintaining an atmosphere in which all members of the campus community are treated with respect and dignity. Therefore, it is the policy of Central College to maintain an environment which protects all members of the community from any form of harassment of either verbal or

physical nature including stalking. Central College will not tolerate actions that may interfere with an individual's performance or that create an intimidating, hostile or offensive learning or work environment.

#### **Racial harassment**

Racial harassment is a violation of campus standards of behavior and of the law of Iowa. Violators face the prospect of campus conduct action, as well as criminal and/or civil charges brought by the victim(s). Racial harassment is defined as unwelcome statements or actions by campus individuals or groups that slur or reflect disparagingly against the race or ethnicity of other members of the campus community.

Any person who claims to be aggrieved by discriminatory or unfair practices may file a complaint against the offender. In addition to the investigation, hearing and appeal procedures noted below, student life staff or the campus counseling service are prepared to work with students who have concerns regarding racial harassment.

#### **Other harassment**

Other forms of harassment subject to this policy statement include, but are not limited to, harassment or discrimination based upon: physical appearance, religion, sexual orientation, disability, physical stature and group affiliation.

#### **Anti-retaliation statement**

Retaliation of any kind against anyone filing a complaint of harassment or discrimination or participating in the investigation process is prohibited. Initiation of complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments. In the case of a student complaint, it will not affect the students' grades, class selection or any other matter pertaining to student status.

#### **Investigation of incidents**

Complaints of sexual harassment by students will be fully investigated and resolved promptly according to procedures set forth in the Sexual Misconduct policy. Other harassment complaints will be subject to the procedures as outlined below.

#### **HIV/AIDS Policy**

Central College is a college which provides a values-oriented education designed for the development of the whole person and service to others. Within that framework, the college supports the need for each individual within the community to be treated with dignity and respect.

AIDS (Acquired Immunodeficiency Syndrome) is a serious public health problem which raises many complex medical, legal, moral, ethical and educational issues. Central College is committed to educational programs and institutional policies which inform the community about this issue. Such programs and policies will be guided by the college's regard for both public health interests and individual rights, informed by the recommendations of the U.S. Public Health Service, the Center for Disease Control, the American College Health Association and the American Association of Colleges of Nursing.

The college has adopted this policy for all faculty, administration, staff and students in response to the epidemic of infection with Human Immunodeficiency Virus (HIV), the agent that causes AIDS.

All college policies relating to HIV/AIDS foster the same goals:

- A. To provide education, information and counseling concerning the causes, affects, transmissibility and treatment of HIV/AIDS;
- B. To safeguard the personal rights of individuals with HIV/AIDS;
- C. To promote a safe environment for all members of the college community;
- D. To comply with the requirements of applicable federal and state laws relating to HIV.

### **Statement of Non-Discrimination**

Central College will not discriminate against persons with HIV infection and/or AIDS. Admission, classroom attendance, access to campus facilities, participation in athletics or intramurals, employment and residence hall housing, are open to all qualified individuals who are physically and mentally able, from a medical perspective, to successfully participate in the activities of Central College.

### **Safeguarding the Personal Rights of Individuals with HIV/AIDS**

As a matter of college policy, information about the existence of any kind of HIV/AIDS is medical information, not administrative data. In recognition of the serious potential for discrimination against and mistreatment of persons with HIV/AIDS, the college will handle information concerning any aspect of HIV in faculty, administration, staff and students with care and sensitivity to the privacy concerns involved.

### **Responsibility of Infected Individuals**

Individuals who are infected with HIV/AIDS or who have a reasonable basis for believing that they are infected with HIV must conduct themselves in a morally responsible way for the protection of themselves and other members of the college community.

### **Illegal Drug Policy**

#### **A. Rationale**

This policy on controlled substances provides flexibility for the college in addressing drug-related offenses on or off campus. Moreover, it permits the college to address its fundamental mission of holistic education and development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the college must address the education and well being of all its students and employees. This policy permits sanctions involving probation and counseling for rehabilitation purposes when appropriate. Furthermore, students and employees are also subject to all legal sanctions under local, state and federal law for any offenses involving illegal drugs on college property or at college activities. Sanctions imposed by the college may include conduct action and/or the completion of an appropriate rehabilitation program.

The dean of student life or designee is the person charged with the responsibility to oversee and coordinate campus conduct procedures involving students, which include a system of hearings, interim action, and the availability of final review. The Director of Human Resources is charged with working with the appropriate Deans or Vice Presidents to assure that employees have a similar system hearings, interim action and final review. These administrative officers, working with the appropriate institutional leadership, will ensure the consistent enforcement of conduct sanctions, the required reviews of program effectiveness, and the implementation of needed changes.



## **B. Definitions**

1. "Illegal drugs" are defined as a substance or substances defined and regulated under the provisions of the Federal Controlled Substances Act and Iowa Statutes, and includes but is not limited to CNS depressants, CNS stimulants, hallucinogens, other illegal drugs such as PCP (angel dust) and cocaine or crack.
2. "Use of a drug" includes possession of drug paraphernalia; use, possession, manufacture, sale or distribution, on or off campus, of any one or more illegal drugs as before mentioned. It also includes misuse of prescription medication.
3. "On campus" means any building, facility, grounds or other property owned, leased or controlled by Central College.

## **C. Policy Guidelines**

An individual, student or employee who has been found in violation of the policies on illegal possession, use, sale, manufacture or distribution of any drug, narcotic or controlled substance, or any misuse of prescription drugs, whether the infraction occurred on or off campus, are subject to suspension from enrollment and/or employment at the college for a period of not less than the remainder of the semester in which the infraction occurred.

For a first offense, sanctions may include suspension or required counseling and/or rehabilitation along with other appropriate consequences. For a student, sanctions require the approval of the dean of student life. Sanctions will be determined for employees by the appropriate dean or vice president in consultation with the director of human resources. The dean of student life will submit a written statistical report on drug use each quarter to the president of the college. A similar report will be compiled by the director of human resources and submitted to the president. A second finding of violation for a drug-related offense will result in the permanent expulsion of a student or termination of employment with the college.

## **D. Illegal Drug Sanctions for Students**

The following are Central College sanctions for unlawful use, possession or distribution of controlled substances.

1. For the manufacture, sale or distribution of illegal drugs: Expulsion from the college and notification of legal authorities. Parents will also be notified for students under 21 years of age or older but who are dependents.
2. For the possession or use of drug paraphernalia and/or illegal drugs:

### *First offense.*

Suspension from the college for a period of not less than the remainder of the semester in which the infraction occurred or assessment for chemical dependency and action to address the individual situation; immediate removal from campus housing; possible notification of parents for students under 21 years of age or who are older but dependents; possible notification of appropriate legal authorities.

### *Second offense.*

Expulsion from the college; notification of parents for students under 21 years of age or who are older but dependents; notification of legal authorities.

## **Records in General**

The college will not include information about HIV/AIDS in any regular personnel, faculty or student file. Only when administrative action is taken that is specifi-

cally related to HIV-positive status will such information be included. In those circumstances, such information will be maintained in a separate administrative file and accorded confidentiality as a medical record. Faculty files will be retained in the office of the dean of student life. Administration and staff files will be retained by the human resources office. Student information will be retained at campus health services.

#### **Need to Know**

There is seldom an administrative need to know about a faculty, administrator, staff member or student with HIV/AIDS. An HIV-infected individual will not be required to disclose such information unless required by federal, state or local laws.

#### **Informing Others**

The college will not advise faculty, administration, staff or students of the existence of HIV/AIDS in any individual.

#### **Secondary Lists and Records**

The college will not keep lists, logs or other records identifying individuals known to have HIV/AIDS.

#### **Reasonable Accommodation**

The college will provide reasonable accommodation to any faculty, administration, staff or student with HIV/AIDS in a manner consistent with accommodation provided for employees or students with other disabling medical problems.

#### **Educational Programs**

The initial response of Central College to the epidemic of HIV infection must be education. As such, the College is committed to educating its students, faculty and staff about AIDS and HIV infection. The primary purposes are (1) to prevent the spread of infection by supporting behaviors that reduce the risk of infection; and (2) to provide support for those who are infected with HIV. These educational goals should emphasize the distinction between concerns based on knowledge about documented risks of HIV/AIDS transmission, and concerns based on inadequate information regarding HIV/AIDS infection. AIDS education will be a cooperative effort representing all segments of the community.

### **Involuntary Student Withdrawal**

#### **Policy and Procedures for Addressing Disruptive Behavior**

##### **College-Initiated Withdrawal**

If a student is behaving in a way which is threatening to the student or others, or which significantly interferes with the student's education or the rights of others, the dean of student life or appropriate designee may initiate these procedures. The first step will be to determine an appropriate initial action. The primary alternatives for initial action are as follows, but these do not preclude other actions based on a specific situation.

1. Continue in college activities with no restrictions. The college may take no action if it is decided, based on review of the referral information or other information presented, that the student may be allowed to continue with no restrictions. In those cases, care should be taken to provide opportunity for the student to be advised of accommodations and supportive services that are available. In cases where there are conduct actions pending, those actions should go forward.
2. Continue in college activities pending further proceedings. The college may

require that students meet certain conditions regarding the student's behavior over a specified period of time if he/she is to remain enrolled. Such conditions here could include, for example, stopping classroom disruptiveness, or continuing only if the student avails him or herself of supportive services or accommodation arrangements. Failure to comply with the conditions, coupled with further disruptive behavior, may result in having additional conduct complaints added to any that were previously pending or deferred. At no point will the college engage in a behavioral contract or agreement with a student whose behaviors indicate harm or danger to any member of the community.

3. Remaining enrolled at the college subject to conditions but with eligibility for college-owned residential agreement reviewed. Under certain circumstances, where other students' living and learning environment is very likely to be disrupted by a student's behavior, the assistant dean of student life will have the option of allocating alternative and more suitable living accommodations if such are available, or of terminating the accommodation agreement.

4. Suspension of studies and/or separation from campus. If there is a pervasive pattern of disruptive or threatening behavior, or behaviors that are assaultive, suicidal, self-injurious or self-neglectful which present an imminent risk of injury to the student or others the student may be suspended from studies and/or and ordered off campus. In those situations, an interim hearing will be scheduled as soon as possible to determine if the interim suspension will continue.

#### **Basis for Interim or Permanent Involuntary Medical Withdrawal**

The college may withdraw a student if it is determined to be more likely than not that the student is engaging in or likely to engage in behavior which poses a significant danger of causing harm to the student, to others or to substantial property rights, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others.

#### **Status of Conduct Proceedings**

If the student has been accused of a violation of the Student Code of Conduct, but it appears that the student is not capable of understanding the nature or wrongfulness of the action, this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process.

Students subject to conduct proceedings who wish to introduce relevant information of such lack of capacity must so inform the dean of student life in writing at least two business days prior to any conduct hearing. If the dean of student life determines that the information may have merit, the conduct complaint will be held in abeyance and procedures will be initiated to investigate resolution of the matter in accordance with this policy and procedures.

If the student is ordered to be medically withdrawn from the college, or another action is taken under these provisions following a finding that the student's behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to medical withdrawal or other action under this section, conduct proceedings may be reinstated.

#### **Referral for Evaluation**

The dean of student life may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution if it is believed that the student may meet the criteria set forth in this policy or if a student subject to

conduct proceedings provides notification that information concerning a mental disorder will be introduced.

Students referred for evaluation will be so informed in writing with personal or certified delivery, and will be given a copy of these standards and procedures. The evaluation, conducted at college expense, must be completed within five business days from the date of the referral letter, unless an extension is granted by the office of the dean of student life. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, or referred for conduct action, or both.

#### **Interim Action**

The dean of student life may order interim medical suspension of a student where there is reason to believe an imminent threat of harm to self or others exists. Students suspended under this provision will be notified by personal delivery, and will also be given a copy of these standards and procedures. The student will be given the option of appearing before the dean of student life (or designee) within 48 hours of the order for interim medical suspension to discuss only the following:

1. the reliability of the information concerning the student's behavior;
2. whether the student's behavior poses a danger of causing imminent, serious harm to the student or others, causing property damage, or directly impeding the lawful activities of others;
3. whether the student has completed an evaluation, in accordance with the standards and procedures.

The sole decisions to be made at the hearing are whether interim medical suspension should be continued or modified, and whether medical withdrawal should remain in consideration.

