



Student Guide 2017-18

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Rob Pool, Ph.D.
Vice President for Student Life
& Dean of Students

Welcome to Houghton College

It is my privilege to welcome you to Houghton College for the 2017-18 academic year. May this season be a time of amazing growth for you – in deep faith, in knowledge, and with genuine friendships.

Look carefully at the cover of this guide. This simple image of our beloved Chapel offers a reminder that our grandest purpose is to worship our merciful God. We must be regularly nourished with God’s word while intentionally linking His wisdom with the knowledge we gain as students. We do this best together, in community, regularly and by sharing in our commitments to one another – with authenticity and integrity.

The *Student Guide* is designed to provide you with the relevant information to optimize your growth potential at Houghton College. From the Community Covenant, which states our aspirations for every member of our community, to the pages of federal, state, and campus policies, we have done our best to give you the most up-to-date information to make informed decisions. While you may not choose to read the entire document now, it is wise to at least scan and “bookmark” this document for future reference.

Should you have any questions, please contact me through the Office of Student Life. We are located in the Reinhold Campus Center, main floor in the Student Life Office Suite, or by calling 585-567-9220.

May the Lord richly bless you and keep you.

-Robert W. Pool

Purpose and Provisions of the Student Guide

The purpose of the *Student Guide* is to give students, both new and returning, a reference to their rights and responsibilities in the Houghton College community. The guide contains references to relevant laws and campus policies, procedures, rules and information of which you should be familiar. Students should consider this a resource and should consult it on a regular basis, particularly when questions arise about shared community values and behavioral expectations.

The provisions of the *Student Guide* do not constitute a contract, express or implied, between Houghton College and any applicant, student, student's family member, or faculty/staff member. Houghton College reserves the right to change the policies, procedures, rules, regulations, and information at any time – and with due notification. Changes will become effective at the time the proper authorities so determine and the changes will apply to any admitted and enrolled student. Contents within the *Student Guide* conveys general information only. It is not intended to, nor does it contain all regulations that relate to students.

Houghton College rules, regulations, and policies applicable to students are listed in the *Student Guide* and other student-related publications. Since the *Student Guide* and other student-related publications may be revised semester to semester, it is the responsibility of the student to view revisions online or to obtain revisions from the Student Life Office. Single copies of these publications are free and available to all students through the Student Life Office. Students who wish to lodge a complaint or grievance, but are unable to determine what procedure to follow in these documents should contact the Vice President for Student Life at 585-567-9220 (x2200 on campus) or Robert.Pool@Houghton.edu.

Houghton College Mission Statement

Houghton College provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world.

Houghton College Nondiscriminatory Policy

Houghton College is a Christian college of the liberal arts and sciences, sponsored by the Wesleyan Church and asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith and Community Responsibilities of the college. As a Christian College we strongly affirm that all persons have intrinsic value and should be treated with love, kindness, respect, dignity and grace.

It is the policy of Houghton College not to discriminate against any student, employee or applicant for employment based on:

- Age
- Race
- Color
- National Origin
- Sex
- Military or Veteran status

- Marital Status*
- Parental Status
- Disability
- Sexual Orientation*

*Houghton College does not discriminate on the basis of sexual orientation, but does discriminate on the basis of sexual misconduct as defined by our sponsoring denomination, the [Wesleyan Church](#).

Houghton College provides equal opportunity in recruiting, hiring and employment. All personnel actions, including but not limited to, hiring, promotion, transfer, termination, compensation, benefits, and training will be conducted in accordance with all applicable laws. The College complies with all federal, state and local nondiscrimination in employment laws.

Student Life Purpose Statement

Houghton College, a Christian college of Liberal Arts and Sciences, equips students to lead and labor as scholar servants in a changing world. How exactly does this take place? As conceived historically, a liberal education occurs both inside and outside the classroom. At Houghton College, faith and character development are foundational to this process. Our community of faith and learning will include supporting, celebrating, and sharpening one another. Student life educators encourage this through educationally purposeful mentoring, teaching and services. It is our mission and calling to serve alongside students as they continue to become the persons God created them to be and in the process become truly, liberally educated.

Student Life Team

The Student Life Leadership Team consists of the following: (alphabetically by last name)

- | | |
|-------------------------|--|
| ● David Brubaker, M.D. | Director of Health Services |
| ● Bill Burrichter | Director of Counseling Services |
| ● Kim Cockle | Administrative Assistant/PDSO |
| ● Matthew Babbage | General Manager for Metz Culinary Management |
| ● Michael Jordan, Ph.D. | Dean of the Chapel |
| ● Harold “Skip” Lord | Executive Director of Athletics |
| ● Marc Smithers | Associate Dean of Residence Life & Programming |
| ● Helena Oden | Director of Campus Store |
| ● Ray Parlett | Director of Safety & Security |
| ● Robert Pool, Ph.D. | Vice President for Student Life & Dean of Students |

Houghton College Community Covenant

We covenant together as a Christian learning community in the Wesleyan tradition to pursue

- academic achievement,
- personal development and
- spiritual growth.

We covenant together to create an educational environment that

- integrates faith, learning and living in a way that honors Christ,
- follows biblical principles,
- builds loving relationships, and
- develops whole persons who will be active in serving Christ.

We covenant together to honor

- our individual freedom in Christ,
- the rich diversity of our experiences and backgrounds, and
- the critical exploration, engagement and decision-making that is inherent in our personal development as we strive to build a unified community.

In joining the Houghton College community, we voluntarily covenant with God and with each other to live with integrity and discernment according to the provisions of the following Statement of Community Responsibilities.

Statement of Community Responsibilities

Preamble

As a Christian learning community in the Wesleyan tradition, we pursue academic achievement, personal development and spiritual growth. We seek to create an educational environment that integrates faith, learning and living in a way that honors Christ, follows biblical principles, builds loving relationships, and develops whole Christians who will be active in serving Christ.

To become this kind of community, it is essential that we share a set of values, convictions and commitments that guide our life together. We honor our individual freedom in Christ, the rich diversity of our experiences and backgrounds, and the critical exploration and decision-making that is inherent in our personal development. At the same time, we embrace the vision, ideals and standards that bring us together and allow us to function as a unified Christ-centered academic community. This is a delicate balance, and this community covenant describes the ways in which we will seek that creative balance. In joining this community, we individually and corporately covenant with God to live with integrity and discernment according to its provisions.

Biblical Aspirations

As a community devoted to both academic excellence and spiritual transformation, we desire a life together shaped by our love for God, love for one another, and love for the world. We recognize that God's love calls us to respond in love and service to him and those he has created.

As we seek to live in obedience to God, we depend on the guidance of his Spirit and Word. We affirm the importance of the spiritual disciplines in our individual and corporate life, and we commit ourselves to prayer, study of the Scriptures, worship, faithful church involvement, chapel services, spiritual mentoring and the global work of the church. We maintain that the Houghton community, both individually and corporately, should set aside the Sabbath as a time for worship, meditation, rest, renewal, recreation, fellowship and service to others, especially people in need. (1)

We believe that living in daily fellowship with other Christians is a privilege and an expression of God's grace. We cherish relationships in our community and strive to follow the example of Christ in our activities, discourse and interactions with one another. As people created in the image of God and belonging to him, we seek to be a community of inclusion, justice, mercy and redemptive action in the world.

As members of the body of Christ, we desire several specific expressions of love in our community: celebrating, building, caring, confronting, forgiving and healing.

* **Celebrating.** We will joyfully celebrate one another, rejoicing in our uniqueness, diversity, environment, heritage and calling.

* **Building.** We will strive consciously and deliberately to build relationships that support, encourage and help others, fully recognizing that this takes time, effort and sacrifice.

* **Caring.** We will provide comfort, encouragement and intercession for those who experience grief, discouragement, illness, tragedy, loneliness and other personal trials.

* **Confronting.** We will strengthen our community by speaking the truth to each other always in a spirit of love. We will hold paramount the welfare of the person we confront, and our confrontations will be for the purpose of growth and will be motivated by love.

* **Forgiving.** When difficulties in relationships occur, we will seek to be humble, compassionate, gentle and patient, bearing with one another and forgiving whatever grievances we have against one another. (2)

* **Healing.** When one of our relationships has been harmed for any reason, we will reach out to one another: forgiving, making restitution and restoring affection.

We believe that certain attitudes are available to individuals through the Holy Spirit, including "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." (3) We will seek to demonstrate and encourage these attitudes in all aspects of our life together.

We believe that God has blessed each of us with talents, skills, abilities and earthly provisions. We will follow the command to be "generous and willing to share" these blessings with others in order that we might "take hold of the life that is truly life." (4) We will avoid attitudes of materialism and cultivate our talents and skills for use in the glory and worship of our Heavenly Father. (5)

We believe that God has given us stewardship of the earth (6) as well as the responsibility to care for the creatures of the earth. (7) We will strive, therefore, to live environmentally conscientious lives in order to glorify God and preserve the earth for its future inhabitants.

We believe that hospitality is a fundamental value within the body of believers and a vital part of the Houghton College community. We will strive to be gracious and cordial to all, opening our homes and lives to one another. We will make every effort to help visitors and newcomers feel welcome in our community and to "share with God's people who are in need." (8)

We also believe that Scripture condemns certain acts of the heart, such as greed and jealousy (9), pride (10), lust (11), bitterness and an unforgiving spirit, unrighteous anger (12), discrimination and prejudice (13) (whether of race, gender, ethnicity or socio-economic class), gossip and purposely causing division in a relationship (14). We will work to overcome these attitudes in ourselves and in our community, and we will ask for God's forgiveness and help to grow in grace.

Behavioral Expectations

We covenant together as members of the Houghton College community to do everything for the glory of God (15) and to exercise biblical maturity, grounded in the virtues and values of Scripture. Our community life should embody such foundational principles as self-control, avoidance of harmful practices, the responsible use of freedom, and sensitivity to the heritage and practices of other Christians.

We believe that Scripture clearly prohibits certain acts, including drinking beverage alcohol to excess, stealing, speaking or writing profanely or slanderously, acting dishonestly, cheating, engaging in occult practice, and engaging in sexual relations outside the bonds of a Biblical understanding of marriage, including premarital sex, adultery and homosexual behavior.

We find other practices to be inconsistent with our understanding of Christian stewardship and our view of our bodies as the temples of God. Therefore, we do not permit the following: demeaning gestures or words, threats of violence or physical attack on people or property, the use of pornography, the use of non-medicinal drugs and other chemical substances (except as specifically prescribed by a physician), and the abuse of over the counter drugs, as well as using prescription drugs not prescribed for the person using them. Houghton College is a tobacco and smoke-free environment; we do not permit the use of tobacco products on or off campus. We also believe that gambling is an unwise use of God-given resources and agree to refrain from gambling in any form.

We believe that we should submit to the authority of government, except on those rare occasions in which obedience to the civil authorities would require us to act in conflict with our consciences as they are informed by Scripture. On such occasions, we will submit voluntarily to the civil penalty for our behavior.

One of the special values of this community is the opportunity to learn from one another, including within each other's Christian faith traditions. Since there are aspects of our culture and lives together about which devout and sincere Christians disagree, Houghton College expects its members to apply biblical

standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. The Bible does not provide specific teaching about every behavior and situation. Scripture does urge us, however, to be willing to give up our rights for the benefit of others, especially when exercising our rights is harmful to them. We believe that both consideration for others and standards of good taste may either limit or redirect our activities.

We recognize the need for wisdom and discernment in our decisions about media, technology and entertainment (including but not limited to music, drama, television, literature, dance, movies, video and Internet games). Our choices in regard to our leisure time and entertainment are important aspects of our calling to glorify God in everything, and so these decisions will be guided by biblical principles about careful use of time, purity of thought, and sensitivity to others. We will choose to engage in activities which contribute to our spiritual, moral, intellectual and physical well-being, and we urge discretion and restraint in activities which are morally questionable or diminish our moral sensitivity.

We recognize that dance is an issue about which committed Christians disagree, and that discretion and maturity are required if dance is to be an edifying activity. We therefore covenant together as a community to make decisions about our participation in dance that reflect our commitment to Christ, our pursuit of holiness, our desire for purity in relationships, our adherence to biblical principles, and gracious sensitivity to others.

As a Christian learning community in the Wesleyan tradition, Houghton is best served by a policy that prohibits the possession and use of any alcoholic products on or off campus or at any college sponsored events. All members of the community are expected to abstain from the consumption of beverage alcohol. The problems associated with alcohol use and college students are well documented and while we understand that abstinence is not every Christian's choice, we believe it to be the best policy for our campus community. Further, with regard to beverage alcohol, Houghton College fully complies with New York State law.

The college has adopted these standards in order to foster the kind of campus atmosphere most conducive to becoming a Christian community of living, learning and serving. The standards regarding dance and beverage alcohol are for the good of individuals, the smooth functioning of the community in which we live, and the reputation of our community in the world. Consequently, we consider these rules to be particular to our community, not Christian absolutes or measures of spiritual commitment.

We also recognize that we have several levels of connection and accompanying support structures within the Houghton College community. Those who have selected to become a part of the residential community also have affirmed the principles and standards contained in the Community Covenant throughout their matriculation. For those in our non-residential Extension Studies programs, we encourage all to review and consider the standards of the residential community as an appropriate option in the pursuit of integrating Christian values in your personal and vocational life. Recognizing, however, that the non-residential student is called to make that application without the full affirming support of the residential campus, we expect that all Houghton College students will pursue a life consistent with Biblical principles and Houghton College values. To the degree a Houghton College student participates

in any college activity (classes, attendance at events on the home campus or extension sites, field trips and/or other gatherings specifically required as part of their Houghton College education), we expect that the same standards which apply to residential students will be in effect.

Conclusion

Keeping this community covenant may on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our own word. As we are willing to speak the truth in love, we will develop the kind of Christian character and community that Paul outlines in Colossians 3:12-17:

“Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”

We ask our trustees, administrators, faculty, staff and students to strive to live by these principles and standards. As a community, we are committed to providing support for those seeking help with any of these issues. Members of the community who fail to live up to the expectations in this document may subject themselves to disciplinary action or dismissal (as outlined in appropriate college documents and policies) as well as to forgiveness and love. People who find themselves consistently unwilling to honor the specific commitments outlined in this document should withdraw from the community, at least for a season of reflection.

Because the policies of the college are not intended to infringe on the government of the home, we specifically exempt students when they are in their home and parental standards differ from those of the college. We ask students to exercise discernment as representatives of our Lord and this community.

- | | |
|---------------------|------------------------|
| 1 Hebrews 10:25 | 9 Philippians 2-4 |
| 2 Colossians 3:12 | 10 Matthew 23:12 |
| 3 Galatians 5:22-23 | 11 Matthew 5:28 |
| 4 1 Timothy 6:18-19 | 12 Ephesians 4:26-27 |
| 5 Matthew 25:14-30 | 13 Galatians 3:28 |
| 6 Genesis 2:15 | 14 Ephesians 4:31-32 |
| 7 Proverbs 12:10 | 15 1 Corinthians 10:31 |
| 8 Romans 12:3 | |

Community Covenant and Statement of Community Responsibilities were most recently approved by the Houghton College Board of Trustees in May 2015.

Spiritual Life

Spiritual Life at Houghton is built on the idea of developing a rhythm of worship, where we consistently join together to praise God, hear His word, and lift our shared prayers to him. There are many campus-wide opportunities for regular and impactful corporate worship.

Morning Prayer & Evening Communion

Each day classes are in session, Morning Prayer is held in the Marjorie Paine Prayer Chapel in the basement of Wesley Chapel, at 7:30 AM. Each service is approximately 15 minutes long.

Morning Prayer is a way of opening the day to God and remembering our shared vocation as academics and Christians. This service has a different theme each week and Scriptures are read in keeping with that theme. Evening Communion is held on the 3rd floor of the Library, underneath the skylight in the hallway. Attendance is open to all—students, faculty, staff and community members—and is completely voluntary.

Christian Life Emphasis Week (CLEW)

Demonstrating Houghton College's commitment to the primacy of spiritual life, our fall semester opens with a weeklong emphasis on our Christian commitment. Christian Life Emphasis Week (CLEW), under the auspices of the Houghton Wesleyan Church, brings a special speaker to campus chapel and special evening services. Campus and guest speakers, seminars, panel discussions and other venues all focus on the theme for the year. CLEW is intended to foster spiritual renewal within the student body, faculty, staff and administration and to draw all to Houghton College's purpose of education in the service the Kingdom of God.