#### **Involuntary Medical Withdrawal**

If the medical evaluation supports medical withdrawal, a hearing will be scheduled before the dean of student life or designee, the director of health services and the director of the counseling center. The student will be informed, in writing with certified delivery of the time, date and place, and will be given at least two business days to independently review the psychological or psychiatric evaluation prior to the hearing. In addition, the student will be notified of who is expected to present information at the hearing.

If the evaluation does not support medical withdrawal, the student will be notified. If other action is pending, the appropriate individuals will be notified and will proceed with their actions.

The student and the student's representatives may present information for or against involuntary medical withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the dean of student life or other designated person in charge of the hearing will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded.

A written decision will be rendered by the committee within two business days, stating the reasons for its determination. The decision will be delivered to the student by certified means. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the dean of student life, or designee, is final and not subject to review.

A written and taped record of the proceeding will be kept and a copy made available to the student.

A student seeking readmission who has been medically withdrawn must reapply, and may not reenter the college without providing competent medical information that the medical condition no longer exists, or is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the situation which caused medical withdrawal. In addition to the information that a reapplying student submits, the college may require the student, at the student's cost, to undergo a medical evaluation by a licensed mental health professional of the college's choosing.

A medical withdrawal is not considered a conduct action, though a prior medical withdrawal may be considered in subsequent conduct hearings involving the student.

### **Representation/Support at Hearings**

The student subject to either an Interim Suspension Hearing or an Involuntary Medical Withdrawal Hearing may be assisted in the hearing by a family member and/or a licensed psychologist or psychiatrist, or in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the college. The student will be expected to speak for him or herself whenever possible.

### **Notification to Parents/Guardians**

When interim action or involuntary medical withdrawal are imposed, a student's parents/guardians will be notified unless the student can show cause why notification could exacerbate the problems leading to the interim action or withdrawal. This notification will be made on the basis of medical records not subject to FERPA, on the basis of a student's dependency status, or on the basis of FERPA's health and safety exception, as applicable.

### **Posting Policy**

Central College supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus judged to benefit the college community and consistent with Central College values.

Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting or distribution of any type of material. All material must have a responsible sponsor stated directly on each piece and adhere to all policies that apply.

All printed materials posted or distributed on campus by students and guests must meet the approval of the Director of Student Activities. Printed materials include fliers, posters, banners, announcements and advertisements.

Bring one sample to the Student Activities Center (Maytag Center, lower level) for stamped approval and make copies from that sample. Allow 24 hours turnaround time for approval.

### **Additional Approvals**

- The Director of Student Activities (or a designate) must approve all promotional material for any and all activities before being posted.
- The Career Center must also approve announcements advertising employment opportunities for Central College students.
- Academic and administrative office posters do not need Student Activities approval but should be marked with department and date, i.e., "Financial Aid Office, December 10, 2006, Do not remove until December 31, 2007."
- Promoting group must obtain permission of the appropriate department to post on bulletin boards in academic/administrative areas for non-departmental ads.

### **Literature Distribution**

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without specific approval of the dean of student life or designate.

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

*On Campus:* The distribution must be made only at the designated area." Hawking" of the literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on the Central College campus.

*Off Campus:* Posting or distribution of materials at an off-campus location requires permission of the proprietor.

### **Posting Guidelines**

- A maximum of 50 posters, flyers, or announcements and up to four banners are permitted per event.
- Masking tape or tacks are suitable for posting. Persons posting are responsible for providing all materials.
- Materials may remain posted for a maximum of 30 days or until the day after the announced event, whichever is sooner, and group is responsible for removal.

### **Posting Violations**

- Posted materials without proper approval(s).
- Posters with alcohol as the primary emphasis.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surfaces.
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time.

### **Room Inspections**

All due respect is given to the privacy that residents enjoy in their rooms.

Occasionally circumstances present themselves which necessitate authorized college personnel to enter student rooms for the purpose of health and safety inspections, repair and maintenance, assessment of damages, inventory of college property, determination of compliance with college, state or federal policies, or emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents.

Whenever a room is entered, the college personnel will knock, announce themselves, and wait thirty (30) seconds for permission to enter. If no response by the resident is made, the staff member will key in announcing the intention to do so and then enter. Whenever a room is entered without a resident being present, the staff member(s) will leave a note stating the room has been entered, by whom and the purpose for the entry. Any items in violation of college policies, which are in plain view or discovered in a room search, will be confiscated and handled through the student conduct process.

### **Room Inspection or Search**

#### **Room inspection**

The purpose of a room inspection would be to evaluate whether safety or living

rules are being violated, or there is damage to college property. General areas in housing units and the nonindividually owned contents of the area, such as lounges, stairwells and kitchenettes, are not subject to the following restriction as they are not considered the private property of the students of the area but are open to all members of the community. The foyer areas of north and south Scholte are not considered private, though a courtesy knock is suggested if the doors are closed.

1. A visual survey of the room, its closet and bath, if attached, would be made. Personal possessions of the student may not be moved or examined in an attempt to uncover evidence of a violation.
2. It is recommended, but not required, that two staff members participate in any inspection.
3. When the intent of the inspection of a particular student's room is for enforcement of a regulation, when possible, a resident of the room or any other resident of the housing unit should be present. If the student whose room is being inspected for safety or maintenance is not present, it is recommended that the person making the inspection be accompanied by another staff member, a hall officer or a student from an adjoining room.
4. If regulation violations are discovered during a safety or maintenance check, they do not need to be ignored.
5. The individual inspecting the room must knock if the door is closed before entering and students should be informed of the reason for the inspection.
6. If any of the student's possessions are removed from the room, a receipt should be given to the student.

#### **Room searches by college personnel**

The purpose of room searches is to ascertain whether or not college rules are being violated within college residences.

1. Such searches may be made by student representatives or members of the student life staff with the permission of the assistant dean of student life or an appropriate college administrator.
2. Permission for such searches will be given only when there is reason to believe that such a search will reveal evidence of violation.
  - a. When possible, the student whose room is to be searched should be present and he or she should be informed as to the reason for the search.

#### **Legal searches**

No college official may consent to the search of a student's room by police or other government officials. Such searches may be conducted with a warrant or with consent of the resident(s).

### **Sexual Misconduct**

#### **Introduction**

Central College believes in a zero tolerance policy for sexual misconduct. Members of the Central College community, guests and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and an accused student is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Central College Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes. It

serves as a measure for us to determine, after the fact, if behaviors trespass on community values. It also should serve as a guide for you on the expectations we have, preventatively, for sexual communication, sexual responsibility and sexual respect.

In addition to this Central College policy, students should know that rape is a crime, and should be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a madman who jumps from the bushes and uses a knife or gun to threaten his victim. But this description does not apply to most rapes that take place in this country. Ninety percent of college women who are victims of rape or attempted rape know their assailant; almost half of these rapes are committed by dates or boyfriends. A college student is more likely to be victimized by someone she/he knows, and perhaps trusts, than by someone who is a stranger. Forced intercourse by someone a person knows is defined as date rape or acquaintance rape. Date rape is just as serious a crime as is rape by a stranger. In both cases, the individual has been violated on the most personal level. In both cases, the person who has forced the victim is a rapist.

### **Overview of Policy Expectations with Respect to Physical Sexual Misconduct**

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph. In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than talking about what you want and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent. There is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy just as much as physically forcing someone into sex. Coercion happens when someone unreasonably pressures someone else for sex. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why, or how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. You will do well to keep in mind that under this policy, "No" always means "No," and "Yes" may not always mean "Yes."

### **Risk Reduction Tips**

Generally, a date rape will follow a four-step pattern:

1. An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not assertive.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding the rape than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:



1. If you have limits, make them known before things go too far.
2. Give clear messages. Say "yes" when you mean yes and "no" when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor "NO" clearly and loudly, like you mean it.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
7. Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures and eye contact.
8. Be forceful and firm when necessary. Don't be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
9. Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow "politeness" to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
10. Trust your feelings. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. DON'T MAKE ASSUMPTIONS. About consent. About someone's sexual availability. About whether they are attracted to you. About how far you can go. About whether they are physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them. Perhaps they haven't figured out how far they want to go with you yet. You need to respect the timeline with which they are comfortable.
4. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
7. On this campus, silence and passivity cannot be interpreted by you as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Although in campus hearings legal ideas like guilt and innocence are not applicable, rest assured that Central College will never assume a student is in violation of college policy. In fact, campus hearings are conducted to take into account the totality of all information available, from all relevant sources.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and

personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose differing sanctions, ranging from oral warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct. The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

**Sexual Misconduct Offenses include, but are not limited to:**

1. Sexual Harassment
2. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Non-Consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation

**1. Sexual Harassment**

Gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or educational environment.

**Three Types of Sexual Harassment**

**A. Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances.

These circumstances could include:

- 1) the frequency of the conduct;
- 2) the nature and severity of the conduct;
- 3) whether the conduct was physically threatening;
- 4) whether the conduct was humiliating;
- 5) the effect of the conduct on the alleged victim's mental or emotional state;
- 6) whether the conduct was directed at more than one person;
- 7) whether the conduct arose in the context of other discriminatory conduct;
- 8) whether the conduct unreasonably interfered with the alleged victim's educational or work performance; or
- 9) whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- 10) whether the speech or conduct deserves the protections of academic freedom.

**B. Quid pro quo sexual harassment** exists when there are:

- 1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- 2) submission to or rejection of such conduct results in adverse educational or employment action.

**C. Retaliation.** The college will sanction a faculty, student or staff member who harasses or intimidates a person because of the person's participation in an investigation of discrimination or sexual misconduct. Harassment or intimidation includes

but is not limited to threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, taunting, bullying or ostracism.

This sexual harassment policy incorporates language suggested by Tom Trager, Associate Counsel to the College of Colorado, Boulder, and Brett Sokolow, from NCHERM.

## **2. Non-consensual Sexual Intercourse:**

Non-Consensual Sexual Intercourse is

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- without effective consent.

## **3. Non-consensual Sexual Contact:**

Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- without effective consent.

Effective consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Effective consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity --who, what, when, where, why and how sexual activity will take place. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be of legal age.

If you have sexual activity with someone you know to be--or should know to be--mentally or physically incapacitated (alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.

- Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

**Sexual activity includes:**

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

**4. Sexual Exploitation**

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in Peeping Tommerly;
- knowingly transmitting an STI or HIV to another student.

**Sanction Statement**

- Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*
- Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither the CRP nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

**Information and Advocacy**

If you or someone you know has been harassed, assaulted or sexually abused, you should seek assistance. It is important to be knowledgeable of medical and emotional follow-up care, and on legal and campus procedures involved in reporting the assault. We urge you to report the act and to pursue any other course of action which you choose. Remember that no form of harassment is appropriate and that any form of sexual misconduct is a serious, often violent crime. More importantly, they are crimes that could happen to anyone.

### To Report Confidentially

If a victim of sexual misconduct desires that details of his/her incident be kept confidential, victims should speak with a victim counselor or campus chaplain. Off-campus victim counselors and rape crisis resources are also confidential resources. These resources will maintain confidentiality unless there is present or future, clear and imminent threat to the client or others or when legal requirements demand that confidential information is revealed, e.g. court ordered testimony. In any situation where confidential information must be revealed, it will be done with client informed consent whenever possible. Campus counselors are available to help victims free of charge and can be seen on an emergency basis. On and off-campus, emergency assistance is also available as listed below:

<i>On Campus</i>	<i>Contact person</i>	<i>Phone #</i>
Counseling office	Michelle Kellar Eric Jones	Ext. 5431 Ext. 5248
Chaplain	Joel Brummel	Ext. 7648

<i>Agency</i>	<i>Contact person</i>	<i>Phone #</i>
<i>Marion County Mental Health Centers:</i>		
Pine Rest	Cal Meuzelaar	628-9599
Crossroads	Jim Hibma	628-1212
Capstone		641-792-4012
Crisis Intervention Services (Crisis Line)		1-800-270-1620
Pella clergy/chaplains		

### Non-Confidential Reporting Options

Victims are encouraged to speak to other officials of the institution for purposes of seeking information or reporting incidents (student life deans, other administrators, campus security or the affirmative action officer.) Victims have the right and can expect to have incidents of sexual misconduct taken seriously by the college and to have those incidents investigated and properly resolved through administrative procedures. A federal law, Title IX, guarantees this right.

The college recognizes that many victims desire confidentiality and many will not want the college to investigate and attempt to resolve the incident. During an investigation and attempted resolution only those with a need to know will have information about the incident. Despite this fact, if officials of the college (including senior student life administrators, campus security and the affirmative action officer) are notified of the details of an incident, they have a duty to investigate and resolve the incident to the extent possible, even without the cooperation of the victim.

Whenever possible, the college will seek to follow the desires of the alleged victim. Though seeing effective responsiveness to the victim as paramount, the college must also be concerned with the welfare of all students and any potential for harm. The college, therefore, will not be able to assure victims complete confidentiality or control over the process. If the victim refuses to cooperate with the college's investigation and conduct process, the process may not be able to go forward but college officials are obligated to pursue it to the extent possible.

### Non-confidential reporting

Student Life	Lisa Hetzel	Ext. 5180
Residence Hall Directors	Scott Hendricks Tim Bates Claire Anderson James Willson Melissa Sharkey	Ext. 5800/5223 Ext. 7646/5594 Ext. 7682/5329 Ext. 5707/5208 Ext. 5598/5297

Faculty		
Health services staff		
Resident Advisors		
Hearing Board Members		
Provost	Paul Naour	Ext. 5188
Asst. VP for Institutional Planning	Vivian Rippentrop	Ext. 5314
Human Resources	Betty Buitenwerf	Ext. 5156
Campus Security	Dean Thompson	Ext. 5291
Affirmative Action	Terri Vander Molen	Ext. 5332
Pella Police Department	Chief Mike Marcinkowski	628-4921
Marion County Sheriff		641-828-2220

### **Mental Health Resources**

Talking with someone who understands can help you sort out the emotional aftermath of sexual misconduct. Because the reactions to these offenses are complex and often confusing, it's important to remember that your feelings are normal and you are not alone.

Central College counselors provide free counseling for survivors of sexual misconduct. Additional resources in the area are also available to you. Male and female counselors are available.

**Central College Counseling Services**  
628-5248

**Crossroads**  
Pella Community Center  
628-1212

**Polk County Victim Services**  
1915 Hickman, Des Moines  
286-3535 or 286-3600

**Capstone - Newton**  
641-792-4012

**Pella Pine Rest Christian  
Counseling Center**  
412 Jefferson, Pella  
628-9599

**Crisis Intervention Services**  
612 ½ Franklin, Pella  
641-621-1707  
1-800-270-1620 (24 hr. crisis hotline)  
[www.cismc.org](http://www.cismc.org)

**Family Life Counseling**  
611 Main, Pella  
628-1723

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This Report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated federal reporters include: student/conduct affairs, campus security, local police, coaches, athletic directors, residential learning staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for campus life and activities.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

### **Questions and Answers**

Here are some of the most commonly asked questions regarding Central College's sexual misconduct policy and procedures.

#### ***What are my options for campus conduct action?***

If the alleged assailant is a Central College student, this individual may be subjected to campus conduct action, which is described in more detail in the section entitled "Campus Adjudication Procedures" below. This process begins with one of the official contact persons named below. Once a report is made to an official contact person, he/she must take action. The college takes allegations of sexual misconduct offenses very seriously and will make every effort to offer full and prompt cooperation.

You also have the right to request that campus personnel take steps or actions to prevent unnecessary or unwanted contact or proximity with alleged assailants. Even if an offender is not a Central student, it is important to inform an official contact person in order to alert others of the potential danger.

#### **Official campus contact persons are:**

Lisa Hetzel  
Assistant Dean of Student Life  
Maytag Student Center  
628-5180 or Ext. 5180 (office)

#### ***Does the complaint remain confidential?***

The confidentiality of all parties to a complaint of sexual misconduct must be strictly observed, except insofar as it interferes with the college's obligation to fully investigate allegations of sexual misconduct. Where confidentiality is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of confidentiality by either the complainant or the accused may lead to conduct action by the college.

In all complaints of sexual misconduct, the complainant will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, using no names. Certain college administrators are informed on a confidential basis (e.g., the President of the College, Dean of Student Life, Director of Security). If you report an act of alleged sexual misconduct to a conduct officer of the college and there is information that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the college is legally required to notify law enforcement authorities. The college also must statistically report the occurrence on campus of any of six major

violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

***Will my parents be told?***

No, not unless you tell them. Whether you are the complainant or the accused, Central College's primary relationship is to the student and not to the parent. However, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, or in a life-threatening situation, or if an accused student has signed the permission slip at registration which allows such communication. The permission slip states that "Central College may inform this parent in the unlikely event that you are threatened with suspension from the college due to Conduct or academic deficiency."

***Will I have to confront the perpetrator?***

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused has the right to confront the accuser. However, the college does provide options for allowing confrontation without direct contact, including closed-circuit testimony, using a room divider or using separate hearing rooms.

***Do I have to name the perpetrator?***

Yes, if you want formal conduct action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the college's legal obligations depending on what information you share with different college officials).

***What do I do if I am accused of sexual misconduct?***

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Dean of Students, who can explain the college's procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor at the college counseling center.

***Will I (as a victim) have to pay for counseling/or medical care?***

The Iowa Crime Victim Compensation Program helps victims with crime-related expenses, such as a sexual assault examination, related medical care, counseling, replacement of clothing and bedding held as evidence by law enforcement and lost wages. In many cases, counseling is also paid for those close to the victim who have been impacted.

The crime must be reported to local law enforcement within 72 hours unless there are explanations as to why this was not possible. It is best to collect evidence within the first twelve hours of a crime. Beyond seventy-two hours, evidence tends to deteriorate beyond use.

The State of Iowa pays for sexual assault examinations whether or not the victim reports the crime to law enforcement and medical examiners should submit bills directly to the Sexual Abuse Examination Payment Program.

The program does not make payments when the victim consented to, provoked or incited the crime or if the victim's need for assistance is the result of freely choosing to commit a criminal act.



\*Crisis intervention advocates are available to assist victims with the specifics related to this program. And, often the College Counseling Center is also able to provide partial assistance with the expenses of off-campus counseling and medical costs.

***What do I do about legal advice?***

You may also want to pursue legal action, either through the criminal justice system where the offender is prosecuted for a criminal offense or through the civil court system where a lawsuit is filed against the offender for personal damages. To file criminal charges you must contact the Marion County Sheriff's Office or the Pella Police Department. A female officer is available in the Marion County Sheriff's office. We strongly encourage you to file a report; any delay in reporting may hinder prosecution. An advocate may accompany you to a law enforcement office or arrange for you to meet on campus.

Information about the process of reporting, the investigation, the arrest, filing charges, hearings, the trial and sentencing will all be explained to you at the time of report. Seeking police assistance and court action may involve you in a lengthy, complex process, but your determination could also reduce the chance that the same person will assault you or other people.

Marion County Sheriff's Department  
County Courthouse, Knoxville  
641-828-2220

Pella Police Department  
614 Main  
628-4921

Marion County Attorney's Office  
401 E. Robinson, Knoxville  
641-828-2223

***What about changing residence hall rooms?***

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is the college's policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue formal Central College conduct action. The alleged perpetrator will be moved immediately, and the permanence of this action will be based upon the outcome of the conduct hearing. Other accommodations available to you might include:

- Assistance from college support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal;
- Alternative course completion options.

***What do I do about preserving information of a sexual assault?***

Physical information of a criminal sexual assault must be collected within 72 hours. If you believe you have been a victim of a criminal sexual assault, you should go to Pella Regional Health Center Emergency Room (404 Jefferson, Pella), before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a

specially trained nurse) at Hospital is on call 24 hours a day, 7 days a week (call the Emergency Room at 641-628-6682. You first want to speak to the nurse; ER will refer you). A victim advocate from Crisis Intervention Services (641-628-4827), can also accompany you to Hospital and College Security can provide transportation. If you go to the hospital, local police will be called, but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you, should you decide later to exercise it.

The hospital staff will collect information, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render information useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as information. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene-leave all sheets, towels, etc. that may bear information for the police to collect.

Pella Medical Center  
405 Monroe, Pella  
628-3832  
(Male and female physicians available)

Planned Parenthood of Iowa  
851 19th Street, Des Moines  
515-280-7000

Pella Regional Health Center  
404 Jefferson, Pella  
628-3150  
Family Practice Associates  
615 Washington, Pella  
628-2222

108 West Clinton, Indianola  
515-961-0541

109 S. 3rd Avenue W., Newton  
641-792-1012

110 South First, Knoxville  
641-842-5460

***Will a student be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?***

No. The severity of the infraction will determine the nature of the college's response, but whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

***Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?***

The use of alcohol and/or drugs by either party will not diminish the accused assailant's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing complaints of sexual misconduct must either remember the alleged incident or have sufficient circumstantial information, physical information and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to

impose sanctions on the accused without further corroborating information.

***Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?***

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

***What should I do if I am uncertain about what happened?***

If you believe that you have experienced a non-consensual sexual contact, but are unsure of whether it was a violation of the college's sexual misconduct policy, you should contact a confidential source in the Counseling Center, the campus Chaplain, or Crisis Intervention Services. The college provides advisors who can help you to define and clarify the event(s), and advise you of your options.

**Statement of the Rights of a Sexual Misconduct Complainant**

It is the goal of Central College to ensure that victims of sexual misconduct have access to needed resources, services and information including:

- The right to investigation and appropriate resolution of all complaints of sexual misconduct made in good faith to college administrators;
- The right to have others present (in support or advisory roles) during a campus disciplinary hearing;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct, usually within five class days following the end of the conduct hearing;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including campus security and local police, and the option to be assisted by campus authorities in notifying such authorities if the student so chooses;
- The right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the victim and if such accommodations are reasonably available (no charges or investigation, campus or criminal, need occur before this option is available).

**Statement of the Accused's Rights**

It is the goal of Central College to ensure that students accused of sexual misconduct have access to needed resources, services and information. The college strives to offer a reasonable parity of resources, services and information, to the extent possible, to all parties to the complaint, including the following rights:

- the right to investigation and appropriate resolution of all complaints of sexual misconduct made to college administrators against the accused student;
- the right to have others present (in support or advisory roles) during a campus disciplinary hearing;
- the right to be informed of and have access to campus resources or referrals for medical, counseling, and advisory services;
- the right to written notice of the outcome and sanction of the hearing.

### **Guidelines for Sexual Misconduct Hearings**

To begin campus conduct proceedings, the student should schedule a meeting with a senior student life administrator (SSLA.) These individuals are:

Lisa Hetzel  
Assistant Dean of Student Life  
Ext. 5180  
Maytag Student Center

The SSLA will outline the college process for resolving complaints of sexual misconduct. If the student desires to make a formal complaint, the SSLA will compile a formal statement. This may be done through the complainant's submission of a written statement, documentation of the information taken in the meeting or audio taping the comments. The complainant will also be encouraged to make a similar report with the Pella Police department or Marion County Sheriff's department. The SSLA or other college officials will assist the alleged victim with this process, if desired.

Unless the respondent accepts responsibility or the facts are uncontested, Central College uses an investigation model to resolve complaints of sexual misconduct. All parties and witnesses will be interviewed and evidence collected by a college official(s). The respondent must participate in all proceedings, and will be required to answer truthfully all of the questions posed during the investigation and any hearings.

It is the responsibility of the investigators to take custody of and arrange safe-keeping for any physical evidence to be used in making a determination. At the conclusion of the investigation, the investigators will make a finding, issuing a written report of evidence and conclusions to the Chair of the Sexual Misconduct Hearing Committee.

If the parties agree to the findings, and the findings indicate a violation of policy by the College's "more likely than not" standard, the SMHC's Hearing Committee will take up the issue of sanctions, and conduct a sanction hearing. They may call on the investigators as necessary during these proceedings.

If the investigators are unable to reach a finding, the complaint and report will be referred to the SMHC for a hearing. Formal notice will be given to all parties and relevant witnesses of the time, place and details of the hearing. A formal charge letter will be issued to the respondent, detailing each policy alleged to have been violated, the potential sanctions available, and will supply copies of the relevant procedures to be used. The SMHC may call on the investigation team as necessary during these proceedings, and it will be the responsibility of the investigation team to arrange for and/or provide the SMHC with expert sources of information as necessary. The same procedural rules as those that govern CHRB proceedings apply to SMHC hearings unless noted in this section.