The CLEW 2017 speaker will be Rev. Dr. Meredith Griffin, Jr., senior and founding pastor of Harvest Christian Fellowship, a missional, externally focused, church located in suburban Wilmington, Delaware.

New Vision Week

A week focused on missions; sponsored by Global Christian Fellowship (GCF). This year's New Vision Week is the week of October 23, 2017.

Koinonia

Koinonia is a student-led, informal praise gathering of college students who desire to encounter Jesus Christ through worship in song, scripture, prayer, and testimony. Guitars, keyboard, violin, bass, harmonica, and percussion for Scripture and spiritual songs and hymns are often used as aids to facilitate worship. Koinonia meets in the Wesley Chapel on Sunday evenings from 7:00 to 8:00 PM. Students make up the bulk of the attendees, though faculty, staff and community members attend as well. For more information call the Houghton Wesleyan Church at 585-567-2264.

MercySeat

MercySeat is a student-led music worship ministry that meets each evening that classes are in session at 8:00PM in Presser Hall. MercySeat is a way of devoting the night to God, and thanking him in the midst of the busyness and socialization college nights can bring. Like Morning and Evening Prayer, MercySeat is completely voluntary. Between Morning and Evening Prayer, Chapel, and MercySeat, the college seeks to provide a framework of worship and praise that gives a background and rhythm to our whole life at the college.

Student-Led Groups

A wide array of student led bible study, accountability and covenant discipleship groups meet in the residence halls and are coordinated by Residence Life and the Dean of the Chapel's Office. For spiritual life groups, see the [Campus Clubs and Organization](#) section under Student Programs.

Chapel & Attendance Expectations

Chapel meets Monday, Wednesday and Friday from 11:05-11:45AM. Chapel is a chance for the whole community to pause mid-day, worship and give thanks to God for our life together, and hear His word proclaimed. About 2/3 of the time, speakers are from our campus community. The rest of the time they are guest preachers, scholars and pastors from churches and other colleges. Students are required to attend 2/3 of chapel services each semester and can track their attendance [online](#). Failure to meet chapel attendance requirements will result in consequences ranging from disciplinary probation to suspension.

Dean of the Chapel

The Dean of the Chapel oversees the chapel services and works with a variety of groups providing worship, outreach, spiritual growth, mentoring and service opportunities. A campus wide intercessory prayer list is maintained by the Dean's office located in the Student Life Suite, Campus Center 1st floor.

VOCA: Vocational Opportunities and Career Advising

Houghton provides a unique approach to vocational and career planning by engaging with students during their first year of college and walking them through a customized comprehensive vocational development plan that is available beyond graduation. Students will benefit from Christian mentors who will help them answer questions such as: "How am I uniquely designed?" "What am I deeply passionate about?" and "What is my purpose here on earth?"

We offer services including individual counseling appointments, career assessments, aptitude tests, workshops on professional development, networking opportunities on and off campus and help with job and internship placements. VOCA services are located in the Campus Center Van Dyk Lounge. To make an appointment or learn more about VOCA services please contact the VOCA Center at VOCA@Houghton.edu or 585-567-9626.

General Policies

Student Rights & Responsibilities

Being a member of a Christian community such as Houghton College brings with it certain rights and privileges as well as certain obligations and responsibilities. The legal relationship between a student and Houghton College is one of a contract. Therefore many of the dictates of the Constitutional principle of due process do not apply. This contract does not mean, however, that the student surrenders all rights upon enrollment. The rights of the Houghton College student include, but are not limited to, the following:

- The right to know the regulations and policies for which he/she is accountable.
- The right to proper notice and a fair hearing when charges for violating college policies are reported.
- The right to confidentiality of educational records and the right of access to files, records and documents that are related to the individual. These are granted as required by federal and/or state regulations as understood by the administration of Houghton College.

The following specifics are not meant to be all-inclusive but are representative of the kind of responsibilities a student has as a member of the Houghton community to:

- be acquainted with the college Catalog, Student Guide, and other relevant college policies.
- understand that each individual is responsible for the consequences of his/her behavior.
- uphold the high standards of the Christian faith and the College in all matters and obeying and respecting those individuals placed in positions of authority.

Title IX

Title IX (20 U.S.C. §§ 1681–1688) is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. For more information on Title IX, visit <http://www.ed.gov/pubs/TitleIX/index.html>.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This policy is posted in its entirety at the following web address: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Policies and release forms specific to our campus can be found on the [College's FERPA website](#).

Academic Advising

Advisor Expectations: Given that academic advising is a shared responsibility between advisor and advisee for a positive productive experience, there should be clear expectations. For advisors, these include:

1. Available/accessible
 - a. keep regular, predictable office hours and be available upon special request
 - b. communicate office hours and preferred means of being contacted clearly and consistently to advisees as well as to students in enrolled in their classes
 - c. communicate clearly and effectively and interact from time to time with students outside the classroom
2. Knowledgeable/helpful
 - a. consult effectively as a resource agent, interpreter, liaison, and educator
 - b. promote cognitive skills in problem solving, decision-making, and critical thinking with respect to present and future choices
 - c. communicate effectively the curriculum, graduation requirements, and college policies and procedures
3. Personable/approachable
 - a. demonstrate respect, civility, and courtesy in interactions with students
 - b. know advisees by name and take personal interest in their experiences, progress, and development
 - c. endeavor to help students to feel at ease and welcomed when meeting with the advisor
4. Counselor/mentor
 - a. mentor advisees who come for advice, counsel, and guidance
 - b. assist and coach advisees in working closely with their other professors
 - c. listen actively and empathically; respond in a non-judgmental manner
 - d. serve as a mature model of an educated person
 - e. maintain appropriate confidentiality, understanding that student's academic and personal information is not to be shared with parents and other non-college persons without the student's written permission

Advisee Expectations: The expectations of advisees demonstrate the shared nature and responsibility of a successful advising process:

1. Respectful/Positive
 - a. foster a meaningful, respectful, and positive relationship with the advisor
 - b. meet the advisor promptly at the appropriate times and arrive at the advising appointments prepared to assume significant responsibility for the session's purpose and outcome
2. Cooperative/Motivated
 - a. provide the advisor with accurate information regarding academic interests and abilities
 - b. clarify actively one's own personal qualities, skills, abilities, values, and goals that inform academic choices
3. Knowledgeable/Inquisitive

- a. develop knowledge about the college's academic policies, systems, and procedures
 - b. utilize available resources and services
 - c. display an inquiring nature by asking thoughtful questions
4. Responsible/Conscientious
- a. keep a personal record of progress toward meeting academic goals
 - b. accept responsibility for decisions and actions (or inactions) that affect educational progress and goals

Altercations

Aggressive, violent or threatening behavior will not be tolerated and will lead to disciplinary measures, including the possibility of suspension or dismissal.

Chapel Policies

Arriving Late

Students who are less than 10 minutes late may scan in at the scanners in the two center aisles. Any student more than 10 minutes late are encouraged to stay for chapel, but won't be eligible for chapel credit.

Attendance Monitoring & Defective Cards

Students are responsible for tracking their chapel attendance and may do so at the [Chapel Attendance Summary Webpage](#). Any concerns about an incorrectly recorded chapel must be addressed within one month of the chapel in question and should include a half-page summary of the chapel. No past credit will be given for chapels earlier than one month prior to the request. Mistakes in the chapel attendance system are nearly always due to damaged cards and can easily be avoided by getting a new ID card. Students with defective cards should meet in person with the administrative assistant to the Dean of the Chapel.

Exemptions

All students seeking exemption from chapel must fill out a "[Chapel Exemption Request](#)" and return it to the dean of the chapel's office before the end of the second week of each semester. All exemption requests received after this date will be considered only for future chapels. Full-time student teachers and students on off-campus study are automatically exempt. Commuters and students with past exemptions may apply for an exemption, but are not automatically exempt.

Lost for Forgotten Cards

Students may receive credit for a maximum of three per semester for forgetting or losing their card by filling out a "Chapel Credit Request" in the Student Life Office. In order to receive credit, the form must include a brief summary of the chapel and should be turned in before the next chapel service. All lost cards should be replaced immediately.

Scanning and Scramming

Scanning for chapel and leaving without staying for the service or without signing out (scramming) will not be tolerated. Students who scan in and need to leave the building before the start of chapel should

sign out with the student scanner. If the student returns before the scanners are taken down, his or her name may be taken off the sign-out list. Students needing to leave chapel after the scanners have taken down should sign out on a sheet in the center of the foyer. Any student caught scrambling will be penalized two additional chapel credits. Second offenses of scanning and scrambling may be subject to disciplinary action.

Special Accommodations

The dean of the chapel's office is glad to make special accommodations for students with legitimate needs/concerns regarding any of the above policies. If you believe your situation warrants special consideration, please visit our office.

Co-Curricular Eligibility

In order for a full-time (enrolled 12 or more credit hours) student to:

- Hold office in a college approved student organization
- Have a role in a Houghton College sponsored drama presentation

A student in good standing will have completed 24 credit hours over the previous two semesters (including Mayterm and summer work following one of the two previous semesters**) with a cumulative quality point average of 2.0 and must be regularly attending classes, must not be on disciplinary probation nor have unaddressed chapel attendance deficiencies.

NOTE: Student organizations may require more stringent eligibility requirements than these above.

Requests for exceptions must be submitted in writing to the Vice President for Student Life.

Eligibility for students participating in athletic programs will be determined by the faculty athletic representative (FAR). The determination of the faculty/staff sponsor for each group will be in consultation with the Registrar's Office.

Dance Policy

Student organizations that wish to host an on-campus dance must receive the approval of the Vice President for Student Life & Dean of Students (or designee) and comply with all policies as outlined below. With regard to spontaneous dance and other instances of dance that might occur on campus, it is expected that our community members will exercise appropriate maturity and sensitivity. The college strongly encourages community members to avoid environments and activities that would compromise their witness and/or their pursuit of full devotion to Christ.

(I Cor. 8:9; II Cor. 6:3)

Criteria for approving an on-campus dance.

- The proposed dance is intended to edify and build up the community and this is clearly articulated within the body of the proposal, evident in the theme (if applicable), timing, marketing, location, lighting, and music choice for the proposed dance.

- The sponsoring student organization has demonstrated a means of moderating the activities and managing attendees (i.e. admission charges, one guest only per student, community wide dance, ID must be shown, etc.) to be included within the dance. The names and contact information for those student leaders responsible for the dance are included.
- Appropriate advisors have been secured to attend the proposed dance and the name and contact information for each advisor is listed. A minimum of 2 advisors must be confirmed.
- The event has a clearly stated start and stop time.
- Music (style, lyrics, etc.) selected for the dance should be consistent with our Christ-centered community commitment as outlined in this Student Guide. One of the student leaders should review the dance music lyrics before submitting for VPSL (or designee) approval.

Other considerations:

1. A list of suggested locations for a dance can be obtained from the Student Life Office.
2. The College should limit approved dances to no more than 4 per semester.

The role of student leaders who are sponsoring the dance:

Student leaders of the student organization that is sponsoring the dance are responsible for all aspects of the planning, implementation, monitoring and cleanup of the event. Student leaders will work alongside advisors at the dance in order to maintain a wholesome and edifying environment for those who are participating in the dance. Student leaders should take initial responsibility for addressing any behaviors that fall out of sync with the desired atmosphere of the event. Staff advisors are expected to ask students to leave the event and file reports of serious violations with Campus Safety & Security.

The role of advisors at sponsored dances:

Advisors are selected by student organizations to serve at sponsored dances. These advisors are expected to assist the student leaders of the sponsoring student organization in creating an atmosphere at the dance that is wholesome and edifying to our community. If behaviors reach unacceptable levels, advisors first should work alongside student leaders to confront these behaviors in a direct but respectful manner. If inappropriate behaviors persist, advisors work with student leaders or on their own to ask particular students to leave the dance. Advisors are also empowered to end a dance if student leaders are unable to maintain the atmosphere which was proposed for the event.

Spontaneous dancing

In instances of spontaneous dancing, community members should exercise personal discernment and discretion regarding the types of dance in which they participate.

Student Grievance Policy

Houghton College encourages students and employees to deal directly with complaints without delay¹. If a satisfactory resolution is not achieved by one of the procedures identified below, the student may appeal in writing to the employee’s supervisor. If the employee deems a referral is appropriate, the student shall

¹ See Matthew 18:15-20

be informed in writing of the office to which the complaint has been referred. - - Supervisors are encouraged to consider both sides of the dispute, be open to students who recommend changes in policies or procedures, and provide a written response of the supervisor's findings/decisions to the student(s) within a reasonable time frame.

The college maintains specific policies for complaints relative to course grades and sexual harassment. Please refer to the relevant sections of the College Catalog and of this handbook for more information. Guidelines for addressing Title IX concerns may be found in this handbook in the section titled "Sexual Misconduct and Violence."

There are four ways in which a complaint should initially be addressed:

1. A face-to-face meeting between the student and the Houghton employee;
2. A face-to-face meeting between the student and the Houghton employee in the presence of a campus community advocate chosen by the student;
3. A letter written to the Houghton employee by the student; and/or
4. Any combination of the above.

Written complaints by students addressed to specific faculty or staff members should be given appropriate attention and a written response by the employee should be submitted to the student(s) within a reasonable time. If a mutually acceptable resolution cannot be achieved, the student may file an official grievance with the Vice President for Student Life using the form below.

Disability Grievance Procedure

It is the policy of Houghton College to comply with all laws governing access by and discrimination against students with disabilities, including Section 504 of the Rehabilitation Act of 1973. Accordingly, any student who believes that there has been a violation of these laws is encouraged to discuss the matter with the Director of the Center of Academic Success and Advising (CASA) (the 504 Compliance Officer), 222 Chamberlain Center, to resolve the matter in a prompt and equitable manner. If such discussions do not resolve the matter, the student may then initiate a grievance by taking the steps outlined below:

1. The student should first discuss the objection with the supervisor responsible for the office or department where the objection was initially raised.
2. If the complaint is still unresolved, the student must next discuss the objection with the Director of our Center for Academic Success and Advising (CASA Office).
3. If the grievance is not satisfactorily resolved, the student may, within 15 days of the occurrence giving rise to the complaint, complete a the grievance below and file a written request for a

formal hearing with the Grievance Committee². The request must be filed with the Vice President for Student Life. Upon receipt of a written request for a formal hearing, the Grievance Committee shall hold a hearing within 3 calendar weeks, or as mutually agreed upon. After allowing a full and fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request, the Committee shall render a decision in writing to the requesting student within one week of said hearing. The decision of the Committee may not be appealed, except directly to the President of the College.

4. All grievances made by students on the basis of being disabled are considered as being made to the President of Houghton College.

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² The Grievance Committee shall consist of the Vice President for Student Life (or designee) (Chair), the Director of CASA (or a designee), one faculty representative and one student representative appointed by the Student Government President, and the Provost/Dean of the Faculty (or designee).

Houghton College

Student Grievance Form

Name of Student: _____
Date: _____ ID #: _____
CPO Box # _____ Phone #: _____
E-mail: _____

Description of incident and events leading up to it (use a separate form for each incident)

Time/Date: _____
Place: _____

Parties involved in the incident or event: _____

Description of concerning behavior or incident (attach additional pages as needed):

Other relevant information: _____

Names of witnesses who may have relevant information: _____

Submit the completed form to:

Vice President for Student Life & Dean of Students
Campus Center 1st Floor
Student Life Office Suite
Email: kim.cockle@houghton.edu

Drugs and Alcohol

Houghton College complies with the Drug Free Schools and Communities Act. While every violation of the Statement of Community Responsibilities is considered individually, the following serve as general guidelines for the implementation of community standards and accountability. The consumption, purchase, distribution, or possession of illegal drugs or alcoholic beverages is prohibited while enrolled as a student (see “Government of the Home” provision in our Community Covenant). The normal sanction for a first offense involving alcoholic beverages, including “palcohol” products (alcoholic powder), is disciplinary probation. A second offense may result in suspension from the college.

The likely sanction for a first offense involving purchase, distribution, possession or use of illegal drugs or abuse of any drug, including unauthorized use of prescription drugs, is suspension from the college.

The college will cooperate fully with law enforcement agencies when adjudicating drug or alcohol cases. Because of the significant health risks associated with drugs and alcohol, the college chooses to take a strong stand against their improper use (see Statement of Community Responsibilities).

For students who have a drug or alcohol related addiction that may be alleviated through counseling or other appropriate therapies, the college will partner with students through the counseling process rather than through disciplinary processes if the student voluntarily seeks help in advance of a reported violation. A more detailed statement of college policy on this matter is available through the Counseling Center.

Excused Absences

Determining if an absence is excused or not is solely up to the professor of a given class. It is the responsibility of the student to discuss any absences or missed assignments directly with their professors. If the absence is related to a medical issue and the student has been evaluated for that issue at the Student Health Center (SHC), the SHC staff can issue to the student a “confirmation of illness” document to verify that the student was seen. If a student has not been seen at the health center for an illness, or comes to the health center after the issue has resolved, the staff cannot provide confirmation of illness documentation. Ultimately, the professor’s absentee policy is the authoritative word for any given class.

If a student is specifically advised by SHC staff to stay out of class (infectious risk, e.g.), or if it is clear that a student will be out of classes for a prolonged period due to the severity of an illness, SHC staff will notify CASA, who will advise students’ professors of the general situation. The student must then, as soon as possible, coordinate make up work with the professor directly.

NOTE: Student medical information is strictly confidential under federal HIPAA laws. As such, all communications with CASA and/or professors will be generic unless written authorization is provided by the student for more detailed release of information to be provided.

Hazing

Hazing of students will not be tolerated by Houghton College under any circumstances. Hazing is defined as the intentional or reckless act, on or off the campus of Houghton College, by one student or a group of students, which endangers the mental or physical health or safety of another student, or which induces or coerces a student to endanger such student's mental or physical health or safety regardless if the victimized student participates voluntarily. This applies to any actions that may be taken in connection with initiation into or affiliation with any student organization, group, club, or team.

Language/Profanity

Houghton College students are expected to honor God in both speech and lifestyle. The taking of God's name in vain or the use of offensive, abusive, profane, crude, racist, sexist, hateful or obscene language is prohibited and may result in disciplinary action. Language should also reflect sensitivity to cultural diversity.

Medical Leave/Withdrawal Policy

A medical leave is designed to help a student suffering illness (either physical or mental) to seek appropriate treatment and care while remaining enrolled. It is the student's responsibility to coordinate all required academic work with faculty. Before returning to campus, students must contact the appropriate campus medical or counseling staff to evaluate readiness to resume full time study. When a mutually agreeable date is set between the student and the College, the student needs only to coordinate course registration via their academic advisor and the Academic Records Office. Visits to campus during this leave should be limited to business that would require campus presence at the college. Attending classes, labs or other academic activities, overnight stays, extended visits or social engagements are not permitted without expressed prior approval from the Vice President for Student Life.

A medical withdrawal serves the same purpose as a leave. However, the student withdraws from courses completely. Before returning to campus, students must contact the appropriate campus medical or counseling staff to evaluate readiness to resume full time study. When a mutually agreeable date is set between the student and the College, the student needs only to complete a simple returning student form with the Admissions office.

Personal Appearance

Houghton College has adopted standards of personal appearance with which each student is expected to comply. Modesty in dress is the overriding principle. These are not standards for which the college will maintain a specific scriptural basis in every case but are more accurately seen as reflecting the purpose and mission of the institution. Every Houghton College student is expected to display the maturity necessary to comply with a style of dress that is consistent with the values of the college.

Dress which is sexually provocative, too revealing, or displays advertisements or language that violates or encourages the violation of community standards is unacceptable and may result in disciplinary action.

Pornography

Pornographic materials are prohibited on campus or in off-campus residences of students. These include, but are not limited to pornographic magazines, books, posters, photos, CD's, computer games or Web sites viewed, stored or shared physically or electronically. Students who are found responsible for violating this policy will face disciplinary procedures.

Religious Observation Accommodation

Houghton College may accommodate the need of any student (expressed through a written request to the academic dean) for relief when exams or other college-required activities conflict with the normal observance of the student's formally-identified Christian religious beliefs.

Sabbath Observance

On Sundays, formal college programs and events are typically not scheduled. In rare circumstances, however, permission may be given through the Sabbath Observance Policy. Members of our community are encouraged to set aside the Sabbath as a time for worship, meditation, rest, renewal, recreation, fellowship and service to others, especially to people in need.

Service Animal Policy

- I. Policy Statement:** Houghton College complies with the Americans with Disabilities Act (ADA) in allowing the use of service animals for students, staff and visitors. It is the policy of Houghton College that service animals assisting individuals with disabilities are generally permitted in all facilities and programs on the Houghton College campus except as described below.

- II. Definition:** "Service animal" is defined by the ADA, as amended in 2008 and 2010, as: "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive and destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."³

³ Department of Justice Revises ADA Regulations Implementing Title II and Title III, Federal Register, September 15, 2010 (Volume 75, Number 178).

III. When a Service Animal May be Required to Leave or Prohibited in a Houghton College

Facility or Program: A service animal may be required to leave a Houghton College facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays threatening behavior towards people may be excluded. Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to, research labs, areas requiring protective clothing, and food preparation areas. In addition, animals not covered under the ADA service animal definition can be asked to leave a Houghton College facility or program. Questions related to the use of service animals on campus should be directed to the ADA Coordinator located in the CASA Office at 585-567-9262.

IV. Students: Students who require the use of a service animal on campus should first contact Center for Academic Success and Advising (CASA) to register as a student with a disability. CASA personnel will evaluate the student's documentation of disability and discuss with the individual any accommodations appropriate to the functional limitations of the disability, including use of a service animal. Appropriate documentation must be submitted to verify the need for having a service animal on campus and to register the service animal. If the definition of a service animal is not met, then the use of the animal (i.e., as a comfort or therapy animal⁴) may be allowed as a reasonable accommodation if approved.. Information provided to CASA is confidential; disability information will not be released without the signed consent of the student. Students can reach the Houghton College Center for Academic Success and Advising Office by writing Sharon Mulligan at sharon.mulligan@houghton.edu, or, when college is in session, by calling 585-567-9262.

V. Employees: Employee requests for disability accommodations, including requests to have a service animal at work, are handled through the Human Resources office. Please call this office at 585-567-9321 for information and assistance.

VI. Visitors: Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public, except for places where there is a health, environmental, or safety hazard. Specific questions related to the use of service animals on the Houghton College campus by visitors can be directed to the ADA Coordinator at 585-567-9261, or via e-mail at sharon.mulligan@houghton.edu.

VII. Campus Personnel: Students who are allowed the use of service animals will have this specified in their official notification letters to Professors. For campus officials, the appropriate way to ascertain that an animal is a service animal is to ask (only if it is not apparent) if the animal is required because of a disability and what tasks it has been trained to perform. Specific

⁴ **Comfort Animal** – An animal that provides comfort, reassurance, social interaction and other emotional benefits. The animal does not have to be trained to provide comforting. A comfort animal is not considered a service animal. **Therapy Animal** – An animal that provides affection and comfort and is specifically trained to be gentle and stable in stressful situations. Therapy animals are most often used in hospitals, nursing homes, mental health facilities and children's settings. The use of a therapy animal may be incorporated into the treatment process as prescribed by an appropriate health care professional. A therapy animal is not considered a service animal.

questions about the individual's disability may not be asked. Service animals must be allowed to accompany their handlers at all times and everywhere on campus where other students are allowed, except as described in Section III, above. Contact Center for Academic Success and Advising if any questions arise relating to service animals. Service animals who misbehave or individuals who mistreat service animals may be reported to Campus Safety and Security personnel.

VIII. The Center for Academic Success and Advising (CASA): The CASA Office will collect the verification information for service animals from students when they register with CASA, and will be responsible to develop the necessary procedures for the college and facilitate the use of service animals by students on campus. The CASA Office will assist the college community when questions or concerns arise relating to service animals on campus and seek legal advice when necessary.

Appeals and Grievances: Any person dissatisfied with a decision concerning a service animal should use the Houghton College Disability Grievance Procedure (see above).

Campus Resources: Sharon Mulligan, Director, ADA Coordinator, 222 Chamberlain Center, Houghton College, Houghton, NY 14744, 585-567-9262, sharon.mulligan@houghton.edu.

IX. Requirements for Service Animals: Vaccination: Service animals must be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag. **Licensing:** Service animals must be licensed in the Town of Caneadea; however, no licensing fee will be charged⁵. The handler is responsible for complying with the Allegheny County/Town of Caneadea dog control and licensing laws. Documentation may be required. **Leash:** Dogs must be on a harness, leash, or tether at all times, unless impracticable or unfeasible due to owner/keeper's disability, or unless such a restraint would interfere with the animal's ability to safely and effectively perform its duties. **Under Control:** The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper. **Cleanup Rule:** The owner/keeper of a service animal is responsible for independently removing or arranging for the removal of the service animal's waste. **Care:** The handler is responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities with the care of a service animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed. **Health:** Animals housed in College Housing must have an annual clean bill of health from a licensed veterinarian. **Service Dogs in Training:** Service dogs in training will be admitted to facilities open to the public. The animal must be accompanied by a person who is training the service animal and the animal must wear a harness or leash and special cape identifying it as a service animal in training. The trainer must register with CASA and present credentials for the dog issued by a school for dog training. Animals in training are not permitted to reside in campus housing.

⁵ Visit <http://townofcaneadea.org/content/Offices/View/1> to download a dog license application.

X. Other Resources

U.S. Department of Justice, Information about the Americans with Disabilities Act – www.ada.gov .

Guidance on Service Animals in Public Places –<http://www.ada.gov/qasrvc.htm>

Additional Information on Service Animals

Basic etiquette rules need to be observed around service animals and their handlers. The college community should be informed of these: Do not pet, touch or otherwise distract a service animal when it is working. Doing so may interfere with its ability to perform its duties. Do not feed a service animal. Their work depends on a regular and consistent feeding regimen that the handler is responsible to maintain. Do not attempt to separate the handler from the service animal. Avoid initiating conversations about the student's disability. Some people do not wish to discuss their disability.

Service animals can be asked to leave or not allowed to participate on campus under the following circumstances: if a service animal is found by the college to be out of control and the animal's handler does not take immediate and effective action to control it; if the animal is not housebroken; if a service animal is physically ill; if the service animal is unreasonably dirty; if a service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the handler or other students/member of campus, or where a service animal's safety is compromised.

Allergies to pet dander: If another student or a faculty or staff member has severe allergies around animal dander, the CASA Office should be contacted so the matter may be equitably resolved.

Access to campus facilities and programs: Handlers who have concerns about any matter affecting their use of a service animal, including access to campus facilities and programs, should contact CASA at 585-567-9262.

Some of the above text was borrowed from the Service Animals On Campus policy of Cornell University, and the Service Animal Policy of the University of Wisconsin-Madison.

Sexual Misconduct & Violence (Title IX)

Policy on Sex-based Discrimination, Sexual Harassment, Sexual or Relationship Violence and Stalking

Introduction

As a Christian learning community in the Wesleyan tradition, we pursue academic achievement, personal development and spiritual growth. We seek to create an educational environment that integrates faith, learning and living in a way that honors Christ, follows biblical principles, builds loving relationships, and develops whole Christians who will be active in serving Christ. To become this kind of community, it is essential that we share a set of values, convictions and commitments that guide our life together.

The following document outlines protocols and procedures for the prevention of and response to violations involving sex-based discrimination, including sexual harassment, nonconsensual sexual misconduct, stalking and relationship violence. Please note that in addition to policies forbidding sexual harassment and sexual and relationship violence, the *Houghton College Statement of Community Responsibilities* holds all community members to standards of behavior based on the understanding that, in God’s design, a relationship of lifelong commitment in marriage between a man and a woman is the appropriate context for full sexual expression.

Statement of Nondiscrimination

Houghton College is committed to providing a learning, working and living environment that is free from discrimination on the basis of sex, which includes all forms of sexual harassment and sexual violence. Therefore, acts of sexual harassment, stalking, relationship violence and non-consensual sexual misconduct are not tolerated in our community.

Houghton College has additional policies regarding consensual sexual misconduct; please refer to the Student Guide and/or the Staff Handbook for policies and expectations.

Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance, reads as follows: “No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving Federal financial assistance. . .” (*Title IX of the Education Amendments of 1972, codified at 20 U.S.C. section 1681, and its implementing regulation at 34 C.F.R. Part 106*).

Under Title IX, discrimination on the basis of sex can include sexual harassment; unwelcome sexual advances; or sexual violence, such as rape, sexual assault, sexual battery and sexual coercion. The Campus SaVE Act, federal legislation enacted in 2013, adds domestic violence, dating violence and stalking as categories of behavior that are expressly in violation of Title IX. Houghton College is committed to keeping our community free of such conduct through education, training, clear policies and procedures, and appropriate consequences for those who violate this policy. When an instance of sexual discrimination is reported, the College will take action to promptly and equitably investigate the complaint, address its effects and prevent further discrimination or retaliation.

Title IX Coordinator

The College has, in accordance with Title IX, appointed a Title IX Coordinator and a team of Deputy Coordinators who assist the Title IX Coordinator. The College’s Title IX Coordinator is the individual designated by the College President with responsibility for carrying out the College’s responsibilities under Title IX, including receiving reports of alleged violations of Title IX, overseeing the College’s response to Title IX complaints, and identifying and addressing recurring or systemic violations. The Coordinator has knowledge of the requirements of Title IX and the College’s related policies and procedures. The Coordinator oversees compliance with all aspects of Title IX, including reviewing the College’s disciplinary procedures to ensure a prompt and equitable adjudication of complaints, and coordinating education and training programs for all Houghton College constituents. In addition, the Title IX Coordinator evaluates a complainant’s request for confidentiality and oversees regular climate assessments related to Title IX.

Questions related to this policy may be directed to Ms. Nancy Louk Murphy at 403 Chamberlain Center, or by calling (585) 567-9454 (x4540 on campus). Please refer to the Houghton College [Title IX website](#) for additional information.

Title IX Deputy Coordinators

The following employees are designated as Deputy Title IX Coordinators and have responsibility for working with the Title IX Coordinator to ensure that the Houghton College community is sufficiently educated and trained in matters of the prevention of and response to all violations related to sex discrimination.

- o Vice President for Student Life and Dean of Students: Robert Pool (585.567.9220)
- o Assistant Dean of Residence Life and Programming: Marc Smithers (585.567.9227)
- o Director of Human Resources: Dale Wright (585.567.9321)
- o Athletics Department Senior Women's Administrator: Deanna Hand (585.567.9563)

Definitions & General Info

Affirmative Consent

Affirmative consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity.

Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Amnesty

The health and safety of every Houghton College student is of utmost importance. The College administration recognizes that students who have been drinking or engaging in consensual sexual behavior at the time of an incident of sexual violence may be hesitant to report the incident for fear of the potential consequences for their own conduct. Students are strongly encouraged to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a survivor reporting nonconsensual sexual misconduct to Houghton College officials or law enforcement will not be subject to campus conduct action for violations of relevant policies occurring at the time of the sexual violence.

Bystander

An individual who witnesses or learns of violence or impending sexual or relationship violence, but who is not directly impacted as a survivor of the violence.

Clery Report

In fulfillment of the Clery Act Annual Security Report, Houghton College reports specific crimes in an anonymized manner that neither identifies the specifics of the crime or the identity of the survivor. In addition, Houghton College is obligated to issue timely warnings of Clery Act crimes occurring within a relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when the warning may potentially compromise law enforcement efforts and when the warning could potentially identify the survivor).

Climate Survey

Semi-annual survey to determine the level of students' awareness of policies and procedures related to conduct code violations involving sexual and relationship violence and stalking; incidence rates for these violations; and perceptions of the institutional follow-up and support when violations are reported.

Complainant

A complainant is any person who is alleged to be the victim of sex-based discrimination including but not limited to any act of sexual violence or harassment. May also be referred to as a reporting individual.

Confidential Resources

Complainants and bystanders may access confidential resources for support and/or for information in decision-making in the aftermath of an experience of sexual violence, stalking or relationship violence. These professionals and victims' advocates are trained to help a survivor understand the importance of follow-up care, including possible medical and legal follow-up in addition to emotional support. Individuals who are confidential resources will not report violations to law enforcement or to college officials without the complainant's written permission, except when required by law.

ON CAMPUS:

- o Counseling Services (Business hours: 585.567.9622)
- o Counseling Services after hours hotline (cell: 585-567-9278) or ext. 2780 on campus
- o Health Center (Business hours: 585.567.9484)
- o Dean of the Chapel (Business hours: 585.567.9228)

OFF CAMPUS:

- o Cattaraugus Community Action Office of Victims' Services (toll free 1-888-945-3970)
Local Office: 85 N. Main Street, Wellsville, NY (585-593-4685)
- o NY State Hotline for Sexual Assault and Domestic Violence (toll free 1-888-942-6906)
- o Local hospitals with Sexual Assault Nurse Examiners: Jones Memorial Hospital, Wellsville, NY (585-593-1100); Olean General Hospital, Olean, NY (716-373-2600)

Criminal and/or Civil Legal Action

Any Houghton College student or employee who is victimized by sex discrimination may pursue criminal and/or civil charges against the respondent concurrent to an on-campus investigation.