If the investigation finding is rejected by any party, the complaint and report will be referred to the SMHC for a hearing. Formal notice will be given to all parties and relevant witnesses of the time, place and details of the hearing. A formal letter of accusation will be issued to the respondent, detailing each policy alleged to have been violated, the potential sanctions available, and the relevant procedures to be used. The SMHC may call on the investigation team as necessary during these proceedings, and it will be the responsibility of the investigation team to arrange for and/or provide the SMHC with expert sources of information as necessary.

**Process Advocates**

For both the complainant and the accused student, process advocates may be utilized throughout this process. These individuals, knowledgeable about the conduct process and investigation, are available to provide information on the process, assist parties in presenting evidence and in preparing their arguments. They may be present during the pre-hearing, hearing and post-hearing meetings. Those qualifying as process advocates include resident advisors, residence hall directors and other campus professionals. Please see the student life office for a complete list.

**Duties of the Chair**

The Sexual Misconduct Hearing Committee is comprised of 10 administrators thoroughly trained and annually updated in the investigation and adjudication of sexual misconduct. From this group, a formal hearing board will be appointed to handle each case comprised of five members, one alternate-one of whom will serve as chairperson. The chairperson will then complete the following:

1. In consultation with the referring SSLA, select the remaining four members, and one alternate, from the board pool. The complainant and respondent will be notified about the selection of the board members.
2. Within three days of receiving the complaint, establish the time and place of the hearing.
3. Notify all individuals of their expected presence at the hearing.
4. Conduct separate pre-hearing meetings with the respondent and the complainant to outline the proceedings.

**Hearing venue**

Those present in the hearing at all times include the complainant, the accused student and the hearing board. Any party including the college may also be accompanied by a person (not an attorney) who may serve as a witness to the hearing and/or provide support to that individual. This advisor may not speak or address the hearing board but may speak freely with the party for whom he/she is providing support. As previously noted, the complainant and accused student may also be accompanied by a process advocate. Witnesses, or any individual requested by either party to provide information relevant to the evaluation of the complaint, may only be present in the hearing at the time his/her information is being provided.

Recognizing the traumatic nature of these situations, care will be taken to establish an environment conducive to conducting a fundamentally fair and effective hearing. The college will make every effort to honor requests that do not place the complainant and accused in direct confrontation with each other. Witnesses may also be sequestered at any party's request or the hearing board's request.

**Hearing procedure**

The Sexual Misconduct Hearing Committee is an administrative panel of individuals not trained in legal doctrine, whose purpose is to review complaints of sexual misconduct in the context of an educational environment. Therefore, the hearing will not be conducted as if a court of law and will make no effort to approximate a court of law. Committee members, under the leadership of the chair, will reserve the right to conduct the proceedings in a fundamentally fair manner so as to gain the information necessary to make a determination. The board reserves the right to recall or dismiss witnesses and when appropriate to limit testimony of any parties involved. All parties will be given sufficient time to present their arguments. Time will be allotted

for questioning by the panel and the parties as well as rebuttal by the parties. Breaks will be taken as deemed appropriate by the chairperson. The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by dean of student life. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the dean of student life may supply previous complaint information to the SMHC, or may consider it herself if she is hearing the complaint, only if:

- 1) The accused was previously found to be responsible;
- 2) The previous incident was substantially similar to the present allegation;
- 3) Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

The alleged victim in any complaint alleging sexual misconduct will be notified in writing of the outcome and any sanction, will have a right of review, and will be kept apprised of the status of any review requests or grants.

### **Records**

Hearings will be closed to the public and conducted in such a place and manner so as to preserve confidentiality. The hearing will be audio taped. The tapes of the hearing will be held in the President's office for purposes of review or reference as deemed appropriate by the President of the College.

### **Deliberation**

The chairperson will determine the time at which all evidence has been satisfactorily presented. Once ruling as such, the board will deliberate to determine an outcome. A finding that the accused did violate one or more policies will be based on a preponderance of the evidence and a majority vote. In other words, a finding of violation would communicate that based on the information that was presented, a reasonable person would determine that more likely than not the facts indicate a policy violation. A decision will be determined and articulated to the complainant and accused student with the utmost expediency, usually within five class days. Final written notification will occur usually within ten class days. The hearing board will produce a written record of its deliberation identifying the evidence it considered and the basis for its finding. This record will be held with the tapes of the hearing as dictated above.

### **Impact Statements**

Once the formal hearing has been completed, the parties will have the opportunity to submit a written victim impact statement in a sealed envelope. This information will not be considered as evidence for determining violation of policy but as information relevant to setting a sanction, should a determination of policy violation occur.

### **Sanction Statement**

- Any student found responsible of a charge of Non-Consensual Sexual Contact (where no intercourse has occurred), Sexual Exploitation, Sexual

Harassment, or attempting any of the above will receive a sanction ranging from warning to expulsion, depending on the severity of the incident and taking into account any previous disciplinary infractions. \*

- Any student found responsible of a charge of Non-Consensual Sexual Intercourse will face a recommended sanction of expulsion. \*

\*The SMHC reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the SMHC nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

### **Final Review (Appeal)**

Findings and actions taken by the Sexual Misconduct Hearing Committee may be appealed by either party. Petitions for review must be submitted in writing, within five days of receiving formal notification of the hearing outcome, to the Sexual Misconduct Hearing Appeals Committee via the President's office. The final review committee will be comprised of two senior administrators appointed by the President. Grounds under which a final review will be granted are as follows:

- a. To consider new information, unavailable during the original hearing, that could be outcome determinative;
- b. To assess whether a material deviation from written procedures impacted the fairness of the hearing;
- c. To decide if a sanction(s) is grossly disproportionate to the severity of the offense;
- d. To determine that the finding does not accord with the information;
- e. To assess whether bias on the part of a conduct board member deprived the process of impartiality.

In the event the final review committee determines an appeal is warranted, the first ruling will be in most cases to return the complaint to the original hearing board or administrator for consideration of the aspects which warranted the appeal. Once a new ruling is determined, both parties will have the opportunity to petition for review as outlined above. In situations where no remand is made or where a remand is appealed, the final review committee will not depart from the original sanction, up or down, without compelling justification for formalizing a change. The senior student life administrators and process advocates are available to define and/or help with appeal procedures.

# r e s o u r c e s

## **Alcohol Abuse**

### **Statement on Consumption of Alcohol**

The promotion and development of policies that create a safe environment for college students is a significant responsibility for those engaged in directing institutions of higher education. Alcohol consumption causes a number of changes in behavior and physiology, posing a significant threat to the health and welfare of our nation's college-age students. Even low doses can impair judgment, coordination, and abstract mental functioning. Statistics show that the majority of violent behaviors on college campuses involve alcohol use, including acquaintance rape, vandalism and assaults. Additionally, continued use stresses social relationships and may lead to dependency, which often causes permanent damage to vital organs and is counterproductive to a healthy lifestyle. Wishing to establish an environment, that fosters academic excellence while educating our students on the complexities of alcohol use, Central College establishes the following policy:

### **Policy**

- 1) Possession or consumption of alcohol by a person of any age on the Central College Campus -The college does not condone the possession or consumption of alcohol by students on campus. This includes non-alcoholic beer, which contains small amounts of alcohol.
- 2) Public intoxication - Alcohol use/abuse is not an accepted excuse for inappropriate behavior. Students who choose to consume alcohol are expected to exhibit the same responsible standards of behavior as all Central students and will be held accountable for any action taken while under the influence.
- 3) Providing alcohol to students on campus - Selling or otherwise providing alcohol to any individual in any form or format on campus is prohibited and will increase the severity of sanctions.
- 4) Encouraging others to abuse alcohol - Use of beer bongs, kegs, and other paraphernalia or acting in a manner that encourages or pressures other students to engage in abusive drinking behavior is prohibited and will increase the severity of sanctions.
- 5) Possession of an excess of empty alcohol containers - Excessive empty alcohol containers and/or other elements found in student rooms or housing common areas that suggest possession and/or consumption of alcoholic beverages on campus may be grounds for disciplinary action.
- 6) Advertising on college property any event where alcohol will be present - Public areas of the college (doorways, hallways, windows and building bulletin boards) may not be used to encourage the use of or advertise events where alcohol will be present.
- 7) College-sponsored events held at non-college owned facilities may not involve third-party vendors to provide alcoholic beverages. Facilities with established in-house distribution sites, i.e. a bar in a bowling alley, must be informed through contractual agreement of the predominance of underage attendees and the college's expectation that reasonable efforts will be made to determine legal drinking age before serving.



## Rationale

The 1989 amendments to the Drug-Free Schools and Campuses Act, Part 86, requires that as a condition of receiving funds or any other form of financial assistance under a federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The basis for the Central College policy stems from our belief that alcohol use by college age students is counterproductive to the pursuit of academic excellence. While we believe that alcohol use is not inherently detrimental to college age individuals, a high percentage of college age students are involved in the abusive behaviors associated with alcohol use. The college believes it unfeasible to provide the facilities and resources necessary for controlled and safe consumption and therefore establishes that all such consumption should be done in off-campus venues more appropriately equipped to handle activities of this nature. College-sponsored events held at non-college owned facilities may not involve third-party vendors to provide alcoholic beverages. Facilities with established in-house distribution sites, i.e. a bar in a bowling alley, must be informed through contractual agreement of the predominance of underage attendees and the college expectation that reasonable means will be taken to determine legal drinking age before serving.

Recent history has shown that students may choose to consume alcohol. As an institution of higher education, Central College is committed to the education of the whole person, both in and out of the classroom. Recognizing the prominence of alcohol use and abuse in our society and that policy does not necessarily dictate behavior, we deem educating our students on these issues to be of paramount importance. To be most effective, we believe it critical to establish an environment that allows for this topic to be freely discussed. Therefore, issues of use and abuse brought to our attention out of concern for personal well-being or those in need of counseling will not be dealt with through the campus disciplinary process, as when our staff confront policy violations. While we do not condone policy violations, it is more important that students in potential trouble get the attention and care necessary to correct life diminishing behaviors.

## Policy Enforcement

As noted above, past history has shown that students may choose to consume alcohol on campus. Mindful of these choices, we extend a level of trust that each student is honoring his/her contractual commitments to follow college policy until given reason to believe otherwise. We will confront all policy violations of which we become aware. Excessive empty alcohol containers and other elements found in student rooms or houses that suggests evidence of possession and/or consumption of alcoholic beverages on campus may be grounds for disciplinary action. Should a staff member approach a situation, it is expected that individuals present comply with all reasonable requests made by a college official, be respectful in their interactions with staff, and present themselves truthfully. Furthermore, we expect that all individuals take responsibility for their choices. Violators may be subject, but not limited, to the following sanctions, assuming no other mitigating circumstances exist:

### Minimal consequences (not limited to)

Possession/consumption (individual)	warning, campus service, written reflection paper
Possession/consumption 2nd offense	campus service, campus programming, substance

Possession/consumption 3rd offense	awareness class, behavioral contract up to suspension or dismissal
Possession/consumption (house group)	\$150 fine, event or equivalent service
Possession/consumption - second offense	\$300 fine, event or service, behavior contract
Possession/consumption - third offense	removal from house

**Behaviors which increase the minimal consequences (not limited to)**

Conditions created	excessive use encouraged, kegs present, paraphernalia utilized, size and magnitude of event
Vandalism	will result in repaying cost of damages, possible anger assessment
Vomiting, blackout	housekeeping fine, community apology, use assessment
Harassment, sexual assault	possible interim suspension, up to and including suspension or dismissal, potential for criminal or civil charges

**Accelerated Timeline:** During the last 2 weeks of the academic calendar, the conduct process and sanctioning process is accelerated. Students will be informed of the accelerated process via email in the spring.

# living rules

## **Room Changes**

Students must acquire approval prior to any room change, including the clustering of residents to form "lounge" type rooms. Approval for a room change may be granted only by the assistant dean of student life or the residence hall director from the building in which the new room is desired. Changing rooms without prior approval may be cause for conduct action and a \$50 fine.

## **Campus living**

Effective living in group situations is dependent upon cooperation among residents. Mindful that open communication is essential to the success of such cooperative efforts, the office of residential learning encourages all students living together (whether that be in individual rooms, corridor groups, or entire building units,) to engage in open dialogue to establish the standards of the particular community. It is also important to be respectful of other individuals and their property.