False Complaints

Any complainant who knowingly makes false charges alleging violations of this policy will be subject to disciplinary action up to and including termination of employment or dismissal from the College.

Interim Measures

During the investigation and until resolution of the complaint, interim measures may be issued by the Title IX Coordinator or the Coordinator's designee, including but not limited to: restrictions on contact between the complainant and the respondent, bans from areas of campus, and appropriate changes in academic schedules, campus housing or employment schedules. Failure to adhere to the parameters of any interim measure is a violation of policy and may lead to additional disciplinary action.

Investigation of Alleged Violation

If those responsible for investigating violations of this policy, including the Vice-President for Student Life, the Assistant Dean for Residence Life and Programming, the Director of Human Resources and the Title IX Coordinator, become aware that a violation likely occurred, they will begin preliminary fact-finding. The complainant will be asked for consent to move forward with the investigation; however, if those responsible for the safety and welfare of the Houghton College community (including the future safety of the complainant) determine that an investigation is required, he or she shall notify the complainant or reporting individual of this decision and take immediate action as necessary to protect and assist them. Factors that determine whether an investigation is required include whether the accused has a history of violent behavior, the increased risk that the accused will commit additional acts of violence and the use of a weapon or force.

Nonconsensual Sexual Contact

Nonconsensual 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 affirmative consent (see *Sexual Violence*).

Protection against Retaliation

All persons are prohibited from taking any action against any other member of the Houghton College community either for alleging discrimination prohibited by Title IX or for cooperating in grievance proceedings related to such allegations, including but not limited to, the complainant, respondent or witness to an alleged incident of sex discrimination. Any person engaging in retaliatory action will be subject to a separate complaint and subsequent disciplinary action up to and including dismissal from the College or termination of employment. (Note: Discipline imposed on a respondent who is found to have engaged in sex-based discrimination under the policy does not constitute retaliation.)

Public Awareness/Advocacy Events and Disclosure of Sex Discrimination

If a person discloses a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, or other similar approved events, the College is not obligated to begin an investigation (from *Questions and Answers on Title IX and Sexual Violence*, US Department of Education Office of Civil Rights, April 29, 2014). The College may use the information provided to determine the need for additional education and prevention efforts.

Relationship Violence

Relationship violence may refer to dating or domestic violence. Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The term *domestic violence* includes behaviors that are used to control another person by a current or former spouse of the complainant, or by a person with whom the complainant shares a child in common, or by a person who is cohabiting with or has cohabited with the complainant as a spouse, or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of New York. Ways in which a domestic abuser gains and maintains control can include the following:

- Isolation – making it hard for the victim to see friends and family;
- Economic abuse – having complete control over the money;
- Verbal, emotional, psychological abuse – putting down and embarrassing the victim in front of others, criticizing the partner’s abilities as a partner or parent;
- Intimidation – making the victim afraid with a look, action or gesture;
- Coercion and Threats – threatening to cause harm to the victim or to commit suicide or injure friends or family members;
- Physical Abuse – pushing, grabbing, hitting, slapping, punching, kicking or choking;
- Sexual Abuse – forcing victim to engage in non-consensual sexual behavior;
- Using Children – undermining the victim’s authority as a parent or threatening to take the children away;
- Minimizing, Denying, or Blaming – the full negative impact of the violator’s actions is either minimized, denied outright or blamed on something or someone else.

Respondent

A respondent is any individual who is reported to have discriminated on the basis of sex as defined in this policy. Prior to an investigation, he/she may be referred to as *the accused*.

Responsible Employees (for incidents of sexual or relationship violence or stalking)

Those persons designated as responsible employees at Houghton College include all staff and faculty who are not bound by law or professional ethics guaranteeing confidentiality for their clients. Houghton College responsible employees include faculty, staff, Board of Trustee members, administrators, Student Life personnel: including Resident Directors and Resident Assistants, coaches: including assistant and student coaches; the Title IX Coordinator and all Deputy Coordinators; and contracted workers such as Metz dining and Sodexo facilities staff.

Houghton College offices and employees who cannot guarantee confidentiality (*see Confidential Resources*) will maintain the privacy of all parties involved to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

What should a responsible employee tell a person who discloses an incident of sexual or relationship violence?

A responsible employee should make every effort to communicate the following: the employee's obligation to report the name of the alleged respondent (accused) and complainant (survivor), as well as relevant facts regarding the incident (including date, time and location); the complainant's option to request that the Title IX coordinator consider maintaining his/her confidentiality; and the complainant's ability to share the information confidentially with on-campus resources (Counseling, Health, Dean of Chapel) and/or with off-campus resources (Cattaraugus Community Action, NYS Hotline or area hospital).

What information is a responsible employee obligated to report about an incidence of possible sexual or relationship violence?

A responsible employee will need to share the names of the alleged respondent (if known), the student who experienced the alleged violation, other students who were present, as well as relevant facts including the date, time and location.

All inquiries, complaints and investigations are treated with discretion. Houghton College is committed to protecting the privacy of all individuals involved in a report of sexual harassment, stalking, and sexual or relationship violence. All employees who are involved in the College's Title IX response, including the Title IX Coordinator, Deputy Coordinators, investigators and appeal review members, receive specific instructions about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Requesting Confidentiality during a Title IX Investigation: If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or does not consent to the College's request to initiate an investigation, the Title IX Coordinator must weigh this request against the obligation to provide a safe, non-discriminatory environment for all members of the community (see Investigation of Alleged Violation).

Sex-Based Discrimination

Sex-based discrimination is any behavior and/or action that denies or limits a person's ability to benefit from, and/or fully participate in, the educational programs or activities or employment opportunities based on the individual's sex. Examples of sex-based discrimination include sexual harassment; sexual and relationship violence; stalking; absence of equal opportunity in employment, education programs and co-curricular programs, including athletics; and discrimination based on pregnancy.

Sexual Exploitation

Sexual exploitation occurs when an individual takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual harassment, stalking or sexual violence offenses.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or participation in a College-sponsored educational program or activity;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- such conduct has the effect of unreasonably interfering with an individual's employment or academic performance or of creating an intimidating, hostile or offensive working or educational environment.

Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see *Affirmative Consent*). Sexual violence can include a range of behaviors categorized broadly as *Nonconsensual Sexual Conduct* which include, but are not limited to: rape, sexual assault, sexual battery and sexual coercion.

Stalking

According to the U.S. Department of Justice, stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

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

Survivor’s Bill of Rights

Among the rights afforded to survivors of sexual and relationship violence are the right to receive confidential assistance (see *Confidential Resources*); the right to report the incident to the Title IX Coordinator or other on-campus resource (including, but not limited to, the Vice President for Student Life and the Director of the Office of Safety and Security) and the right to request that an investigation not be carried out or that the complainant remain anonymous. These requests will be considered and decided by the Title IX Coordinator. Additional rights include:

the right to report the incident to the police

the right to a Victim Specialist, available through 888-945-3970

the right to get a medical examination

the right for legal consultation, available through 877-776-4126

the right to request immediate accommodations (see Interim Measures)

the right to be protected from retaliation

the right to expect that this incident will be reported to the Title IX Coordinator and that Houghton College will uphold its obligations to provide a safe environment.

Transcript Notation

Pursuant to NYS law, for violations of the Student Guide that involve violence, including sexual violence, in which the student is found responsible (upon investigation and determination), the student may be suspended or expelled from the College. Notation on the transcript in such a case will read, “*suspended after a finding of responsibility for a code of conduct violation*” or “*expelled after a finding of responsibility for a code of conduct violation*”.

For the respondent who withdraws from the College while conduct charges are pending, the transcript notation will read, “*withdrew with conduct charges pending*”. A student who is suspended may appeal to have the transcript notation removed as early as one year from the conclusion of the suspension, while notations for expulsion will not be removed.

Reporting an Incident of Sex-Based Discrimination, Sexual Harassment, Sexual or Relationship Violence or Stalking

A Houghton College student or employee who wishes to report an incident of sex-based discrimination, sexual harassment, sexual or relationship violence or stalking, may choose one or more of the following options:

- Discuss the incident confidentially with Houghton College professionals or off-campus resource persons who by law can maintain confidentiality and can assist in obtaining services (see *Confidential Resources*). In this case, no further action will be taken unless the complainant decides to do so, with the exceptions noted previously.

- o Report the incident to a Houghton College official (see *Responsible Employees*) who can offer discretion and sensitivity to privacy but who may still be required by law or College policy to inform one or more additional College officials (including the Title IX Coordinator) about the incident. A Responsible Employee will communicate regarding his/her role and the limitations of confidentiality. In addition, he/she will explain what information may need to be communicated and the person with whom this information will be shared. The Responsible Employee will provide information about confidential sources of support.
- o Contact the Title IX Coordinator. The Coordinator will provide information regarding supportive confidential services, will explain the limits of confidentiality and will consider requests for exemptions regarding confidentiality (see *Responsible Employees*); will provide information about the procedures Houghton College has in place to address violations of Title IX, including sexual harassment procedures and/or investigations involving sexual and relationship violence and stalking (see Houghton College *Procedures for Addressing Violations*); will provide the “Survivor’s Bill of Rights” and explain other relevant protocols and practices, such as the provision of interim measures, and the retaliation and amnesty policies; and will inform the survivor that a criminal complaint may be filed simultaneous to an on-campus investigation.
- o Report the incident to local or New York State Police for the initiation of a criminal investigation.

Houghton College Procedures for Addressing Sex-Based Discrimination, Sexual Harassment and Sexual and Relationship Violence and Stalking

Any member of the HC community who has experienced sex-based discrimination is encouraged to take action. The type of follow-up will depend upon the type of sex-based discrimination being alleged. The Title IX Coordinator and Deputy Coordinators, the Vice-President for Student Life and the Director of Human Resources are available to assist with decisions related to the most helpful and appropriate form of follow-up.

A. Procedures for addressing complaints of sexual or relationship violence or stalking

Any individual who has experienced sexual or relationship violence or stalking while participating in a Houghton College-sponsored program, or who is aware of a community member who has been harmed by such a violation, is encouraged to notify an authority. Houghton College has internal means of addressing such violations (see below) and also works with outside agencies, including the NY State Police and Cattaraugus Community Action Office of Victims Services, to ensure that violations are addressed appropriately and that survivors get appropriate follow-up care.

When a violation of the Student Conduct Code alleging sexual or relationship violence or stalking is made against a student respondent (accused), the Vice-President for Student Life is responsible for ensuring that procedures and protocols within the Student Guide are followed. Upon notification of a complaint, the Vice President of Student Life, in consultation with appropriate authorities (which may include the NY State Police, the Title IX Coordinator, and the HC Office of Safety and Security), initiates

appropriate protocols to ensure public safety. The preponderance of the evidence rule will be used in making decisions regarding accountability and an appeals process will be communicated in writing. The *Student Conduct Policy* outlines specifics related to investigative protocols, parity for the complainant and respondent in every aspect of the investigation, the *Survivor's Bill of Rights*, interim measures, the appeals process, and the range of disciplinary sanctions which may be applied, up to and including academic dismissal.

When a violation of the Student Conduct Code alleging sexual or relationship violence or stalking is made against an employee respondent (accused), the Director of Human Resources and the Title IX Coordinator oversee the College investigation, ensuring that it will occur in a timely fashion, that interim measures to protect the complainant are available, and that both the complainant and respondent are given equal opportunity and access at each phase of the investigation. Upon notification of a complaint, the Director of Human Resources, in consultation with appropriate authorities (which may include the NY State Police, the Title IX Coordinator, and the HC Office of Safety and Security), initiates appropriate protocols to ensure public safety. Interim measures during the investigation may include suspending the employee with or without pay. The preponderance of the evidence rule will be used in making decisions regarding accountability and an appeals process will be communicated in writing. A range of disciplinary sanctions may be applied, up to and including termination of employment.

When a violation of the Student Conduct Code alleging sexual or relationship violence or stalking is made against a contracted employee of HC, such as one working for Metz or Sodexo, the Director of Human Resources and the Title IX Coordinator will meet with the company's local management to monitor all aspects of the investigation. Upon notification of a complaint, the Director of Human Resources, in consultation with appropriate authorities (which may include the NY State Police, the Title IX Coordinator, and the HC Office of Safety and Security), initiates appropriate protocols to ensure public safety. The Director of Human Resources and Title IX Coordinator ensure that the investigation is thorough and equitable, with protocols that are sufficiently clear, fair and timely. If not satisfied with the procedures or outcome of the investigation, the Director and Coordinator will pursue the matter at a higher level of management and/or take direct action to ensure that the HC community is free of discriminatory and harmful behaviors.

B. Procedures for addressing complaints of sex-based discrimination, including sexual harassment

1. **Informal Process.** There are two options for handling complaints informally, but **note that informal options are not recommended for addressing complaints that include sexual or relationship violence or stalking.** The first is to express the concern to the person responsible for the alleged violation, either verbally or in written form. The second option is to use a mediator, a neutral person mutually agreed upon by the two parties. The Title IX Coordinator and Deputy Coordinators are available to assist with the informal process, upon request.
2. **Formal Process.** An individual who wishes to file a formal complaint of sex-based discrimination, including sexual harassment, can do so by contacting the Title IX Coordinator,

the Vice President for Student Life or the Director of Human Resources. The complaint must be received within 1 year of the date of the latest incident. Action begins by the complainant signing a complaint report documenting the alleged incident(s). Upon receipt of the complaint report, the Title IX Coordinator will initiate a formal investigation based on procedures found above in *Procedures for addressing complaints of sexual or relationship violence or stalking* (above). When sex-based discrimination, including harassment, is substantiated, the respondent may be subject to such actions as:

- a. Initial and sustained counseling by a professional counselor;
- b. Letter of reprimand (a copy of which will become part of the personnel or student record);
- c. Change in employment status, grade or rank (for employee) or dismissal (for student)

Failure to comply with any of the required sanctions will result in further action.

Training and Education

The Title IX Coordinator works through specific departments on campus to ensure that all staff, faculty and students who have a role in investigating or responding to reports of sexual harassment, sexual violence, relationship violence and stalking receive adequate training for their responsibilities. These offices include those of Human Resources, Academic Dean, Dean of Students, Department of Residence Life, and Department of Safety and Security.

The Title IX Coordinator works through specific departments to ensure that all staff, faculty and students are aware of policies, procedures and resources related to the prevention of and response to incidents of sexual harassment, sexual violence, relationship violence and stalking.

All new first-year and transfer students receive education related to the prevention of and response to instances of sexual and relationship violence and stalking. Student leaders, including resident assistants and athletes, receive additional training. Student bystander training is conducted annually. Employees receive training appropriate to their professional responsibilities.

Climate Assessment, Mandated Record-Keeping and Reporting

The Title IX Coordinator will oversee the periodic administration of a climate assessment survey to determine the prevalence of violations of Title IX policies, to measure awareness of policies and resources, and to identify factors that may be inhibiting the reporting of Title IX violations.

The Title IX Coordinator will be responsible for keeping a written record of all complaints related to Title IX, including details related to the time and place of each incident and any other relevant facts, including the investigative process and outcome.

The Title IX Coordinator works with the Office and Safety & Security to ensure that duties are fulfilled regarding the institution's responsibility to report data as mandated by the Clery Act.

The Title IX Coordinator and the Advisory Committee on Campus Safety annually review, report on and make recommendations for change as specified by New York State law (see

<http://codes.lp.findlaw.com/nycode/EDN/VII/129-A/6431>).

Tobacco & E-cigarettes

Houghton College is a smoke free environment. The use of tobacco by Houghton College students is prohibited. A smoking cessation program is provided for those students interested in stopping a smoking habit. Please contact the Health Center for information about smoking cessation. Tobacco use by a student may result in sanctions up to and including disciplinary probation for a first violation and up to dismissal for repeated violations or in conjunction with other violations.

The possession or use of electronic cigarettes (e-cigarettes) or other recreational vaporizers is prohibited in any context, on- or off-campus, except where their use is part of an official cessation program pre-approved by the Office of Student Life.

Student Conduct Policy

Responsibilities of Individual Members of the Community

Each member of the Houghton College community is expected to assume responsibility for his/her conduct and also to feel a reasonable Christian responsibility for the behavior of others. On occasion this will involve kind, courteous admonition when one member observes another in inappropriate conduct. On occasion it may involve cooperation when the proper authorities are investigating instances of alleged misconduct.