Care of room and furnishings is the responsibility of the occupants. Damage to room or furnishings other than normal wear will be assessed to the occupants. Permanent furniture may not be moved or dismantled. Rooms may not be painted. Care should be taken when decorating the rooms that holes are not put into walls and that tape does not cause damage to the paint.

No lights or lighted signs may be attached to honor houses or residence halls without prior approval from the physical plant and student life offices.

Damage costs to corridors or general areas not claimed or attributed to a particular person or persons are commonly shared by unit residents, i.e. damage to equipment, vending machines or hallway facilities.

Room occupants are responsible for their guest's observance of all college and house rules. Residents understand that failure to do so may result in being charged with and held accountable for a violation that their guest commits.

The college does not allow door-to-door salespeople in any of its residential units. When salespeople come to your door, students are encouraged to turn them away without making a purchase and report the incident to a residence hall staff member. Pella police can also be called on for assistance in these matters.

Private air conditioners are permitted for health reasons only. Permission is granted by the Facilities Management office, after receiving a recommendation from the student's physician. Use of an approved window unit will require an additional \$125 fee to cover the installation kit and additional utility usage. We will install and remove the unit from the window and those returning the installation kit will receive a \$25 credit to their account.

Smoke detectors are installed in student rooms for the safety of the residents. Tampering with room smoke detectors is a violation of college safety policy.

No pets (with the exception of fish) are allowed in college housing.

Waterbeds may not be used in college housing unless medical need is demonstrated.

To prevent accidental injury or death, students are prohibited from standing, walking, or otherwise being on rooftops or porch canopies.

Mindful of the potential fire hazards they present, live Christmas trees (or those

that were once alive) are prohibited from housing units. Also prohibited are any room or corridor decorations that may present a fire hazard.

Due to the high intensity heat that halogen lamps produce, thus increasing the potential for ignition of flammable materials, use of these lamps is not permitted in any campus residential unit.

Kitchen appliances in living units are for light snacks only, and not for meal preparations. Cleanup responsibility or any damage done as a result of cooking is the responsibility of the individual involved, or to be shared collectively by members of the housing unit. Students will be charged when it becomes necessary for college staff to do clean up as the result of food storage or preparation. Meals are not to be prepared in student rooms. Coffee pots, popcorn poppers and small appliances are permitted in student rooms and should be used as intended. For fire safety reasons, no appliances or items with exposed heating coils or flames (such as hot plates, candles, incense sticks) are permitted in the residential facilities.

Privately owned room refrigerators not exceeding 4.8 cubic feet and not using more than 75 watts and microwaves which draw no more than 5.8 amps or do not exceed 700 watts will be permitted. The student is responsible for any damages caused by the refrigerator and must be responsible for storing the unit.

Students are not to attach private antennas, including satellite dishes, to the outside of the college living units.

Pool tables are to be located in basements of honor houses that have cinder block walls, or in locations approved by Facilities Management.

The councils of each housing unit may set rules and policies for the smooth operation of their particular center. When visiting a center, abide by these specific rules as well. Please check with the council for specific information.

### **Honor Housing**

Residents of designated honor houses accept a heightened level of accountability for the living unit. It is expected that house members will be self-regulating to ensure the smooth functioning of house operations and that all pertinent rules and community standards are upheld. All honor house groups must designate a house president as their official representative. It is understood that the house president will serve as the representative for the honor house group in student conduct matters pertaining to the collective honor house unit. In the event that the president is unavailable, or that it would be prudent to do so, another representative may be designated by the honor house group.

### **Quiet/Courtesy Hours**

In order to make the atmosphere conducive to learning and living, conditions which encourage this have been established and these apply to all traditional residence halls. The minimum established quiet hours are from 11 p.m. - 9 a.m. Sunday - Thursday and 12 a.m. - 9 a.m. Friday and Saturday. At the beginning of each semester, "quiet hours" will be established by each floor or wing, which can only extend, not reduce, the minimum hours established above. During quiet hours, noise should be limited to a level which could not disturb the nearest neighbor's attempts to sleep or study.

Twenty-three hour quiet hours for semester final exams begin the evening before the first campus-wide "study day", or two days before the first test and will remain in effect for the duration of the semester. The hour from 9 p.m. - 10 p.m. is designated as the daily "loud" hour.

Courtesy hours are in effect 24 hours a day, seven days a week. This means noise should never exceed reasonable levels and a student is expected to comply with a request of another student or staff member to lower noise to a reasonable level.

### **Vacations**

Students may not occupy their rooms in college living centers beyond the established contract period, including the semester break. Housing units will be open during the fall, Thanksgiving and spring breaks, but The Central Market will be closed and meals not provided. Housing units will close at 5 p.m. on the last scheduled class or examination day and will open at 9 a.m. on the day preceding the resumption of the college schedule unless designated otherwise by written notice. Students must vacate campus by 5 p.m. on the day of their last final exam. Failure to comply with this policy may result in the student being billed at the rate of \$35.00 per day for each day occupancy is maintained beyond the contract date.

### **Visitation policy**

Visitors of the opposite sex are restricted to the public areas (lounges, recreation rooms or kitchens) of the housing unit, except during the times the visitation hours are in effect. Provisions of the visitation policy are:

1. Hosts and hostesses are responsible for their guest(s) while in the living unit. Room occupants are also responsible for their guests' observance of all college and housing rules.
2. Unescorted guests and strangers should be challenged by residents to eliminate aimless wandering and unwanted guests in the residence halls and houses.
3. Maximum visitation hours for traditional residence halls or those honor houses/pods that do not have a self-governance strategy are:  
Sunday through Thursday - 9 a.m. - midnight  
Friday and Saturday - 9 a.m. - 2 a.m.
4. Corridors within the residence halls may further limit visitation hours on the majority vote of residents living in the designated area. Limited hours should be reported to the residence hall director and student life office.
5. Because honor houses and pods are allotted to groups under the expectation that these groups employ self-governance strategies, the determination of visitation hours in these units are to be determined and addressed in the self-governance strategy. It is possible that a group may elect to have 24-hour visitation, keeping in mind that visitation is not for purposes of cohabitation.

### **Personal property left on campus**

1. No storage for personal belongings will be provided by the college.
2. Leaving personal property on the campus in general, i.e. automobiles for prolonged periods of time, must carry the approval of the physical plant director.
3. Property left will be disposed of by the college and any costs incurred while disposing of the property will be charged to the original owner.
4. The college assumes no liability for items left on campus.

### **Single room charge**

Students who elect to live in one of the college single occupancy rooms will be charged the single room rate. Questions regarding the policy should be addressed to the assistant dean of student life.

**Lofts**

Wishing to provide a safe living environment while maintaining the condition of our facilities, lofts designed to raise sleeping/study surfaces or any other furniture or object off the ground may not be constructed in our residence halls or honor houses. Students choosing to construct unauthorized lofts will be assessed a \$50 fine, pay any repair costs associated with the construction and asked to immediately remove the loft from the facility.

# conduct system

## **Purpose**

The purpose of the campus conduct system is to provide a fundamentally fair process that supports the educational mission of the institution. A hearing will consider alleged violations of campus rules or standards of responsible conduct to see that judgments are made and sanctions are specified where appropriate.

I. The dean of student life is the person designated by the president of the college for the administration of The Student Code of Conduct.

II. The dean of student life (DSL) or designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some information to support each element of the offense, even if that information is merely a credible witness or victim's statement. A complaint wholly unsupported by any information will not be forwarded for a hearing.

III. If the allegations can be disposed of by mutual consent of the parties involved on a basis acceptable to the parties involved and the dean of student life or designee, such disposition will be final and there will be no subsequent proceedings. The dean of student life or designee has discretion to refer a complaint for mediation. All parties must agree to mediation, and to be bound by the decision with no review. Any unsuccessful mediation can be forwarded for formal processing and hearing. However, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The dean of student life or designee may also designate that complaints that do not involve a violation of the Student Code of Conduct be referred for mediation.

IV. If the complaint cannot be disposed of in a manner mutually acceptable, the DSL or designee may hear the complaint in an administrative hearing or in his/her sole discretion may refer the complaint to the College Hearing and Review Board (CHRB). The CHRB is a body of students, faculty and staff who are responsible for assisting in the interpretation and implementation of The Student Code of Conduct and conduct process. Members are responsible for ensuring that students receive the procedural fairness rights granted them. These rights are detailed below. All procedures applicable to CHRB hearings are also applicable to administrative hearings. Generally, offenses which may result in suspension or expulsion are usually referred to the CHRB. Administrative hearings might be used for especially sensitive matters, time-critical issues, or when the CHRB is not in session or cannot be convened.

V. The dean of student life or designee will be responsible for assembling the CHRB according to the following guidelines.

- The CHRB will consist of seven voting members: four student members, two faculty members and one of the senior student life administrators. There will also

be two students and one faculty alternate.

- The chair will be elected by the CHRB at its first meeting in the fall and will serve for one year. Preferably he or she will have had experience on the board.
- The Student Senate will appoint four board members: two are appointed in April and two in November. These appointments will be confirmed by the Student Senate by two-thirds approval. They will take office two weeks after their appointment. Unfilled offices will be filled by reappointments by the appointing body. No person will serve more than two complete semesters as a student member. Each body will appoint one alternate in September of each year to serve for one year.
- One of the student life staff represents the administration.
- No student member of the College Hearing and Appeals Board may serve in any other legislative office or on any other conduct body of the student government.
- The dean of student life will have final authority to approve students serving on the CHRB. Members must be in academic and conduct good standing in the semester(s) they serve, though a serious history of misconduct could disqualify a student for service. For this purpose, academic good standing is defined as a semester GPA of at least 2.5 and conduct good standing is defined as having no record of misconduct (as defined by the Student Code of Conduct) during the semester(s) a student serves.
- The non-voting conduct advisor to the CHRB is the dean of student life or designee, with responsibility for training the CHRB, preliminary investigation, holding CHRB representatives accountable for decisions made by the CHRB, and ensuring a fair process for the complainant and the accused student.

#### VI. Interpretation & Revision

- Any question of interpretation regarding "The Student Code of Conduct" will be referred to the dean of student life, whose interpretation is final.
- The dean of student life may make any necessary modification to procedures that does not materially jeopardize the fairness owed to any party.
- The Student Code of Conduct will be reviewed every two years under the direction of the dean of student life.

#### VII. Procedures

- At all hearings of the CHRB, the presence of at least five (5) of the members will be necessary and sufficient to constitute a quorum.
- The dean of student life will develop procedural rules for the administration of hearings that are consistent with provisions of The Student Code of Conduct. Material deviation from these rules will generally only be made as necessary, and will include notice to the parties.
- Decisions made by the CHRB or the dean of student life will be final, and sanctions implemented, pending the normal review process. The dean of student life has the authority to stay implementation of sanctions pending review, at his/her discretion.
- Some violations of college policy committed by resident students will be handled administratively by residence hall directors. These violations may include, but are not limited to alcohol, noise, visitation, trash, emergency evacuation, disabling a smoke detector and smoking tobacco products in an unauthorized area. Students may petition for review of administrative decisions to the assistant dean of student life for a hearing by the CHRB or campus conduct officer. Petitions for



review must be based on written documentation of one or more of the criteria defined in the "Review" Section F (p. 110). For such violations, the decision rendered on petition to the CHRB or campus conduct officer is final.

#### **A. Complaints and Hearings**

- Any member of the college community, visitors or guests may file a complaint against any student for misconduct. Complaints will be presented to the dean of student life (or designee). Any complaint should be submitted in writing as soon as possible after the event takes place, preferably within one semester. At the discretion of the dean of student life, the college may pursue a complaint made much later. The college has the right to pursue a complaint or perception of misconduct on its own behalf, and to serve as complainant. When such procedures are used, the CHRB will be used in lieu of an administrative hearing.
- The dean of student life will assume responsibility for the investigation of the alleged violation as described in the section titled "Conduct System, II" (p. 102).