The Office of Student Life assumes responsibility for adjudicating cases involving reported misconduct by student members of our community. Within the Office of Student Life, the Vice President & Dean of Students (Vice President) is delegated the responsibility for implementing the Student Conduct Policy. The Vice President works with the following designees in this process: Resident Directors, Coaches, the Assistant Dean of Residence Life & Programming, and the Student Conduct Committee. RDs and the Assistant Dean of Residence Life & Programming are considered primary conduct officers and hear student conduct cases according to the severity of the case. Appeals of student conduct cases are handled by the aforementioned designees. The Student Conduct Committee will also be convened to hear cases appealed to the Vice President.

Vice President for Student Life

The Vice President for Student Life & Dean of Students (Vice President) is designated by the Houghton College By-Laws as the administrator responsible for non-academic student conduct policies including due notice, hearings, and appeals processes. Hearings may be conducted by Resident Directors, the Assistant Dean of Residence Life & Programming or the Vice President. With regard to policies and procedures, the Vice President is advised by the Student Conduct Committee which hears appeals and recommends to the Vice President actions related to such appeals. The Vice President is responsible for fostering good communications about student conduct matters within the college community. These responsibilities are shared by designated members of the Student Life Leadership Team (SLLT).

Student Disciplinary Assurances and Responsibilities

A student reportedly involved in misconduct shall be informed of the following assurances and responsibilities:

Assurances:

1. To have counsel of an advisor from within the college community at all times, including during the preliminary investigation.
2. To receive reasonable due process. Reasonable due process includes notice of specific charges and appropriate time to prepare for a hearing.
3. To request a private hearing when more than one student is involved in the reported misconduct.
4. To receive the decision of a conduct hearing in writing.
5. To appeal a decision within 48 hours of written notification of the decision (see appeals process for specific guidelines).
6. To request that up to two witnesses be invited to the conduct hearing to speak on his/her behalf in the disciplinary proceedings.
7. To supply in writing one letter of character reference. This letter should be supplied before or at the time of the hearing.
8. The option to present in writing the names of other people who have pertinent information regarding the particular disciplinary issue.

Responsibilities:

1. To be truthful in all student conduct proceedings.

Student Conduct Committee

1. The faculty shall elect two (2) members annually, one of whom must have served on the committee previously. The Staff Cabinet shall elect one (1) full-time staff member. Both genders shall be represented among the employee members. The Vice President serves as an advisor to the nominating process and coordinates initial and on-going committee trainings.
2. The Student Government Association (SGA) shall elect four members from the student body. Both genders must be represented; one shall have served previously; no more than two (2) may be seniors.
3. The Vice President or his designee shall serve as a consultant to the committee.
4. A quorum shall be comprised of a minimum of two faculty/staff members and three students. When necessary, the Vice President may call upon former student and/or faculty/staff members of the Student Conduct Committee in order to achieve quorum.
5. During Mayterm, summer months and over the Christmas Break (or when convening the Student Conduct Committee is not reasonable), the Vice President may initiate a telephonic conference of the Student Conduct Committee in order to expedite the hearing of an appeal. This is particularly important when cases could give rise to immediate suspension or dismissal from the college. In such time sensitive cases, a quorum will be reached if at least two (2) students and one (1) faculty/staff member from the Student Conduct Committee can participate. In these cases, gender would not be a limiting factor.
6. The committee shall select its own chairperson. The chairperson must be willing to take on administrative and facilitative functions within the committee for the duration of his/her service in this role.

7. The committee shall hear appeals as defined below. It shall also make recommendations for policy changes and updates through the Vice President to the Student Life Council.
8. The committee shall make its recommendation regarding an appeal to the Vice President.

(amended 10/27/2015 by the Student Life Council)

Student Conduct Procedures

1. Initial Information
 - a. Alleged violations of the Student Guide that call for more than counsel by faculty, staff or peers may be shared by any member of the community with the Office of Student Life.
 - b. The source of information shall remain confidential insofar as is reasonable and lawful to do so.
2. Investigation
 - a. The Office of Student Life shall assume responsibility for the preliminary investigation of the reported misconduct.
 1. The matter shall be discussed with the student.
 2. All pertinent sources of information shall be consulted in order to determine the validity of the initial information.
 3. No individual involved in the process other than the hearing official or appeal officer may audio or video record any investigation or resolution meetings or other portions of the process without prior authorization from the Vice President for Student Life. Such authorization must be recorded as the recording session begins.
 - b. The student may invite a full-time faculty or staff advisor from within the college community (excluding parents or direct family members) to assist the student during all phases of the investigation.
 - c. The role of an advisor:
 1. A student is able to select his/her own advisor from within the College community. If the student does not have an option for a preferred advisor, the Office of Student Life can assist in confirming an advisor.
 2. An advisor is to serve as a “potted plant” witness during the disciplinary proceedings, offering advice and encouragement but is not to speak for the student or to disrupt the proceedings in any way.
 3. The student may request from the chair secluded moments of consultation with his/her advisor in order to confidentially confer during the proceedings.
 4. The advisor is permitted to serve only as an advisor and not also as a witness. If the proposed advisor has the potential to be called as a witness, another suitable advisor must be chosen.
 5. An advisor may participate in the hearing insofar as they are asked by the student and the student conduct officer. The chair of the Student Conduct Committee serves as the moderator of appeal hearings and will provide guidance regarding the role of the advisor.

3. Witnesses:
 - a. The student and/or the College may request that up to two (2) witnesses each to speak on the student's behalf or in support of the College's needs during any part of the student conduct proceedings.
 - b. Role of witnesses:
 1. A witness may be requested to attend a portion of the disciplinary hearing to clarify or provide supporting information to a case. The student and the college may call up to two (2) witnesses each.
 2. The Student Conduct Committee may request that a hearing be suspended if additional information is needed and/or if additional witnesses might be helpful in the proceedings. A suspension of a hearing should be exercised with caution to preserve the spirit of a prompt and fair hearing or appeal process.
 3. Witnesses may be requested. But, they cannot be compelled or required to attend a hearing.
 4. Witnesses should receive notice to appear at least 48 hours in advance.
4. Interim Suspension
 - a. The Vice President may place a student on interim suspension in extraordinary circumstances pending final adjudication of the case.
5. Dismissing a Case
 - a. In cases where insufficient evidence exists to support a reported violation, the Vice President or designee may dismiss the case without disciplinary action.
6. Adjudicating of Cases
 - a. Any student violation of the college's disciplinary policies shall be adjudicated by a Resident Director, the Assistant Dean of Residence Life and Programming, or in cases where student sexual misconduct/violence is alleged or the alleged violator faces required separation from the college, the Vice President may be the initial hearing officer.

Appeals

- A. Grounds for Appeal: Any student conduct decision within the Houghton College community may be appealed provided the request includes one or more of the following grounds for appeal:
 1. new information that could significantly alter the outcome of the case is now available
 2. the College deviated from its published policies and procedures and thus negatively impacted the outcome or fairness of the student conduct process
 3. the required sanctions are substantially disproportionate to the violation.

Appeal requests must include sufficient detail in support of such grounds. Appeal requests that do not include one or more of the above grounds may be denied. It is not sufficient to simply "disagree" with the decision.

B. Appeals process:

1. A decision made by a Resident Director may be appealed to the Assistant Dean of Residence Life and Programming.
2. A decision made by the Assistant Dean of Residence Life and Programming may be appealed to the Vice President.
3. The Vice President, upon receipt of an appeal request, will convene the Student Conduct Committee. After consideration, the Student Conduct Committee shall render in writing a recommendation to the Vice President for final decision on the case. The Vice President may choose to a) uphold, b) alter or c) dismiss the case under appeal.
4. In cases involving unusual circumstances where a student may feel a conflict with a member of the Student Conduct Committee, the student may request that the member in question recuse him/herself from part or all of the proceedings. In such instances, quorum must be maintained. The student may request an appeal directly to the Vice President – thereby waiving their right to appeal by the Student Conduct Committee – but must do so in writing.
5. In matters involving suspension or dismissal from the college, the Vice President will consult the decision beforehand with the President of the college.
6. Once rendered, the decision of the Vice President is final and without further appeal.
7. If the Vice President's decision differs from the Student Conduct Committee's recommendation, the Vice President shall explain the rationale to the Committee within 24 hours of the decision.
8. Appeals must be made in writing within 48 hours of receiving the hearing officer's decision. The appeal hearing shall be scheduled by the administrative assistant to the Vice President.
9. Those present at the hearing shall include the student requesting the appeal, an advisor of his/her choosing, the original College hearing officer (or designee), the appeal officer or committee to whom the appeal has been requested, and any other individuals needed as sources of information (i.e. witnesses).
10. Each party shall make their case and then both shall retire from the hearing venue. The Assistant Dean of Residence Life & Programming, or the Vice President shall make a decision and report the same in writing to both parties within 2 business days.

C. Preparation for the Student Conduct Committee Appeal

1. The Administrative Assistant to the Vice President will determine the time and place of the hearing based on the availability of committee members and the student(s) participating in the hearing. Scheduling will be communicated via e-mail to all parties. At least 48 hours in advance, the student shall be informed of the time and place of the hearing, of the charges under review against him/her, and of his/her rights, by written notice being placed in the student's CPO box and by e-mail notification. (The 48-hour period begins when the notice is placed in the CPO box or the e-mail sender is notified through receipt that the message has been delivered.) By mutual consent of the chairperson and the student, the notice time can be shortened.

2. The student may utilize a full-time faculty or staff advisor of his/her choosing from within the College community during the hearing.
3. If the appeal involves more than one student, cases may be heard separately (privately) or jointly.

D. Student Conduct Committee Appeal Procedures

Pre-hearing

1. The Student Conduct Committee shall meet for all required trainings and as requested for appeal hearings.
2. The chairperson in consultation with the Vice President shall establish the agenda for each meeting.
3. All hearing procedures shall be conducted in a manner as to be fundamentally prompt and fair to all participants and shall not be unduly restricted by rules of procedure.
4. Members of the Student Conduct Committee will be informed at least 48 hours in advance of the name of the student(s) to be included in an appeal.
5. In situations where a member has a relationship with the student(s) or has firsthand knowledge of the case, the member should recuse himself/herself in order to not bias the proceedings in any way. The chair should inform the Vice President or his/her designee of conflicts of interest as soon as possible so that appropriate arrangements may be made to ensure quorum for the hearing.

During hearing

1. The Chair should invite the presenting parties into the hearing room (original hearing officer, appealing student and faculty/staff advisor (if present)).
2. The charges shall be presented by the original hearing officer or his/her designee.
3. The appealing student shall present his/her information. At this time, the Chair may allow the appealing student to call in up to 2 pre-approved witnesses and/or read aloud a letter of support.
4. The Chair open the floor for questions by the Committee members and serve as moderator.
5. Once the Chair determines all questions have been sufficiently addressed, the Chair shall dismiss the presenting parties and enter into a time of *Committee only* deliberations. The Chair may ask presenting parties to remain nearby if desired.
6. Based on the committee's discussion, the Chair should consider language to a) "affirm" or uphold the original decision AND sanctions with no changes, or b) "alter", change the decision and/or sanctions – including rationale, supporting facts and precedence.
7. Chair should call for a vote on the final draft language.
8. In making recommendation, the committee shall consider information pertinent to the alleged incident and may also consider the student's behavior throughout the student conduct process. (i.e. honest, respectful, cooperative, etc.)

The Student Conduct Committee chair reserves the right to request that any person remain to answer questions about the case. The Chair shall render the committee's recommendation to the Vice President

in writing via email. Only Student Conduct Committee members should be present during the deliberation.

The final appeal decision shall be reported to the presenting parties in writing by the Vice President or designee within two business days of receipt of the recommendation.

Disciplinary Sanctions

Discipline is designed to help the student to assume responsibility for him/herself as a mature Christian in today's society. It is intended to be developmental and educational rather than merely punitive.

Repeated violations of any type (not necessarily the same type) will result in more significant disciplinary sanctions. Sanctions found herein are not exhaustive or all-inclusive. Sanctions should be a) tailored to protect the student held responsible and members of the learning community from further disruptions and/or harm, and b) address the developmental and educational needs of all students involved in the student conduct process.

Resident Directors, the Assistant Dean of Residence Life & Programming, and the Vice President may impose sanctions 1 – 5. Only the Vice President (or designee) may impose sanctions 6 – 9. Cases resulting in sanctions 5 – 9 will remain on file for at least one year after the student graduates or five years if a student does not graduate from Houghton College. Hearing officers may include one or more of the following sanctions in their decisions. Students are responsible for completing any academic requirements and alone bear the consequences of missed academic work resulting from disciplinary actions. Faculty members are not obligated to accommodate missed assignments or exams, for example, in connection with student conduct proceedings or sanctions.

1. **Reprimand** is a formal reproof and implies that the student's behavior was inappropriate and is not to be overlooked. A situation requiring a reprimand provides Residence Life or Student Life personnel the opportunity to work with the student in making changes that are necessary for continued participation in the college community. The written reprimand may take the form of a developmental or behavioral contract. It may also include the suspension of open house privileges. The duration of the censure shall be designated in writing. The letter may remain in the student's file until graduation.
2. **Restitution/Fines** may be imposed if the offender is required to reimburse another for damages to or misappropriation of property or pay a financial penalty as a disciplinary sanction. It may take the form of appropriate services to repair or otherwise compensate for damages to personal, public or institutional property.
3. **Community Service** may be imposed to help restore goodwill within the local or regional community. The student may be required to make a significant contribution of time and labor to be completed over the course of a semester or year, or multiple semesters if necessary due to scheduled breaks, study abroad or other compelling circumstances that require community service to span semesters.

4. **Restrictions** on privileges may include but are not limited to the following: open house privileges, participation in intramural and/or intercollegiate sports, serving in a selected, elected or appointed student leadership position, participation in theatrical or musical groups or ensembles, acting as a representative of the college, and/or marching in commencement exercises. The nature and duration of restrictions shall be clearly specified.
5. **Disciplinary Probation** may be required after a serious violation or after repeated incidents or violations. The length of a probationary period shall be defined with a specific start and end date. Students held responsible for any additional offense while on probation could result in immediate suspension or dismissal from the college. Students on disciplinary probation become immediately ineligible for a) co-curricular activities: including intercollegiate athletics, theatrical or musical groups and ensembles, b) independent housing options: Townhouse, Flats, or Community Living Options (CLO), c) and off campus study or programs. Failure to meet the 2/3 required Chapel attendance is grounds for disciplinary probation.
6. **Suspension** is a temporary separation of the student from the college for a definite period of time. Duration can vary from weeks to a semester or longer. Students may register for classes and return to campus after suspension without reapplying for admission. Suspensions are often followed by a period of probation (see “disciplinary probation” above).
7. **Requested Withdrawal** acknowledges that the student’s behavior likely warrants an administratively imposed dismissal, but allows the student remain at the institution until the end of the current term. This sanction recognizes that the student does not pose a significant threat to him/herself or the learning environment. But, enrollment beyond the current term is not in the student’s or institution’s best interests. The rationale for such a request shall be given in writing. If re-admission is desired at later term, the student **must reapply** through the Admission Office.
8. **Deferred Dismissal** permanently severs the student’s connection with the College at the end of the current term. Deferred dismissal aims to minimize the severe academic and financial penalties often incurred with a mid-term dismissal. The deferment process can take two forms: 1) the student may elect to finish out the term, or 2) the student may elect to use it as an opportunity to recommit to the Houghton community. At the close of the term and the deferment period, the Vice President may review the deferred dismissal. The impetus for this meeting will rest wholly with the student. Under either scenario, any additional violations during the deferment period will result in immediate dismissal. The deferment protocol will be as follows:
 - a. The student is notified of a deferred dismissal and given one week to decide whether to:
 - i. accept the dismissal and leave at the term’s end;
 - ii. appeal the decision; or,
 - iii. submit a behavioral contract to the Vice President.

- b. Should the student elect option #3, he/she will be required to develop, submit and fulfill all contract terms. Guidelines and suggestions for writing the behavioral contract may be provided by the Vice President.
 - c. The student will bring to the deferred dismissal meeting appropriate documentation and witnesses which may include a member of the Residence Life staff, an accountability partner, or mentor who can attest to the agreed upon change in behavior. The Vice President will be presented with the ways in which the student has contributed to the community life and will have the opportunity for questions about the student's motivation to recommit to the College.
 - d. To the extent possible, the decision is based on the evidence and the testimony of the student demonstrating changed behavior and a restored commitment to the College. Should the Vice President decide to dismiss, the decision will be effective at the close of that term.
9. **Dismissal** requires that a student immediately leave Houghton College for an indefinite period or a duration to be determined by the Vice President. . If after a specified dismissal expires, the student may return to Houghton College but must reapply through the Admission process. Such action is noted on the student's permanent record.