#### **B. Notice and pre-hearing procedures**

1. Once a determination is made that reasonable cause exists for the dean of student life or designee to refer a complaint for a hearing, notice will be given to the accused student. Notice will be in writing, and may be delivered in person during a meeting with the dean of student life or designee. Notice will also be mailed to the local or permanent address of the accused student. Once mailed, such notice will be presumptively delivered.

a. The letter of notice will state briefly a description of the incident alleged, as well as stating all policies the accused student is alleged to have violated and the possible consequences if the accused student is found in violation. Relevant procedures for resolution of the complaint will be included in the notice.

b. The letter of notice will direct the accused student to contact the dean of student life or designee within two class days of receipt to respond to the complaint.

c. A meeting with dean of student life or designee can be arranged to explain the nature of the complaint and the conduct process. Within the two class day period, the accused student must indicate in writing to the dean of student life or designee whether s/he admits or denies the allegations of the complaint. Where the accused student admits to violation(s) of the Student Code of Conduct, the dean of student life or designee may invoke informal resolution procedures to determine and administer an appropriate sanction without a formal hearing.

d. Where the accused student denies the violation, the formal hearing procedures below in section 3 will be followed.

2. Where a student denies violation of the Student Code of Conduct, the dean of student life or designee will upon receipt of a written denial from the accused student, schedule a hearing.

a. Written notice of the time, date and location of the hearing will be sent to all parties to the complaint, who may additionally be notified in person, by telephone, or by e-mail.

b. If there is an alleged victim of the conduct in question, the alleged victim may serve as the complainant, or may elect to have the administration serve as complainant. Where there is no victim, the administration will serve as complainant.

c. If a student fails to respond to notice from the dean of student life or designee, the dean of student life or designee will initiate a complaint against the student for failure to comply with the directives of a college official, and give notice

of this offense. Unless the student responds to this notice within two class days by answering the initial notice, the student will be automatically suspended until such time as s/he responds to the initial complaint.

3. Once a student denies a violation, they will be given a minimum of seven (7) days to prepare for a hearing. At least forty-eight hours before any scheduled hearing, the following will occur:

- The accused student will deliver to the dean of student life or designee a written response to the complaint;
- The accused student will deliver to dean of student life or designee a written list of all witnesses the accused student wants the college to call on his/her behalf at the hearing, giving the full contact information of any such witness, if known;
- The accused student will deliver to dean of student life or designee a written list of all items of physical information the accused student intends to use or needs to have present at the hearing, and will indicate who has possession or custody of such information, if known;
- The complainant will deliver to the dean of student life or designee a written list of all witnesses the complainant wants the college to call and all physical information that will be used by the complainant at the hearing and will indicate who has possession or custody of such information, if known;
- The parties will notify the dean of student life or designee, at least forty-eight hours prior to the hearing, of the names of any advisors who may be accompanying the parties at the hearing;
- The dean of student life or designee will ensure that this information and any other available written documentation is shared between the complainant and accused student at least twenty-four hours before any scheduled hearing. In addition, the parties will be given a list of the names of all the hearing officers for the complaint. Should either party object to any members of the board or panel, they must raise all objections in writing to the dean of student life or designee immediately. Hearing officers will only be unseated if the dean of student life or designee concludes that their bias precludes an impartial hearing of the complaint.

Additionally, any CHRB or hearing officer who feels they cannot make an objective determination must recuse himself or herself from the proceedings.

4. The complainant and the accused have the right to be present at the hearing, but not during deliberations. If a student cannot attend, it is that student's responsibility to notify the dean of student life or designee no later than 24 hours before the hearing, to arrange another time, place and date. Except in cases of grave or unforeseen circumstances, if the accused student fails to give 24 hours notice, or if the accused student fails to appear, the hearing will proceed as scheduled. If the complainant fails to appear, the complaint will be dropped unless the college chooses to pursue the allegation on its own behalf, as determined by the dean of student life or designee.

5. Except in a complaint involving failure to obey the summons of the dean of student life or designee, no student may be found to have violated The Student Code of Conduct solely because the student failed to appear. In all complaints, the information in support of the complaint will be presented and considered.

**C. Student Rights in the Conduct Process (Applies to both complainant and the accused student, except where noted.)**

1. To have a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.

2. To request in writing to the dean of student life that separate hearings be conducted, if more than one student has been accused of a Code violation.
3. To hear testimony and/or see all written statements concerning the complaint.
4. To be informed of the names of all witnesses who will provide oral and/or written statements, unless the dean of student life makes special provision for a witness to remain anonymous, in the event that it is determined that the identity of the witness is not critical information necessary for a party fully respond to the testimony/written statement.
5. To refute oral and/or written statements made by witnesses and other parties.
6. To have a fair and prompt hearing, and to have any delays in scheduling explained
7. To be notified promptly of the resolution of the complaint.
8. To be advised of the appropriate review process. Complainants do not have the right to review all types of violations, but may petition for final review of any complaint involving violence (such as sexual misconduct, stalking, etc.) or discrimination.
9. To an advisor who can provide advice and support during the process. Advisors may be present at all meetings during the investigation, hearing and pre-hearing stages. Advisors may not be attorneys. Advisors are not participants in hearings, and while they may converse with their clients, they are not permitted to address the hearing officers. Any advisor who exceeds the role permitted to them will be ejected from the hearing, and the student will proceed without the benefit of an advisor, unless the dean of student life permits a substitution.

#### **Student Responsibilities in the Conduct Process**

1. The college expects students to assume responsibility for their own actions during the conduct process.
2. Students are expected to appear when requested to do so throughout the entire process, and failure to do so may result in a complaint for failure to comply with the directives of a college official. Accused students are expected to answer the questions of hearing officers, but may elect to refuse to do so to avoid self-incrimination. Hearing officers may proceed without the active participation of the accused student, and may draw reasonable inferences from the failure of the accused student to answer questions or provide a response to the complaint.
3. If the student fails to appear and proper notification has been verified, the hearing will not proceed. Instead, the accused student will be given notice of violating the Code of Conduct for failure to comply with the directives of a college official. A hearing will be scheduled. If the accused student does not appear, s/he will be suspended until such time as they decide to comply by appearing for the hearing on the first allegation. If the accused student does appear, and is found in violation, s/he will be suspended until such time as they decide to comply by appearing for the hearing on the first allegation. If the accused student is found not to be in violation, the original hearing will be rescheduled and will proceed, with or without the participation of the accused student.
4. Throughout the conduct process, students have the responsibility to present truthful information. Any student found to have willfully presented false or misleading information will be subject to notice and a hearing on a complaint of abuse of the campus conduct system.
5. Students are expected to complete the sanctions issued at any level in the conduct process. Failure to do so may result in further conduct action.

#### **D. Hearing Procedures**

1. The dean of student life or designee and the CHRB will conduct hearings, according to the following guidelines:

Hearings will be closed to the public.

- a. Admission to the hearing of persons other than the parties involved will be at the discretion of the CHRB or the dean of student life.
- b. In hearings involving more than one student, the standard procedure will be to hear the complaints jointly. However, the dean of student life or designee may permit the hearing concerning each student to be conducted separately. In any joint hearing, separate determinations will be made as to the responsibility of each student accused.
- c. The complainant and the accused student will have the right to an advisor of his/her own choosing ONLY from within the college community, unless an exception is granted by the DSL or designee. The advisor may not make a presentation or represent the complainant or the accused student during the hearing.
- d. The complainant, the accused student, the CHRB (or the dean of student life or designee) will have the privilege of presenting witnesses, and questioning all parties and witnesses.
- e. Pertinent records, exhibits and written statements may be accepted as information for consideration by the CHRB, the dean of student life or designee. Formal rules of evidence are not observed. The Chair or dean of student life may limit the number of character witnesses presented or accept written affidavits of character instead.
- f. All procedural questions are subject to the final decision by the CHRB Chair or dean of student life.
- g. Order of Hearing
  1. Complaint: The chairperson of the conduct body will read the complaint(s) to the accused student(s).
  2. Response: The accused student(s) will accept or reject each accusation of the complaint.
  3. Presentation by the Complainant: The complainant may present information, including witnesses, related to the offense.
  4. Presentation by the Accused Student: The accused student may comment upon the information and may present additional information, including witnesses.
  5. Questioning: Each party may question the witnesses of the other, and the conduct body may also question witnesses and parties.
  6. Clarification of the Information: The complainant and/or members of the conduct body may re-examine information against the accused student in view of the information presented during the hearing.
  7. Summary Statement: The complainant and the accused may each make a brief summary statement.
- h. After a CHRB hearing, the CHRB will deliberate and determine by majority vote whether it is more likely than not that the student has violated the Student Code of Conduct. The dean of student life or designee will be present and available as a resource during all deliberations. Once a finding is determined, if that finding is that of a policy violation, the CHRB will determine an appropriate sanction. The dean of student life or designee is responsible for informing the CHRB of applicable precedent and any previous conduct violations by the accused student. The Chair will prepare a written deliberation report to the dean of student life or designee detailing the finding, how each body member voted, the information cited by the

body in support of its finding, and any information that the body excluded from its consideration, and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length, and must be submitted to the dean of student life or designee within 48 hours after the end of deliberations. The dean of student life may make appropriate modifications and then will implement the final determination and inform the parties within seven (7) business days after the hearing.

i. After a hearing by the dean of student life or designee a decision will be made on the basis of whether it is more likely than not that the student has violated The Student Code of Conduct.

j. There will be a single verbatim record, such as a tape recording of all hearings. The record will be the property of the college. Deliberations will not be recorded. Verbal presentations of the findings will be recorded. All conduct records are maintained by the college for seven years from the time of their creation.

## **E. Sanctions**

When a violation of college policy has been verified through the conduct process, an administrative hearing officer or board will impose a conduct sanction. Supportive of the academic mission of the college these sanctions are educationally based, the design being to enhance the holistic development of our students. A sanction may be single or multi-faceted and cover a wide-range of possibilities tailored to the individual and the nature of the conduct violation involved.

Students may expect to receive sanctions such as, but not limited to, those listed below.

- Verbal Warning – Issued at the conclusion of the process when a conduct administrator or board determines that minimal consequences should be imposed for the violation.
- Written Warning – Similar to a verbal warning, a written document is sent to the violator and placed in a conduct file, held in the student life office confidentially for one year after graduation.
- Restitution – Monetary compensation for loss, damage or injury. May also be imposed in conjunction with community restitution to provide necessary resources for completing the sanction.
- Fines – Payment of a fine according to conditions and amounts published in the Residence Life Guide or posted floor/residence hall policy. Additionally, a fine of \$25 may be imposed for failing to attend a scheduled hearing or meeting.
- Discretionary Sanctions – Include, but are not limited to, work assignments, service to the college or community, letters of apology, completion of educational programs, papers or reflections, assessment and counseling, evaluation or treatment by an appropriate health care or other professional, or other discretionary assignment.
- Loss of Privileges – Denial of privileges to college services and facilities, attendance or participation in activities, events or programs.
- Restricted Access – Restriction or termination of a student's access to a residence hall/college facility or designated portion of a residence hall/college facility as a guest.
- Probation – Probationary status imposed with or without restrictions for a defined period of time not to exceed one calendar year. Probation may include the loss of privileges such as, but not limited to, representing the college in intercollegiate athletics or holding a student office or similar position. A student on probation is subject to additional sanctions, including suspension or dismissal, if involved in any

subsequent act of misconduct, including violations of the terms of probation.  
Living Unit Suspension - Removal of the student from a floor or residence hall for a defined period of time. Conditions for reinstatement may be imposed.

- Contract Termination – Termination of the student's residence hall contract and removal from the Residential Learning system. Readmission to the Residential Learning system may occur only with written approval from the Director of Residential Learning or person specified. Students whose contracts are terminated may lose room fees and visitation privileges to all residence halls.
- Probation of a Student Organization – Probationary status for not less than one academic semester, during which time the organization will be required to fulfill specific conditions. Violation of probation, or any college policy or procedure, will result in more severe conduct sanctions.
- Suspension of a Student Organization – Removal from recognition as a college organization for a defined period of time. Suspension involves a loss of all privileges, including the use of college facilities and probationary status for one year following completion of the suspension.
- Termination of a Student Organization – Removal of a student organization from the college.
- Suspension – Removal of the student from the college for a defined period of time after which the student is eligible to return. Conditions of readmission may be specified. During a suspension, a student is not permitted to be on college property or be in attendance at college-sponsored events.
- Expulsion – Permanent termination of the relationship between the college and a student. Any student who has been expelled from the college for conduct reasons may not be readmitted without written approval of President of the College. An expelled student is not permitted to be on college property or be in attendance at college-sponsored events.

The college may note on a suspended or expelled student's transcript that they were suspended or expelled as a conduct sanction.

#### **F. Final Review (Appeal)**

1. Accused students or complainants may petition within three (3) school days of the written decision to the College Review Panel (CRP) for the review of a decision reached by the College Hearing and Review Board or an administrative hearing officer. For decisions reached in Residence Hall violations, review is to the assistant dean of student life, and is final. Petitions for review will be in writing and will be delivered to the dean of student life or designee.

2. If the dean of student life or designee determines that the complaint may be reviewed, he/she will refer the complaint back to the original hearing body/officer or to the CHRB for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If a referral back to the original hearing body or officer is not appropriate, the DSL will convene the CRP, consisting of the President of the College, the President of the Student Government, and the Chair of the Faculty Senate. The CRP serves as the final level of review in the conduct matter.

3. Except as required to explain the basis of new information, a review will be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. To consider new information, unavailable during the original hearing, that could be outcome determinative;
- b. To assess whether a material deviation from written procedures impacted

the fairness of the hearing;

c. To decide if a sanction(s) is grossly disproportionate to the severity of the offense;

d. To determine that the finding does not accord with the information;

e. To assess whether bias on the part of a conduct board member deprived the process of impartiality.

Every opportunity should be taken to return the complaint to the original hearing body/officer for reconsideration, where possible. The original hearing officer/body or the CRP may support or change a decision, increase, decrease or modify a sanction. The reviewing body will be deferential to the original decision maker, making changes to the finding on where there is clear error and to the sanction only if a compelling justification to do so exists, and a unanimous decision is reached. CRP members will participate in semi-annual training with the CHRB and dean of student life. Anyone who does not receive semi-annual training will not be eligible to participate in conduct proceedings.

### **Honor House violations**

Because honor housing units are allotted to groups under the expectation that these groups employ self-governance strategies, conduct proceedings will be employed as follows:

1. When violations occur, it is expected that honor house units take the initiative to resolve the violation. All violations within an honor housing unit, confronted by staff, will be considered a group violation. A group violation includes all residents of the honor house unit. It will be the responsibility of the honor house group to hold individuals responsible for the sanctions, should that be appropriate.
2. Once a violation has been confronted, the designated house president is expected to gather information as to the details of the issue and to contact the appropriate student life staff member within two working days.
3. Student rights in conduct hearings will be reviewed with the house president, as will any appropriate charges that may be brought. It is the sole responsibility of the house president to communicate this information back to the house group and to arrive at a consensus decision as to how the group will proceed.
4. Hearing procedures, offering choice of hearing options and a process which creates a fair process, will apply as noted above.
5. Sanctions will be established and applied to all house members on the roster, the burden being with the group to ultimately determine the extent to which each will be held accountable.

### **Residence hall violations**

1. Residence hall directors individually and/or with panels of students may serve as hearing officers or boards for infractions of campus rules which take place in their buildings or the area surrounding their buildings.
2. Residence hall directors may serve as hearing officers for uncontested infractions of campus rules which take place in their building or on the area immediately surrounding their buildings.
3. Contested cases may be heard by a three member panel of peers representing the residence hall and/or house or group of houses where the infraction allegedly occurred.
4. Reports of the incident will be provided to the student, residence hall director and the student life office. Student life will also be notified of the resolution of the case as well as any penalties assessed.

5. Appeals of cases heard by the residence panels will be made to either the CHRB or the campus conduct officer.

**Guidelines for hearings in residence areas**

1. Complaints heard may include but are not limited to:
  - a. Alcohol violations
  - b. Visitation hours
  - c. Noise
  - d. Vandalism

2. Sanctions may include community service, restitution, fines and other sanctions which fit the violation of policy. Fines by residence hall directors or residence hall panels will be paid to the treasury of the residence hall hearing the violation.

3. Record keeping for house/halls

An incident report form should be prepared by the individual making the complaint(s). A copy should be given to the accused along with a written notice of hearing giving date and place and a copy of student rights. The residence hall director should place a copy in his/her files. A copy should be sent to the student life office.

4. Notification of results of the hearing

Written notice of hearing results should be sent to the student(s), retained in the residence hall director files and sent to the student life office.

5. Statement of the final review process should be sent to any student who has been assessed a sanction.



# *residential code of conduct violations*

Specific to on-campus housing, violation of the following could result in fines and/or possible conduct action.

1. Changing rooms without prior approval
2. Permanent furniture may not be moved or dismantled.
3. Rooms may not be painted.
4. When decorating the rooms do not put holes in walls
5. Use tape (blue masking tape) that does not cause damage to the paint.
6. No lights or lighted signs may be attached to honor houses or residence halls without prior approval from the physical plant and student life offices.
7. No pets (with the exception of fish) are allowed in college housing.
8. No waterbeds in college housing unless medical need is demonstrated.
9. Lofts designed to raise sleeping/study surfaces or any other furniture or object off the ground may not be constructed in our residence halls. Students choosing to construct lofts will be assessed a \$50.00 fine, pay any repair costs associated with the construction and asked to immediately remove the loft from the facility.
10. Door-to-door soliciting or canvassing in campus residences is prohibited.
11. Students are not to attach private antennas, including satellite dishes, to the outside of the college living units.
12. Students may not occupy their rooms in college living centers beyond the established contract period, including the semester break.
13. Students must vacate campus by 5 p.m. on the day of their last final exam.
14. Unescorted guests and strangers should be challenged by residents to eliminate aimless wandering and unwanted guests in the residence halls and houses.
15. Corridors within the residence halls or houses may further limit the established visitation hours on the majority vote of residents living in the designated area. Limited hours should be reported to the residence hall director and student life office.
16. Privately owned room refrigerators not exceeding 4.8 cubic feet and using no more than 75 watts and microwaves which draw no more than 5.8 amps and do not exceed 700 watts will be permitted.

Personal property left on campus:

1. No storage for personal belongings will be provided by the college.
2. Leaving personal property on the campus in general, i.e. automobiles for prolonged periods, must carry the approval of the physical plant director.
3. Property left will be disposed of by the college and any costs incurred while disposing of the property will be charged to the original owner.
4. The college assumes no liability for items left on campus.

Housing Rules-the following are rules specific to housing the violation of which could be cause for fines and possible conduct action.

1. Residency requirement-Students are required to room and board with the college unless they meet one of the conditions below:
  - a) Student is 23 years of age or older.
  - b) Student is a military veteran.

- c) Student is currently or formerly married.
- d) Student has been released from this requirement through an application process in the spring.

Residency Appeals – Those who can demonstrate special circumstances may appeal to have the residency requirement waived. Appeals must be submitted in writing to the student life office.

These conduct policies and procedures have been authored with the assistance of the National Center for Higher Education Risk Management, [www.ncherm.org](http://www.ncherm.org). Portions of these procedures have been adapted from Syracuse College, the College of the Incarnate Word, Ohio State College, Penn State College, Loras College, Duke College and the College of Oregon. Policies have been adapted from the models of Gary Pavela, Ed Stoner's Model Code and the Model Code of NCHERM authored by Brett A. Sokolow, JD. Rights of use have been granted by NCHERM to the Central College. No other use is permitted without the express permission of NCHERM.

## DID YOU KNOW?

### **Related City of Pella Ordinances:**

Consumption in public places; open container: It is unlawful for any person to use, consume or possess an open or unsealed container of alcoholic liquors or beer upon the public streets or highways, or in any public places, including city parks, except premises covered by a liquor control license, or to possess or consume alcoholic liquors or beer on any public school property or while attending any public or private school-related functions. As used in this section, "school" means a school or that portion thereof, which provides teaching for any grade from kindergarten through grade 12. (1991 Code)

Public intoxication: It will be unlawful for a person to appear in any public place or on a public street or highway while intoxicated or under the influence of alcohol or drugs. It will also be unlawful to simulate intoxication on a public street or highway or in a public place. (1992 Code)

### **Related State of Iowa laws:**

1. A person will not sell, give or otherwise supply alcoholic liquor, wine or beer to any person knowing or having reasonable cause to believe that person to be under legal age.
2. A person or persons under legal age will not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine or beer in their possession or control; except in the case of liquor, wine or beer given or dispensed to a person under legal age within a private home and with the knowledge, presence and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under legal age may handle alcoholic beverages, wine and beer during the regular course of the person's employment by a liquor control licensee, or wine or beer permittee under this chapter.
3. A person who is under legal age, other than a licensee or permittee, who violates this section regarding the purchase of or attempt to purchase alcoholic liquor, wine

or beer, or possessing or having control of alcoholic liquor, wine or beer, commits a simple misdemeanor punishable by a fine of one hundred dollars for the first offense. A second or subsequent offense will be a serious misdemeanor punishable by a fine of two hundred dollars and the suspension of the person's motor vehicle operating privileges for a period not to exceed one year. The court may, in its discretion, order the person who is under legal age to perform community service work under section 909.3A, of an equivalent value to the fine imposed under this section. However, if the person who commits the violation of this section is under the age of eighteen, the matter will be disposed of in the manner provided in chapter 232.

4. Except as otherwise provided in subsections 5 and 6, a person who is of legal age, other than a licensee or permittee, who sells, gives or otherwise supplies alcoholic liquor, wine or beer to a person who is under legal age in violation of this section commits a serious misdemeanor punishable by a minimum fine of five hundred dollars.

5. A person who is of legal age, other than a licensee or permittee, who sells, gives or otherwise supplies alcoholic liquor, wine or beer to a person who is under age in violation of this section which results in serious injury of any person commits an aggravated misdemeanor.

6. A person who is legal age, other than a licensee or permittee, who sells, gives or otherwise supplies alcoholic liquor, wine or beer to a person who is under legal age in violation of this section which results in the death of any person commits a class "D" felony.

**Related Federal laws:**

**Drug and alcohol violation disclosures:**

1. In general – nothing in this Act or the Higher Education Act of 1965 will be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if: a) the student is under the age of 21; and b) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

2. State law regarding disclosure – nothing in paragraph (1) will be construed to supersede any provision of state law that prohibits an institution of higher education from making the disclosure described in subsection (a).

**Effects of drugs and alcohol:**

Alcohol – Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannibis (Marijuana, Hashish) – The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens – Lysergic acid (LSD), mescaline and psilocybin cause illusions

and hallucinations. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack – Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression. Crack, or freebase cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and even death.

Amphetamines – Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse and death. Heavy users are prone to irrational acts.

Heroin – Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

### **Guidelines for Resolution of Harassment Complaints**

The purpose of these guidelines is to provide the means for resolving complaints related to harassment that is not of a sexual nature. The Harassment Policy addresses actions, expressions, or other behaviors that seek to oppress or to convey stigma, hatred, contempt or ridicule, based upon characteristics such as but not limited to race, gender, ethnicity, physical disability, or sexual orientation of individuals.

The quality of liberal arts education depends upon the establishment of a culture in which free inquiry and open discourse thrive. The AAUP policy "On Freedom of Expression and Campus Speech Codes" informs this policy and underscores the difficulties and subtleties associated with distinguishing harassment from the expression of objectionable ideas. "An institution of higher learning fails to fulfill its mission if it asserts the power to proscribe ideas - and racial or ethnic slurs, sexist epithets, or homophobic insult almost always express ideas, however repugnant. Indeed, by proscribing any ideas, a college set an example that profoundly dis-serves its academic mission." (From AAUP Policy Document & Reports. 9th ed. 2001.)

Central College seeks to promote attitudes and values reflective of, though not exclusive to, our foundation in the Christian tradition: acceptance, mutual respect, justice, compassion, and service to others. Members of the college community are called upon to foster reasoned, respectful and ethical standards of behavior and to be responsible in their actions towards one another.

The Central College community will (1) proactively educate all its members about expectations for behavior, (2) hold its members responsible and accountable for behaviors and (3) take steps to protect individuals from harassment or harm arising from prejudice, insensitivity, or ignorance.

1. Information provided to all new faculty members, administrative and support staff members, and students will include this policy statement along with guidelines for respectful dialogue.

2. We believe each community member is solely responsible for his/her thoughts, feelings and actions. Furthermore, we view it appropriate to hold ourselves accountable for that which we create, promote or allow to happen. Therefore, it is not simply important for us individually to act as positive contributing citizens

to the campus community but the expectation that we encourage and challenge others to do the same.