Informing Parents/Legal Guardians

The college reserves the right to inform parents or legal guardians of disciplinary violations in the following instances:

1. The disclosure is to a parent or legal guardian of a dependent student (regardless of age) as defined in Section 152 of the Internal Revenue Code; or
2. The disclosure is to a parent or legal guardian of a student who violated any law or any rule or policy of the college, governing the use or possession of alcohol or a controlled substance, if the student is under age 21. The student signed a waiver releasing Student Life records to the parent or other authorized individuals.

The college may disclose the final results of any disciplinary proceeding against a student in connection with an alleged crime of violence or non-forcible sex offense to anyone, including members of the general public, if the college determines that the student committed a violation of its rules or policies with respect to such crime or offense. For purposes of the preceding sentence, the phrase "final results" includes only the name of the student, the violation committed, any sanction imposed by the college on the student, and names of other students (such as victims or witnesses) upon the written consent of each such other student.

The college does not routinely notify parents or guardians of pending disciplinary action but may do so if in the best interests of the student or in connection with an emergency where knowledge of such information is necessary to protect the health or safety of the student or other persons.

General College Policies

Technology/Network

Acceptable Use of Technology

The acceptable use of the Houghton College network is detailed at the site below:

<https://support.houghton.edu/index.php?/Helpdesk/Knowledgebase/Article/View/17/0/appropriate-use-of-computing-and-network-resources>

Campus-Wide E-mail Policy

1. All-campus e-mails should be timely messages of interest to large sections of the community. Message content should pertain to campus life.
2. Message requests from student organizations/associations should be routed to the Office of Student Life through the faculty/staff advisor and so noted in the email request. Advisor name does not need to appear in the actual distributed email.
3. All messages must contain a "Reply to" option that includes reference to a person's name and the host organization for further information.
4. If the event is a campus activity, it must be updated on the web calendar for reference in advance of distribution.
5. Include the answers to who, what, when, and where as well as purpose of function being advertised.
6. Request must be received by 8 AM the day it needs to be sent before becoming eligible to post and send.
7. There should be a consistent header label on all emails.
8. There should only be one email per event.
9. Exceptions to normal policy or special considerations will be made by the VP for Student Life.

Policy adopted by the Student Life Council 11/22/04

Internet Piracy

The College presents for your use many programs and data which have been obtained under contracts or licenses stating that they may be used but not copied, cross-assembled, or reverse-compiled. In addition, other institutions and individuals on attached networks make software or digital media available under similar conditions. You are responsible for determining that programs or data are not restricted in this manner before sharing them, copying them in any form, or before reverse-assembling engineering them in whole or in any part. If it is unclear whether you have permission to copy or share such software or not, assume that you may not do so.

Peer-to-peer file sharing of copyrighted materials without permission from copyright holder is strictly prohibited via the Houghton College network, or any and all of its resources. Any individual found sharing copyrighted materials using Houghton College resources within our local area network, wide-area network or the Internet will be found in violation of this policy and will be subject to those consequences named in this policy.

Pedestrian Safety Policy

The sidewalks of Houghton College are intended for pedestrians. Motorized vehicles (including but not limited to: motorized scooters, electric bicycles, mopeds, and hoverboards) are not allowed on college sidewalks or in college buildings. Motorized wheelchairs for those with need are of course authorized. While alternate, non-motorized forms of transportation (such as bicycles, skates, longboards, skateboards and scooters) are also permitted, the following procedures are in place for the safety of all:

1. Pedestrians have the right of way on all sidewalks and paved paths. Those using bicycles, skates, longboards, skateboards or scooters should exercise caution near pedestrians, including announcing their presence when coming from behind and going slowly when coming around buildings or into other limited visibility areas.
2. Cars and other motorized vehicles (aside from emergency and college-owned vehicles) are not permitted on campus sidewalks at any time.
3. Houghton College will occasionally allow trick riding in limited areas such as parking lots. Trick riding is only permitted with the prior approval of the Safety & Security Office.
4. Bicycles, skates, longboards, skateboards and scooters are not permitted to be used inside college buildings.
5. While vehicles are required by law to yield for pedestrians in crosswalks, it is important that pedestrians continue to exercise extreme caution. This is especially true on Centerville Road or at the intersection of several roads and crosswalks. The steep grade of this and other roads, combined with limited visibility and slippery conditions can be very dangerous.
6. Riding in the dark should be done only with extreme caution. New York State law requires that bicycles have a light, not just reflectors, for use after dark.
7. The road between the Fancher Building and Rothenbuhler Hall is closed to all foot traffic. This hill is extremely dangerous for pedestrians due to limited visibility for drivers and the lack of shoulders on the roadside. Pedestrians (including runners) should use the footpath adjacent to Rothenbuhler Hall.
8. Runners along route 19 should be extremely cautious. Students should run with a companion or in groups (single file for safety) and preferably with reflective clothing.

The following campus locations are for pedestrian use only. For safety reasons, bicycles, skates, longboards, skateboards and scooters should be walked through these areas.

- Arcade (tunnel) through the Center for the Arts
- Walking path between Stevens Art Studios and Centerville road
- Walking path from the Campus Center to Rothenbuhler (including past the Rothenbuhler bridge and the path toward the Fire hall parking lot)

Solicitation Policy

I. Sales Promotion Programs (off-campus sponsors)

- The sale of merchandise involving an outside or off-campus agent of the product, company and/or agent and financial arrangements (contracts) must have the approval of the Assistant Director of Student Programs (office in the Campus Center basement).
- All sales promotions (party, demonstration, etc.) must have the approval as to time, place and type of event from the Assistant Dean of Residence Life & Programming and from the RD of the residence hall or house to be used for said promotion.

- A member of the Office of Student Life staff or the RD should be present at all such programs to insure that no high pressure sales tactics are used.

Sales incentive programs, either by individual students or off-campus organizations, or students representing off-campus organizations will not be permitted.

II. Solicitation and Fund-Raising (Houghton College group or individuals)

- Soliciting door to door in college residence halls or college-owned houses is prohibited. For any soliciting to be done in residence halls, permission must be obtained from the Assistant Dean of Residence Life & Programming and approval must be obtained from the RD(s) of the participating residence halls and/or townhouses.
- Any fund-raising project involving on-campus organizations in the residence halls/college-owned houses (taking orders, rummage sales, bake sales, auctions, etc.) must have the approval of the Assistant Dean of Residence Life & Programming and the RD(s) of the participating residence halls and/or townhouses before they can be scheduled or advertised.

III. Individual Sales or Promotion in the Residence Hall/College-Owned Houses

- The residence hall/college-owned house may not be used as a place of business. Thus, sales or promotions cannot take place in the individual's room (e.g. the sale of CD's/DVD's, soda, sweaters, or services is not allowed out of his/her room).
- All sales, promotions or solicitation in the residence halls/college-owned houses must be approved by the RD.

Student Employment

Guidelines and procedures for student employment in compliance with federal and state regulations.

- 1) Students must have a valid Student Employment Card (red card) issued by the payroll office **before** they can begin work. Once issued, a Student Employment Card is valid for work in multiple departments.
- 2) Procedure for obtaining a Student Employment Card (SEC or 'Red Card'):
 - i) The payroll office must receive notification from an approved Supervisor that the student has been made an employment offer and should be issued a SEC. Notification is in the form of an employee hire card (which is blue) signed by the supervisor or by an email.
 - ii) Students must bring the following items to the Payroll Office in order to receive their SEC: (please refer to I-9 form for complete list of acceptable documents)
 - (a) Valid photo ID such as a current driver's license, unexpired college ID card, etc; AND Social Security Card or birth certificate (**Original or certified copy required – no copies, faxes, duplications will be accepted**); OR
 - (b) One acceptable Employment Eligibility Document such as:
 1. Current passport
 2. Permanent Resident Card or Alien Registration Receipt Card
 3. Unexpired foreign passport with a temporary I-551 stamp
 4. Unexpired Employment Authorization Document that contains a photograph
 - iii) All student workers must complete and have on file in the Payroll office the following:

- (a) Form W-4 for Federal Tax Withholding
 - (b) Form I-9 for Employment Eligibility Verification
 - (c) Direct deposit form
- 3) International Students should contact the Intercultural Programs Office to be certain all other required paperwork is completed.
 - 4) Under no circumstances is a student allowed to begin work until they have received their Student Employment Card.
 - 5) A student's hours worked will not be processed by payroll without a completed timecard. A completed timecard consists of student name, ID number, pay period ending date, start and end times, and supervisor stamp & signature. Time cards submitted after the deadline will not be processed until the next scheduled payroll.
 - 6) It is the student's responsibility to submit the hours worked to their supervisor for approval. The supervisor will determine who should submit the approved timecard to the Payroll Office. according to the student pay schedule found at <http://www.houghton.edu/campus/campus-services/student-payroll/student-pay-schedule/>
 - 7) Timecards should be reviewed and signed by both the student and supervisor to ensure accuracy.
 - 8) Changes to your personal information (such as name, address, etc.) must be reported to the Payroll Office as soon as possible.
 - 9) Direct Deposit is the preferred method of payment at Houghton College. Forms can be picked up in the Payroll Office or are available on the Student Payroll website <http://campus.houghton.edu/orgs/studentpayroll/>

Questions? Contact the Payroll Office located in the Luckey Building.

Van Dyk Lounge (Campus Center)

The lounge is first and foremost for the use and enjoyment of Houghton College students, employees, and alumni. Any group using the Campus Center agrees to abide by the policies contained herein.

1. Any activity proposed for the Van Dyk lounge must be approved by the Assistant Director of Clubs and Organizations. During the summer, approval must be requested to the Director of Conferences and Events.
2. Once the activity is approved, space reservations for use of the Campus Center Lounge must be made through the Welcome Center
3. The following rules apply for moving furniture in the lounge:
 1. Soft furniture may be moved carefully with two people picking up each piece.
 2. Large tables must be moved by facilities staff only.
 3. Allow 1 week notice for custodial staff assistance.
4. If food is to be served in the lounge area, the serving tables should be set up on the tile and not on the carpeted area.
5. If any loud music is to be played, it should be set up on the Quad side of the lounge and kept to a reasonable level so as not to disturb the Staff work areas near the elevator.

6. Sales may occur at the tables at the foot of the stairs. No furniture may be moved to make way for sales. All sales and fund raising activities must be pre-approved according to the Campus Center solicitation policy.
7. LIABILITY: Sponsoring groups assume all financial responsibility for damages or loss resulting from such events and activities.
8. The fireplace may only be lit when the outside temperature is below 40°F.

Vehicle Use Policy

1. All drivers must be 21 years or older to drive college-owned vehicles.* All drivers must go through driver training to be approved to drive college-owned vehicles. (*Please see Driver Approval Policy for details.)
2. All drivers must have a “college business” purpose for use. Drivers must also have an account number that will be billed for the mileage. Student’s requesting use of vehicles will need approval from a faculty member or an advisor of their organization.
3. Reservations must be made in advance online at: <http://www.houghton.edu/campus/campus-services/college-fleet/reservations/>
 - a. Driver’s Name
 - b. Vehicle Preference (Car, Mini-Van, Van)
 - c. Vehicle Pick-up and Return dates and times (*not* “morning” or “all day”)
 - d. Destination
 - e. Sometimes you will be asked the purpose of the trip. This is to establish priority if necessary when the fleet is in high demand.
 - f. Account number to be charged
4. You may pick up the packet for your reserved vehicle at the Welcome Center Desk between 8am and 10pm Monday- Thursday and 8am-mid. Friday-Sunday when school is in session. If you need a vehicle outside of office hours, we will make arrangements for you to pick up your packet early or to pick it up at Safety and Security. If the Welcome Center Desk is closed, Campus Safety and Security will assist you.
5. When your reservation takes place over a weekend or a holiday, there will be detailed instructions on the packet. Please pay close attention to these instructions to facilitate the needs of other parties.
6. Upon getting in your vehicle, please write the vehicle’s mileage reading on the Vehicle Use Card enclosed in the packet as well as the license number which can be found on the front of the key packet.
7. Before returning the vehicle, please use the College Fleet Credit Card inside the packet to fill it up with gas. Please put the receipt for the gas purchase in the vehicle packet with the Vehicle Use Card. Do not charge anything else to this credit card, gas only. The account number you provide on the Vehicle Use Card will be charged \$0.40 per mile for cars, \$0.50 per mile for vans.
8. When you return, please fill out the entire Vehicle Use Card, including ending mileage, account number, and any problems you may have noticed while driving the vehicle.
9. Please park the vehicle in the college fleet’s designated parking spots in the Maintenance Parking Lot. Please use a spotter to back vans into their parking spot. Return the vehicle packet to the

Fleet Drop Box (across from the ATM in the campus center) or the Welcome Desk (if your instructions on the back of the packet instruct you to do that). It is VITAL that you follow the written instructions so that the next user will be able to use the vehicle.

10. When your plans change after you have made a reservation, please notify us at conferences@houghton.edu, *as soon as possible*. Cancellation fees will be charged against your account if you do not let us know ahead of time that you will not be using a vehicle. For van use, you must let us know if you cancel a weekend reservation by noon on the Wednesday preceding the weekend. If you do not cancel a van reservation by this time, your account number will be charged a \$20.00 non-cancellation fee per van for those that were not used.
11. Please leave the interior of the vehicle as clean as or cleaner than you found it. Dispose of your own trash. If you have a spill or something you have trouble cleaning up, please report it on the mileage card at the bottom near the vehicle repair notes. It is our desire that everyone have a clean car to use.

Remember that, you represent Houghton College, and most importantly, Christ. So please be respectful, responsible and courteous.

Video/Motion Pictures Policy

Any and all copyrighted films, movies, videos and motion pictures that have been purchased, rented, or checked out of the library are for home viewing purposes only. This means that they can only be viewed in your private living spaces (i.e. residence hall room, apartment, private home).

The copyright law concerning home video forbids 'performing the copyrighted work publicly' and defines "publicly" as: to perform or display at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.

Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from \$750 to \$30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to \$150,000 plus a year in jail.

VIEWING STANDARDS

Viewing television programs and movies are a regular practice for most college students; however, not all programs and movies are beneficial to the type of community we strive to create at Houghton College. It is difficult to adequately monitor what is and is not appropriate based on ratings. While it is safe to say most R rated movies are not appropriate, it is easy to find exceptions; in the same way most PG-13 movies would be appropriate but exceptions can still be found. Movies, television programs, or video games with gratuitous nudity, excessive violence or language may not be viewed in the common spaces on campus. NC-17 and X rated films and television programs as well as AO video games are not allowed at Houghton College.

EDUCATIONAL USE

While we are a small academic community, most instances for showing motion pictures require the purchase of public viewing rights (i.e. via Swank Motion Pictures or other licensing companies).

Exceptions may be granted for educational viewings that are limited to credit bearing, educational activities. Such exceptions must be requested in advance to the college employee responsible for the program (Student Programs, faculty teaching the class, etc.) .

Likewise, there is no copyright violation if a lawfully obtained motion picture is placed in the College's library on reserve for viewing there as long as certain conditions are met: (1) the viewing of the motion picture must be an integral part of the course concerned; and (2) the instructor must coordinate with the library staff to ensure that only members of the class are allowed to check out the motion picture

PRIVATE VIEWING

(Residence Hall and College Owned Housing)

We consider our campus residences to be both a family environment and the home of our students. As a result, it is appropriate that for friends or floormates to watch a movie in the hall lounge, room or college owned house.

Some legal guidelines, however, apply:

1. The event must be spontaneous, not a regularly scheduled or programmed event.
2. No organization may plan or sponsor the viewing for entertainment purposes.
3. The event may not be advertised in the residence halls or on campus.
4. No admission fee may be charged.

Under these conditions, a public viewing license is generally not required.

PUBLIC VIEWING

The Student Programs Office is responsible for coordinating all publicly viewed motion pictures on campus using the Motion Picture Public Viewing Policy in the Student Programs Handbook. Federal laws require purchase of public viewing rights for anyone showing films in a public setting (i.e. an open invitation lecture series, an open educational forum, sponsored by a student organization, a campus-wide CAB event, etc.). The Student Programs Office maintains a list of some of the main college distributing companies.