3. If harassment is judged to have occurred, appropriate sanctions will be determined. Because Central is an educational institution, an important response to harassment or harm arising from insensitivity or ignorance is to educate the responsible party or parties and the rest of the community to clarify the nature of the offending behavior and reduce the likelihood of the recurrence of such behavior in the future. It is particularly important that the community be educated regarding the distinctions among freedom of expression, harassment, and insensitive or ignorant behavior.

This principle, however, does not imply that all manner of speech must be tolerated. Various forms of verbal intimidation lie beyond the bounds of academic freedom. As the AAUP policy "On Freedom of Expression and Campus Speech Codes" states: "Institutions should adopt and invoke a range of measures that penalize conduct and behavior, rather than speech - such as rules against defacing property, physical intimidation or harassment, or disruption of campus activities." (p. 60)

### **Terms and Assumptions**

The following definitions rest on these assumptions:

- that persons are accountable for their behavior; that willful ignorance is unacceptable behavior;
- that conduct should be evaluated from the standpoint of a "reasonable person"
- that the purpose of adjudication is to make judgments about complex relationships, and especially to distinguish free speech, including the expression of unpopular ideas, from harassing behavior

In determining the line between harassment and the proper exercise of the rights of free expression, all parties involved in adjudication will be guided by the preamble to the policy. [Harassment is intentional harm characterized as any action, expression, or other behavior that seeks to oppress or to convey stigma, hatred, contempt or ridicule, based upon characteristics such as race, gender, ethnicity, physical disability, or sexual orientation of individuals; and the effect of which is to degrade, humiliate or deny a person or persons the full and free exercise of their rights or privileges, or creating an intimidating or hostile environment.]

### **Inclement Weather**

Since the college is basically a residential college, it is not possible to completely close the college in the case of inclement weather. Even if classes are not held, there are essential services that must be provided. Closing announcements will be made through mass voicemail, email and local radio stations in Pella, Knoxville, Oskaloosa and Des Moines by the marketing & media relations office through direction of the president or a designated representative.

When the college is not officially closed, even though the weather may seem threatening, classes will be held at the discretion of the faculty member. Faculty members are urged to be sensitive to their own as well as to student safety in applying this policy. The policy is not intended to force people to take unwise risks, but rather to keep the academic program operating.

**Addendum: State of Iowa Statutes****Hazing: (Abusive Affiliation)**

1. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
2. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with an organization, regardless of a student's willingness to participate in the activity.

**Gambling (Gaming or Betting):**

A person shall not do any of the following:

1. Participate in a game for any sum of money or other property of any value.
2. Make any bet.
3. For a fee, directly or indirectly, give or accept anything of value to be wagered or to be transmitted or delivered for a wager to be placed within or without the state of Iowa.
4. Engage in bookmaking.

# *campus* directory

Academic affairs	Paul Naour, provost	5188	CEMH
	Vivian Rippentrop, associate dean	5314	CENH
	Steve Sanchez, assistant dean for curriculum advising and first-year programs	5331	CENH
Admission	Carol Williamson, dean	7667	CENH
Advancement	Dave Sutphen, vice president	5192	CENH
Alumni	Don Morrison, director	5281	CENH
Athletics	Al Dorenkamp, director	5310	KGFH
Auto registration	Campus Security	5291	MAYT
Bookstore	Aleta Rauch, manager	5240	MAYT
Business office	Barb Bowzer, vice president	5272	CENH
Business affairs	Sheryl Kamerick, controller	5276	CENH
Campus security	Dean Thompson, director	5291	MAYT
Campus services	Terri Vander Molen, director	7699	CENH
Career center	Pat Joachim Kitzman, director	5271	MAYT
	C.C. Hoffman, assistant director	5250	MAYT
Chaplain	Joel Brummel	7648	CH
Computer tech support	Computer help center	7010	MAYT
Counseling	Jon Dobernecker, director	5248	MAYT
Development	Jim Danks, director	5283	CENH
Dining services	Mark Howard, director	7686	CMKT
Geisler Library	Robin Martin, director	5220	GLIB
Health services	Marge Zondervan, R.N.	5325	HOFF
Housing	Lisa Hetzel, director	5180	MAYT
Insurance	Sheryl Kamerick, controller	5274	CENH
Intercultural affairs	TBA, director	5134	MAYT
Central College Abroad	Brian Zylstra, director	5284	WCBI
International student adv.	Carlyn Wei	5284	WCBI
Intramural activities	Adam Stevens, director	5166	KCFH
IT services	Lee Vande Voort, chief info. officer	5152	CENH
Loans & grants	Cindy Rietema, loan officer	5290	CENH
Maintenance	Facilities management	7676	PHPT
Marketing & media relations	Connie Cross, director	5153	GRNK
President	David Roe	5270	CENH
Registrar	Steve Sanchez	5331	CENH
Student accounts	Milli DeWild-Toom, director of accounts receivable & loans	5185	CENH
	Tina Wadle, accounting clerk for student accounts	5277	CENH
Student programming	Bonnie Dahlke, director	5243	MAYT
Student financial planning	Jean Vander Wert, director	5268	CENH
Student life	JoNes VanHecke, dean	5249	MAYT
	Lisa Hetzel, assistant dean	5180	MAYT
Tutoring	Linda Blatt, director	5209	HOFF

**Key**

- CENH. . . . . Central Hall
- CH . . . . . Chapel
- CMKT. . . . . Central Market
- GLIB. . . . . Geisler Library
- GRNK. . . . . Groendyke House
- HOFF. . . . . Hoffman Hall
- KG. . . . . Kuyper Gym
- MAYT. . . . . Student Center
- PP . . . . . Physical plant
- WCBI . . . . . Weller Center for Business and International Studies



*whom to see  
where to go*

<b>Concerning:</b>	<b>Contact:</b>
Academic matters . . . . .	Faculty adviser or associate dean of academic programs
Activities on campus . . . . .	Student programming office, marketing & media relations office
Advising issues . . . . .	Associate dean of academic programs
Alumni matters . . . . .	Alumni office
Athletic tickets . . . . .	Kuyper Gym office
Books (buy and sell) . . . . .	Central College Bookstore
Campus calendar . . . . .	Campus services office
Career information . . . . .	Career center
Central College Abroad . . . . .	Central College Abroad
Check cashing . . . . .	Controller's office
Class offerings & course changes . . . . .	Academic records and registration office, associate dean of academic programs
Employment, part-time . . . . .	Student employment office, Career center
Financial aid . . . . .	Student financial planning office
Financial matters, bills, paychecks . . . . .	Controller's office
Foreign student matters . . . . .	Director of intercultural life, student life office
Fraternities/sororities . . . . .	Student life office
Grade records . . . . .	Academic records and registration office
Housing . . . . .	Assistant Dean
I.D. cards . . . . .	Campus Services office
Intramurals, men and women . . . . .	Kuyper Gym office
Conduct matters . . . . .	Assistant Dean
Legal matters . . . . .	Dean of student life
Loans . . . . .	Student financial aid office
Lost and found . . . . .	Information center, campus services office
Maintenance . . . . .	Facilities management office
Meal plan change . . . . .	Student life office or director of dining services
Medical matters . . . . .	Health services
Minority student matters . . . . .	Director of intercultural life, student life office
Motor vehicle registration . . . . .	Campus security
Multicultural affairs . . . . .	Director of intercultural life
Notary public . . . . .	Student financial planning office, Controller's office
Reading lab . . . . .	Director of center for academic excellence
Religious matters . . . . .	Chaplain
Scholarships . . . . .	Student financial planning office
Student clubs & organizations . . . . .	Coordinator of student programming, student life office
Student government . . . . .	Student Senate office, dean of student life
Teaching certification . . . . .	Education department
Transcripts . . . . .	Academic records and registration office
Tutoring . . . . .	Director of center for academic excellence
Withdrawal . . . . .	Student life office
Work/study programs . . . . .	Student employment office

*c o m m u n i t y ,  
r e s t u r a n t s ,  
c h u r c h e s*

**The Community**

Pella, a community of 10,200, is well known throughout the midwest for its annual three-day "Tulip Festival" in May, held in honor of the Dutch pioneers who settled the town in 1847. Downtown storefronts around the square have been remodeled to resemble a Dutch community. Another city-wide project is the Pella Historical Society's restoration of the boyhood home of Wyatt Earp, general store, grist mill, pottery, wooden shoe maker and museum at the historical site.

Public recreational facilities include seven parks and playgrounds, tennis courts, indoor and outdoor swimming pools, lighted softball fields, and an 18-hole golf course. Four miles west of Pella, the Red Rock Dam across the Des Moines River has created the largest body of water in Iowa (13,000 acres). The lake is surrounded by public parks and campgrounds.

**Pella Restaurants**

*Arby's* - 903 W 16th

*Bredeaux Pizza* - 803 East First

*Dairy Queen* - 408 Oskaloosa

*Dr. Salami's* - 1205 Washington

*El Charro* - 514 Main

*George's Pizza & Steak House* - 629 Franklin

*J. Benjamin's* - 705 East 1st

*Grille on the Green* - 2411 Bos Landen Drive

*Happy Joe's Pizza & Ice Cream* - 718 Broadway

*HyVee Deli* - 118 East 9th

*Int'Veld's Meat Market* - 820 Main

*McDonald's* - 309 E. Oskaloosa St.

*Panda Garden* - 808 East 1st

*Pizza Hut* - 313 East Oskaloosa

*Pizza Ranch* - 508 Main

*Samurai Sam's* - 706 Main

*Smokey Row* - 639 Franklin

*Strawtown Restaurant* - 1111 Washington

*Subway* - 718 Broadway & 412 E Oskaloosa St.

*Taco Johns* - 903 W 16th

*Thai Basil* - 910 Washington

*Tulip Tea Room* - 918 Main

*Windmill Café* - 790 Franklin

## **Pella Church Directory**

*Berean Baptist Church* - Corner of Main and Peace  
*Calvary Christian Reformed Church* - 408 Maple  
*Christ the Redeemer Church* - Vermeer Global Pavilion  
*Church of the Open Bible* - Corner of Washington and West First  
*Community Life Church* - Community Center, Broadway and Union  
*Covenant Reformed Church* - 2805 Fifield Road  
*Faith Christian Reformed Church* - East College and Tenth  
*Federated Fellowship* - 612 East 13th  
*First Baptist Church* - Corner of Broadway and Independence  
*First Christian Reformed Church* - Corner of West Second and Liberty  
*First Reformed Church* - Corner of Broadway and Union  
*Gospel Chapel* - 510 Union  
*Grace Fellowship* - Hwy. 163 East  
*Heartland Reformed Church* - North Main  
*Liberty Evangelical Free Church* - 210 Franklin  
*Nazarene* - Corner of College and Prairie  
*New Hope Community Church* - Corner of Washington and West Fifth  
*Our Savior Lutheran* - Pella Memorial Bldg.  
*Peace Lutheran Church* - Fifth and Independence  
*Saint Mary's Catholic Church* - Corner of West Fourth and Peace  
*Second Christian Reformed Church* - 611 East First  
*Second Reformed Church* - Corner of Broadway and Liberty  
*Third Reformed Church* - 708 East 13th  
*Trinity Reformed Church* - Corner of Franklin and East Third  
*United Methodist Church* - 1414 University St.

## **CUI**

*Come, let us sing old Central's praise,  
Come, let us sing of bygone days.  
Sing of the days she went to war,  
Sing of the days that are no more.  
And to the heavens raise our song,  
For now we make a mighty throng.  
And though we pass life's open gates,  
We'll not forget our college mates.*

*Sing of our dean and teachers true,  
Sing now a verse for Prexy, too.  
Sing, and her name to breezes fling,  
That all her friends may also sing.  
Ours is the flag of red and white,  
Ours is the flag of truth and right.  
Long may our college virtues hold,  
That here today by us are told.*

## **Central Fight Song**

*Go Central go  
Fight Central fight  
Go Central, fight Central  
Fight, fight, fight.*

*Go Big Red  
Go Big White  
Central College  
Fight, fight, fight.*

*Go you fighting Flying Dutchmen  
Show how you became  
Champions of Central College  
Win this game.*

*Go Central go  
Fight Central fight  
Go Central, fight Central  
Fight, fight, fight.*

**CHORUS:**  
*CUI - Oh CUI  
Oh, may your glory never die;  
CUI - Oh, CUI  
Oh, may your glory never die.*

**YELL:**  
*CUI - rah - rah  
CUI - rah - rah  
Hoo-rah! Hoo-rah!  
Central, Central! Rah! Rah!*

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