Basic Guidelines to Show a Motion Picture on Campus

1. Choose a motion picture of the proper rating.
2. Have the film reviewed for approval (Student Programs Office/club advisor)
3. See Motion Picture Public Viewing Policy in Student Programs Office
4. Propose a date and time to show the movie
5. Confirm the availability of space (chapel, recital hall, Schaller Hall, CC Lounge)
6. Confirm technology needs (chapel sound, audio visual office, CAB staff)
7. Complete and submit a purchase order for the movie
8. Submit the event to the college calendar
9. Advertise your event on campus

Writing Bad Checks

Writing checks when returned for insufficient funds may result in disciplinary action from the college. Students should be aware that legal action against the student at the discretion of the offended person or business could also result. Thus, students should carefully monitor account balances to ensure purchases will be covered.

Student Life Departments

Athletics, Intramurals & Recreation

Mission Statement: It is the mission of the Houghton College Athletics Department to glorify God by educating and developing student-athletes as leaders who compete with excellence, lead with character, and exemplify Jesus Christ in our world. To find out more about this department, go to the website <http://athletics.houghton.edu/>.

Athletics Affiliation: Houghton College is a member of the NCAA D-III and the Empire 8 Athletic Conference. We also belong to the National Christian College Athletics Association (NCCAA). Detailed information about these organizations may be found at their websites, www.EMPIRE8.com, www.ncaa.org and www.nccaa.org.

Athletics Eligibility: All Houghton College student-athletes are required to abide by all Houghton College, Empire 8, NCAA and NCCAA eligibility rules. Copies of these policies may be obtained at the Athletics Office or on the previously mentioned websites.

Hours and Use, Nielsen Gymnasium: During the academic year, the Nielsen Physical Education Center (PEC) is open to the public from 8:00 AM to 10:00 PM, Monday – Friday, from 8:00 AM – 10:00 PM on Saturday, and from 1:00-5:00 PM and 9 – 10 PM on Sundays. Specialized areas (proctor station, free-weight room, Aux Gym, and swimming pool) have more limited hours. These hours are posted in the facility. The facility coordinator reserves the right to change hours to accommodate program needs. Changes will be posted on a regular basis.

Hours and Use: Kerr-Pegula Field House

During the academic year, the Kerr-Pegula Field House is open to the public from 6:00AM 10:00PM, Monday – Friday, from 8:30AM – 10:00PM on Saturday, and from 1:00-5:00PM and 9:00PM - 11:00PM on Sundays. The proctor station and free-weight room have more limited hours which are posted in the facility. The facility coordinator reserves the right to change hours to accommodate program needs. Changes will be posted on a regular basis.

Intercollegiate Sports Offered

Fall Season

Men's Soccer
Women's Soccer
Men's Cross Country
Women's Cross Country
Women's Field Hockey
Women's Volleyball
Men's Tennis
Women's Tennis

Winter Season

Men's Basketball
Women's Basketball
Men's Indoor Track & Field
Women's Indoor Track & Field

Spring Season

Men's Baseball
Women's Softball
Men's Lacrosse
Women's Lacrosse
Men's Outdoor T& Field
Women's Outdoor T& Field
Men's Tennis
Women's Tennis

Requesting to add a sport

Intramural, Club or Intercollegiate (NCAA)
(May 2016)

Sports are an important part of the co-curricular program at Houghton College. Should a student have an interest in a sport that we do not currently offer, they may request that it be considered for addition via following these steps:

1. Anyone interested in establishing a sport must determine the level of interest on campus by circulating a "petition" that can be signed by those committed to participating. This petition should be presented to the Committee on Intercollegiate Athletics (CIA) via the Director of Intramurals prior to the mid-point of the semester prior to the desired starting semester. The CIA will determine if sufficient interest exists to proceed.
2. If the CIA determines that sufficient interest exists, the organizers will work with the Director of Intramurals to organize appropriate on-campus Intramural activities in the desired sport during the upcoming semester(s). A newly proposed sport must operate as an approved Intramural activity for a full year before moving to the next step.
3. The Director of Intramurals will make a recommendation to the CIA as to whether sufficient interest was maintained during the "Intramural year" to warrant moving the program to Club Sport status. This recommendation should be submitted no later than the second meeting of the semester prior to the semester in which the Club desires to compete (preferably at the first meeting of the semester).
4. The CIA will take the Director's recommendation and any supporting evidence that the prospective club wishes to supply into consideration and render a decision as to whether the group may operate as a Club Sport.
5. Once CIA grants approval to proceed, the following steps need to take place before any practice or competition may take place:
 - A. The group will apply for "Club" status through the student organization/club

registration process (see Student Government Association, SGA).

- B. The group will secure a coach/advisor who meets the approval of the CIA.
- C. The group will submit a tentative schedule of events to the CIA.
- D. The group will submit a projected budget, which includes insurance to the CIA. This budget may include estimated potential resources from S.G.A. funds. However, CIA approval does not guarantee S.G.A. approval of funds.
- E. CIA acts on the request. (Approval or denial)
- F. If approved, the request goes to S.G.A. If funds are approved in the amount requested, the group becomes an official Club Sport. If not approved or if approved in a lesser amount than requested, the group must submit an adjusted schedule and budget to the CIA before approval becomes “official.”

6. Once a group is officially approved as a Club Sport, only steps A-F above need to be repeated annually prior to practice or competition in order to continue. If a group does not become officially approved in any given year, the process must start at the beginning (#1) to gain approval.

7. Club Sports report to and work through the Director of Intramurals.

8. After two (2) consecutive years of successful Club Sport participation, the Club may be considered for promotion to intercollegiate status by submitting a request through the Intramural Director to the Executive Director of Intercollegiate Athletics (EDA), who will present the request to the CIA.

9. If approved by the CIA, the request will go, via the EDA to the Student Life Council and then on to the Faculty via the Faculty Chair.

10. Once approved, the sport may begin operation in the season following funding and staffing by the institution.

Intramurals: Houghton College offers a well-rounded program of intramural/recreation activities including team sports, individual tournaments and fitness activities. To find out more about these programs, go to the website <http://www.houghton.edu/students/intramurals/>.

*The Athletics Policies & Procedures Handbook is available in the Athletics Office for your review.

Campus Store

Students are our #1 priority - and we strive to prove that through excellent customer service and competitive textbook pricing. The Campus Store is owned and operated by Houghton College and serves the college community by providing a wide variety of merchandise and services to meet academic and personal needs. You help support the college through purchases made at our store because all proceeds from our operations are returned to the college. For your convenience, the Campus Store is located on the main level of the Reinhold Campus Center.

Hours of Operation

Monday – Thursday: 9:00AM–8:00PM

Friday: 9:00AM – 6:00PM.

Saturday: 11:00AM – 2:00PM

Website: www.houghton.edu/store

Online Bookstore:

<https://houghton.textbookx.com>



Houghton College Campus Store



hccampusstore



@WillardHoughton

Contact Information

Phone: 800-647-3158 or 585-567-9620

One Willard Avenue

Reinhold Campus Center

Houghton, NY 14744

Methods of Payment

Students may charge course materials and school supplies (\$5 minimum) all year long to their Houghton College student account. The Campus Store accepts the following: cash, personal checks, Discover, MasterCard, Visa, and Traveler's Checks. Check cashing (up to \$100) is available after banking hours with a Houghton College ID.

Services and Merchandise

General services include gift cards, check cashing, dry cleaning, helium balloons, care packages and local baked goods, special-order non-required textbooks and general books, orders by phone, mail, e-mail, and website, textbook buyback, and cap and gown distribution.

Merchandise includes Houghton College apparel and imprinted items; reference books and materials; art, school, residence, office, music, and electronic supplies; health and beauty products; greeting cards, stationery, and gifts; games and plush; Christian books and Bibles; and a global market/fair trade section. Soft drinks, food, candy, ice cream, dairy products, and basic baking supplies are also available.

Purchasing Textbooks

Textbooks are now ordered exclusively online! This is your source for millions of textbooks at the lowest prices!

- Order your textbooks online at <https://houghton.textbookx.com> and choose to have your order delivered to your home or to campus.
- View a personalized page featuring all your courses and required materials - order in 5 minutes or less!
- Save an average of 60% off list price at the Marketplace.
- Select from new, used, ebook, and rental options
- Free shipping offers on most orders over \$49
- Orders are tax free and can be charged to your student account to allow you to use your financial aid.

The online bookstore is always open, but the earlier you place your order, the more chances you have to find the best deals. It is recommended that you order at least 1-2 weeks before the term begins.

Used Book Buyback Policy

Textbook buyback is held in the Campus Store at the end of each semester. The Campus Store is guided by current industry policies in deciding which textbooks to buy and how much to pay for them.

Textbooks in poor condition and non-current editions may be deemed valueless.

You can also sell your books on the website at any time, you name the price! This is the Marketplace where students and others buy and sell books from each other at a discounted price.

Return Policies

Course Materials

Most orders can be returned for a full refund as long as it's within 30 days of the order and is not a Marketplace item, sold as 'non-returnable,' or has a one-time use access code.

General Merchandise

Within 30 days of the date on your receipt, you may return merchandise to the store for an exchange, refund, or store credit, accompanied by the original sales receipt. The merchandise must be in new and resalable condition, show no signs of wear, and must be accompanied by garment tags/packaging.

Clearance items are final sales.

Counseling Services

Mission Statement

The mission of Houghton College Counseling Services is to meet the psychological needs of students by providing counseling, education, consultation and crisis intervention. Counseling is viewed as a growth process which can be beneficial to most students at some point during their college experience. Typical problems students present when coming for counseling include:

Depression or sadness	Sexual identity
Spirituality	Self injury
Alcohol/substance use/abuse	Anxiety
Difficulty dealing with past experiences	Relationship concerns
Poor eating habits (eating disorder)	Family problems
Self-Identity	Difficulty concentrating
Exhaustion or lack of energy	Grieving
Loneliness	Guilt
Managing emotions	Intrusive/repetitive thinking

Perhaps you have had similar experiences but haven't considered Counseling Services as a potential resource. One or two conversations might enable you to face these issues more effectively.

Sometimes dealing with current unexpected difficulties or the fallout from past events requires more extensive counseling. These situations are often characterized by a student who may be "getting by" but who is also suffering considerable emotional pain or confusion. Students who utilize Counseling Services are not viewed as being sick, but as being engaged in the process of making the oftentimes rocky transition into adulthood. The challenges encountered in making this move, in addition to the normal stresses of college life, can be formidable. In addition, unforeseen present and past events often create further obstacles. Assisting students with this transition is the main purpose for the existence of Counseling Services.

Finally, Counseling Services periodically provides group experiences for growth. In the past, groups have been offered on the topics of grief and loss, relationships, body image, stress/anxiety management, and physical or sexual abuse. These groups are normally offered on the basis of need or popular request.

Counselors are professionally trained and licensed and have considerable experience working with college students. Appointments can be made by coming into the office and completing a 15-minute computerized process.

After Hours Care

In case of an emergency that is psychological in nature, contact your RA or the RD on duty (585-808-0010) for assistance with the next appropriate steps. They have a list of contact numbers to use if needed. After hours care can also be sought by calling 585-567-9287 for the Director of Counseling Services.

Confidentiality

Counseling is confidential. Information about your counseling can only be released with your written permission. Exceptions include life-threatening situations and certain conditions (usually involving abuse) which must, by law, be reported to appropriate care givers.

Website

Visit the Counseling Center's website at <http://www.houghton.edu/students/counseling-services/> for more information, for resources about mental health topics, and for confidential screening.

Hours of Operation & General Information

Hours: Monday – Friday 8:00 AM – 5:00 PM

Tel.: 585.567.9622

Fax: 585.567.9625

Location: Campus Center, main level

Intercultural Student Programs

Intercultural Student Programs aims to serve the unique needs of international and third culture students at Houghton. We do this by helping to facilitate a smooth transition to U.S. culture through the

Interconnect Program (orientation) and actively working to make Houghton a welcoming place for a diverse student body, and providing useful resources for intercultural students.

In addition to these initiatives, the Intercultural Student Programs Coordinator provides programs and support through maintaining ongoing relationships with internationals and “Third Culture Kids” (TCK’s) to assist with their cultural adjustment in the United States.

Immigration

International student visas are coordinated by the Administrative Assistant to the Vice President for Student Life located in the Campus Center, Student Life Office.

Orientation Programs

The Orientation Team coordinates the Transitions and Fall/Spring Orientation programs at Houghton to support new first-year and transfer students in their transition to becoming fully engaged members of the Houghton College learning community. Partnering collaboratively with departments across campus, orientation and transitions programs help students and their families gain the information and interpersonal support they need to be successful. The Orientation Team includes the Assistant Director of Campus Ministries and Orientation, the Assistant Director of Student Programs, the Assistant Dean of Residence Life & Programming, the Intercultural Student Programs Student Coordinator, the Campus Activities Board (CAB), and the student transitions and Interconnect leaders.

The components of the Transitions program at Houghton College are:

Fall Move-In & Orientation: This program gives all new students and their families a chance to explore the college in the days just prior to the beginning of classes. Students will get acquainted with the campus, their new classmates, hear from President Mullen and become equipped to transition well to life at Houghton. Parents are encouraged to stay through the New Student Dedication Program on move-in day.

Transitions 102: Succeeding at Houghton (this is a required course for first semester, first-year students) Designed to build relationships with classmates, and upperclass students who help first year students navigate campus and the transition to college. Students receive information about services on campus and learn about vocation and calling.

Transitions 104: Succeeding at Houghton (this course is required for all transfer students). Designed to help transfer students connect with other transfers while learning about Houghton College’s history, culture, specific services, policies and resources.

Residence Life & Housing

The Residence Life & Housing program offers many different types of living environments, including traditional residence halls, townhouses and community living options. The mission of the Residence Life department is to provide intentional, Christ-centered living and learning environments that both challenge and support students in achieving academic success, growing in personal maturity and developing competence to lead and labor faithfully in a changing world. We achieve this by endeavoring to make our students' living areas safe, well maintained, healthy and conducive to study.

Our residence halls and the townhouse/flats complex are supervised by Student Life professionals. Each Resident Director (RD) oversees and supervises the overall planning, programming, and maintenance of the living-learning environment in each hall. Each floor and each group of townhouses is overseen by a resident assistant (RA) who helps orient students to the living area and to the campus. The RA is also available as peer helper and resource person. The Residence Life staff is charged with keeping our halls as positive living environments by upholding the Community Covenant and residence hall policies.

Your Resident Director (RD), Assistant Resident Director (ARD) or Resident Assistant (RA) will be communicating policy concerns to you throughout the year. All students, whether living in the residence halls or other college owned residences, are responsible for adhering to the following policies:

Appliances

Due to fire regulations, electrical cooking appliances (except single serve coffee makers) may not be used in student rooms. Kitchens are located on every floor in each hall as well as in each townhouse and flat. Most areas have a sink, stove, toaster oven, refrigerator and microwave. Some areas also have full sized ovens. Students are responsible for proper use of these appliances and for clean-up. Students should never leave stoves, microwaves, or other cooking appliances unattended while in use. Doing so may result in a fine. All food stored in the kitchens should be clearly marked with the student's name and room number.

Bicycles

Students are expected to park their bicycles in the racks provided outside of each residence hall or kept in the hall's bike storage room. Bike rooms are available in Gillette, Shen, Rothenbuhler, Lambein, and the Townhouses. To obtain a key, if needed, see your resident director. Any bicycles left on campus over breaks must be put in one of the bicycle store rooms. Bicycles left over the summer will be presumed abandoned and will be removed from campus.

Board Plan Requirements & Options

All students, except for college-approved commuters, are required to board in the college dining hall. All board is arranged on a contract basis with various plans available.

- All first-year students and sophomores are required to be on the Full Access Meal Plan.
- Juniors and seniors living in the residence halls (on non-townhouse floors) may choose the Full access, the 14 meals per week, or 170 block plan.

- Seniors living in townhouses, townhouse floors in the halls or off-campus, in addition to these options, may select 7 meals per week or the 90 block plan.

The contract period begins the day before classes begin and does not include meals during College breaks when residence halls are closed.

Students are required to present Houghton College ID cards for entrance into the Dining Hall or for use of Flex Dollars or “Big Al Bucks”. Meal plans are not transferable and may not be shared with others. Students on the All Access, 14 meal plan or 7 meal plan may not use plan meals for guests. Students on a Block Plan (170 or 90) may use meal plan meals for guests but must be present at the time of purchase. Students on any plan may use flex dollars to purchase meals for others.

All Dining Hall food must be eaten in the Campus Center Dining Room. Students may take one piece of fruit, a cookie or an ice cream cone if they wish as they leave the Dining Room area. Meals to go are available upon request from the Dining Services office.

For current board plans and rates, contact the Office of Student Life. Additional information can be found at <http://www.houghtonmetz.com/plans.html> or our Tuition and Fees website at <http://www.houghton.edu/financial-aid/tuition-and-fees/fee-schedule/>.

Students wishing to change to a different board plan must complete a meal plan change form (found here: <http://www.houghton.edu/students/meal-plan-change-request/>) by the end of the first week of the semester. Requests for changes after this date will not be considered.

Block Plan Benefits

While block plans do not provide as many meals as their "meals per week" counterparts at the same price point, they provide more flexibility.

- A block plan provides a certain number of meals for the semester (either 90 meals or 170 meals), and can be used up in different ways. For example, if you wish to take five meals in the first week, twenty meals the second week and eight meals the week after that, you may do so – until you have used up all the meals in your block.
- Those on a block plan can "scan" for another person (friend, parent, sibling) who is visiting for the day, thus enabling that visitor to enjoy a meal without having to pay out of pocket. The holder of the block plan, though, must be present to scan in others.
- Please note that the Full Access Plan is not considered a “block plan.” The Full Access Plan does not enable a student to scan for another person, but allows a student to eat in our Dining Hall any time that it is open.

Board Plan Exemptions

Requests for exemptions must be submitted in writing to the Assistant Dean of Residence Life & Programming. The following students may be exempted from board requirement:

- Commuting students
- Non-traditional students (age 24 or older)
- Ninth semester students (and beyond)
- Students with documented health problems that cannot be accommodated by Houghton Dining Services. Accommodation requests must be made utilizing the forms found at: <http://www.houghton.edu/am-site/media/meal-plan-accomodation-or-exemption.pdf>. Click on the “Meal Plan Accommodation Instructions” document.

Mayterm Board Plan Procedures

The board plan the student selects for the school year will continue for Mayterm, at additional charge, should the student attend Mayterm. Block plans are automatically converted into the corresponding meals per week plan for Mayterm. Flex dollars are not credited to students’ accounts under Mayterm board plans, but may be purchased and added to a student’s account.

Flex Dollar (“Big Al Bucks”) Option

Each semester any student on a meal plan will get \$100 in flex dollars to use in either Big Al’s (made to order), Java 101(Campus Coffee Shop) or the Campus Center Dining Room. The flex dollars are treated just like cash at both areas.

Flex Dollar FAQs:

Q. Can I use the flex dollars whenever I want?

A. Yes, you can use it whenever Big Al’s or the Dining Hall is open.

Q. Is there a limit on what I can purchase with the flex dollars?

A. There is no limit on any purchases or any items as long as they are sold at Big Al’s or the Campus Center Dining Hall.

Q. Will my flex dollars carry over from one semester to the next?

A. Flex dollars are tied to meal plans purchased in an academic year. Flex dollars left at the end of the fall semester carry over to the spring semester. Any flex dollars remaining at the end of the spring semester will be forfeited.

Exception for May Term students– Flex dollars remaining at the end of the spring term carry over until the completion of that May Term. After which any flex dollars remaining will be forfeited. The flex dollars have no cash value and are non-refundable.

Q. Are there discounts tied to using the flex dollars?

A. Yes. Flex dollars are **tax free** (tax rate in Allegany County is 8.5%).

Q. What if I run out of flex dollars?

A. You may purchase additional flex dollars at the Houghton Dining Services office, top floor of the Campus Center. Additional purchases are also tax free.

Community Living Options (CLO)

Juniors and Seniors who prefer to find housing for themselves within the Houghton community must first apply for a Community Living Option (CLO). The number of CLOs assigned each year is established by the Office of Student Life based on enrollment and housing capacities. Preference is given to students with the greatest number of earned credit hours. CLO application forms are available in January and students are notified in February if they have been approved for the following academic year. If a student is awarded a CLO, students can then make arrangements directly with local landlords to rent rooms or apartments. Please note that when a student elects to leave college-owned housing, the college can no longer take any responsibility for the quality of their accommodations, furnishings, or financial arrangements with landlords. You must be a junior or senior to be eligible for a CLO. Additionally, all students in a CLO must continue to carry a meal plan and are eligible for the lowest plan available.

Creation Care (In campus residences)

Energy Conservation:

Caring for God's creation is a high priority at Houghton. One of the best ways students can help promote good environmental stewardship relates to reducing energy use in the residences. Simple actions such as turning off the lights after leaving the room, shutting computers down at night, and using compact fluorescent bulbs (CFLs) can make a huge difference in energy consumption. Similarly, electing not to have a mini fridge is a simple way to make a huge impact. For additional practical creation care suggestions visit www.houghton.edu/creation-care/what-can-i-do/

Decorations

The use of nails, scotch tape, glue, tacks, pins, duct tape, or masking tape to adhere posters or pictures to your room walls is not permitted. All of these leave damage on the walls and may lead to a fine to repair the damage. Check with the Resident Assistant for details about what materials are permitted for use on your walls. Concerning the “content” of the pictures or posters that you hang, please use discretion. Illegally obtained signs are prohibited. Decorations inconsistent with college philosophy may not be displayed. This includes sexually suggestive items, occult materials, and alcohol, drug, and tobacco advertisements or paraphernalia. The final interpretation of whether a decoration is appropriate will rest with the RD.

Early Arrival (Fall)

Students are not generally permitted to live in college-owned housing prior to the official college opening dates as printed on the [college calendar](#). Exceptions can be made for those students who are on campus early at the request of faculty or staff for an official college function or program which include, but are not limited to: pre-season athletic training, Residence Life staff, Transition Leaders, Student Government, student teachers and Interconnect (international student orientation). Requests by students not invited by faculty or staff will generally be approved under the following conditions, provided that they are made by

the July 31st deadline. Students in these categories will be responsible to provide their own meals before the start of the semester:

- ***Sibling(s) of an approved student and do not live within 75 miles of Houghton's Main campus.*** Students in this category will be charged \$25.00 per day that they are in campus housing prior to the official opening of college residences.
- Students with long drives to campus (400+ miles from home address).
- ***Students with extenuating circumstances.*** These approvals will be given out very sparingly and students will be charged \$75.00 per night that they are in campus housing prior to the official opening of college residences.

Requests in the following categories by students not invited by faculty or staff will generally not be approved:

- ***Local students*** (home address within 75 miles of Houghton's main campus) without official college responsibilities.
- ***Dropping off personal belongings*** before a student begins living in college housing.
- ***Unapproved early arrivals:*** students showing up to campus without prior permission and desiring to stay in college housing will be charged \$100.00 per night.
- ***Students with approved roommates*** will not be allowed into campus housing early unless approved on their own merits under Houghton's early arrival policy.
- ***Students with summer leases ending before college residences open.*** It is the student's responsibility to arrange housing for the full extent of the summer.
- ***Students returning for non-college related business, employment, or activities.*** This includes, but is not limited to off-campus employment, volunteer work, or other activities. It is the student's responsibility to secure off-campus housing for these activities prior to the official opening of the residences.

Faculty or staff inviting students to campus for official college business must submit a list of students for approval by July 31st. Departments will be charged \$25.00 per day per student for requests for early arrival after July 31st.

Fines

The Resident Director may impose fines or community service on residents for violating residence hall policies. Students will be notified via email regarding any fines they may incur. All fines received must be paid at the Office of Student Life by the first day of finals during the semester the violations occurred. Outstanding fines will be increased by \$25 and charged to a student's account. Fines submitted within one week of the first day of finals, during finals week, or as a result of improper checkout following each semester will not incur an additional \$25 fine charged to a student's account.

Fire Safety (in residence halls)

Tampering with fire safety equipment or taking actions which potentially endanger the health or welfare of others may be grounds for immediate dismissal from the College. Any resident responsible for a false fire alarm due to malicious or careless actions may be fined up to \$500.00.

Fire drill information including escape routes and exits is posted in each residence hall. Each student should familiarize himself/herself with this information. Fire drills are held regularly throughout the year. Corridors, stairways, landings, doorways and exits are to be kept clear at all times. Items such as boxes, clothing racks, bikes, furniture, sports equipment, shoes, etc are to be kept out of all the areas listed above.

Appropriate college personnel will dispose of any items left in these areas. Stairwell doors and other fire doors are to remain closed at all times.

Houghton College adheres to all NYS fire codes, which are interpreted at the discretion of local fire inspectors and supersede any college policies involving appliance usage, decorations, etc.

Guests

Students may invite visitors of the same biological sex to stay in student rooms free of charge for **3 nights** per semester, per guest. A \$10 fee is charged for each night after the third – not to exceed 5 nights.

Guests are not permitted to stay in any college-owned housing beyond a combined total of 5 nights per semester. No member of the opposite gender (including parents, siblings or other relatives) may visit your room at any time – other than during open house hours - unless it is approved in advance with the RD or Asst. RD of the building.

Commencement Week

Students are not permitted to have guests stay with them in college housing. All Commencement guests, including students who have not been given permission to stay through Commencement in their current housing assignment, must contact the Director of Conference and Events Services for Commencement housing accommodations.

Entrances

For security reasons, all entrances to the residence halls are locked 24/7. Entry is granted with a student ID card. Students who live in a particular building will have 24 hour access with their card. Students who do not live in that building will have access with their ID card from 8:00AM – 11:00PM on Sunday through Thursday, until 1:00AM on Friday and 12:00AM on Saturday.

It is imperative for the safety of our residents that entry doors are never propped open. ID cards are never to be borrowed or attempted to be copied. Not only could you be liable for inappropriate use of the card if you let others borrow it, but you put other residents of your hall at risk. Misuse of cards, propping of exterior doors, and other attempts to compromise the security of the residence hall are violations of college policies and may result in a fine of \$50 or more.

Hall Lounges

The main lounges in the residence halls are to be used for relaxing, studying, socializing and for entertaining visitors and friends. Immodest public displays of affection by couples, excessive noise, or sleeping in hall lounges is not permitted.

Hallway Safety

In order to provide for the safety of residents and visitors alike and to avoid damage to college property, students are not to throw objects in the hallways. Frisbees, balls or other sporting equipment are not to be used in the residence halls. Violations may result in a \$50.00 fine in addition to sanctions or fines related to damages.

Hall Opening and Closing (Breaks)

The opening and closing dates for each campus break are printed on the college calendar. There are no exceptions to this for those students living in one of the four traditional residence halls.

Residents of the townhouses and flats may remain in their living units during breaks but must notify the resident director of their plans. A list of students given permission to remain in the townhouses and flats will be given to the Directors of Safety and Security, Residence Life & Housing, and Facilities.

Housing Information

Roommate Selection Forms

After a student is accepted for admission to Houghton College, he or she will receive a link to the “Confirmation of Enrollment and Roommate Selection” form (a paper form can be sent to the student per his or her request with the Admissions Office). This form should be filled out by the student as fully as possible and sent to the Admission Office along with the \$300 enrollment deposit. Once the form is received, the housing process begins. A room and roommate will not be assigned without the enrollment deposit being received.

Roommate Assignments

Roommates are generally assigned based on the information provided on [Roommate Selection Forms](#). Students are asked to tell a bit about themselves, as well as to check off some qualities they would most prefer in a roommate. We try to pair up students based on many criteria, including (but not limited to) similar interests, bed times, first-year/transfer status, residence hall preference, musical tastes, neatness, age, and so on.

There are times when a student may want to request a specific roommate. As long as the request is mutual, we try to fulfill these requests. Roommates are assigned for the entire academic year unless otherwise approved by the Office of Residence Life & Housing and will be emailed out to new incoming students by July 15.

Housing FAQs

When will I receive my roommate assignment?

New incoming students (both first year and transfers) will receive room and roommate assignments by July 15 for the fall semester. Continuing students go through the housing process during the spring semester to pick both housing and a roommates.

I want to bring a bicycle. Is there a place to put it?

Yes. Each residence hall has a bike room. You can request a key from your Residence Director (RD).

Are there laundry facilities in the residences?

Yes. Each residence hall, the townhouses, and the College Flats have FREE laundry. However, you must use your assigned facility or risk a fine of \$50 per violation.

Are there kitchens in the residence halls?

Yes. Most floors in the residence halls have cooking facilities. The rule is that you must not leave the kitchen while food is being cooked. This is especially true of microwave popcorn!

How are the residence halls cleaned?

Bathrooms and other common areas are cleaned by the Custodial staff. You are responsible for your own room. A vacuum and some cleaning supplies are available for your use.

Are there storage facilities available?

Limited space is available in each hall. The college does not assume any responsibility for items lost or damaged after being placed into storage. Furniture cannot be stored, nor can flammable petroleum products. There are commercial storage facilities for rent not far from the college for large items that cannot be taken home.

Are extra-long beds available?

In most cases, yes. Most beds are “standard” size (75” in length). Limited supplies of extra-long mattress (80” in length) may be available upon request.

Must I be on a meal plan?

Yes. Freshman and sophomores must be on the Full Access Meal Plan. Juniors may choose the 14 meals per week or the 170 block plans. Seniors in the townhouses and College Flats or off-campus may choose the 7 meals per week or the 90 block plans. Commuters, married students, and non-traditional students may opt out of the meal plan.

May I bring a refrigerator?

Yes. Students are permitted to have one small (up to 2.7 cubic feet), ENERGY STAR certified refrigerator.

What is the general rule on pets in College-owned housing⁶?

Only fish in aquariums are permitted. The aquariums must be unplugged over long breaks, so please take this into account when considering whether to bring fish.

Can I use an air conditioner in my room?

Sorry, air conditions are not permitted. In most cases the windows would not accommodate one anyway. Fans and air purifiers are permitted as long as they are small enough to sit on a desk and work quietly.

Can I get a single room?

The availability of single rooms depends on enrollment numbers. We also do not recommend that incoming students have a single room their first year of residential living, as the experience of having a roommate is invaluable for your transition to a highly residential college like Houghton. Also, be sure to consider that the price for a single room is about 50% higher than a double room.

May I choose my own roommate?

Yes. As long as the request is **mutual**, we will do all we can to accommodate your request.

Can I get cable TV in my room?

The residence hall lounges are wired for cable. The student bedrooms are not. The townhouses and College Flats are wired for cable. Thus, students are

Is there Internet access in the rooms?

Yes. Every student has Internet service in his or her room.

May I bring a halogen lamp to campus?

Due to safety hazards associated with halogen lamps, they have been prohibited from campus.

What furniture is supplied in residence halls?

Each student will have a bed, desk, chair, closet space, and dresser space.

Men's Residence Halls

Shenawana Hall

"Shen" one of the two men's residence halls, is rich with tradition and spirit. It is located next to the Nielsen Physical Education Center and the up the hill from the Burke Athletic Center and the new Kerr-Pegula Fieldhouse (under construction).

⁶ The college will accommodate students qualifying for approved Service or ESA animals. See CASA for more details.

Shen is known campus wide for a spirit of brotherhood and passion. Distinctive events include “Shen Bloc” home soccer matches, the Shen bonfire, Shen Olympics and many other traditions that are dear to the hearts and minds of the men who call Shenawana home.

Rothenbuhler Hall

Built into the side of a hill next to Houghton Creek, Rothenbuhler is just down the hill from the Campus Center and close to the main student parking lot on campus. The two main entrances are on the first and third floor (accessed by the foot bridge).

"Roth" (as it is known to its residents) has some great traditions, including the Highlander Games, the Roth Thanksgiving Dinner, and Froth.

Women's Residence Halls

Gillette Hall

Gillette Hall is the largest residence hall on campus. It is centrally located, near the main academic buildings and next to the Campus Center. It is also only a short walk from Wesley Chapel.

The room types in Gillette are the most diverse of all the halls, with singles, doubles, triples and quads. Most students also have a shared sink room. There are lounges on most floors for studying or socializing.

When entering Gillette through the main entrance, you walk into a large and comfortable parlor that has been a social hub for generations of Houghton students. Downstairs is a full-functioning class room and a fireside lounge for Gillette residents to enjoy.

Lambein Hall

Lambein is located near the Chamberlain Center (the main academic building), Paine Science Center and the Houghton Library. It is a three minute walk from the Campus Center and Wesley Chapel.

The student rooms in Lambein are the largest doubles on campus, with plenty of closet space. All the rooms and hallways are carpeted and generally quiet. The rooms that face to the rear of the building have a beautiful view of Houghton Creek as it makes its way toward the Genesee River.

Co-ed Living Options

Townhouses

Houghton has 28 townhouse units on campus. Most units accommodate 7 or 8 students. Each townhouse has 4 bedrooms, 2 bathrooms, a large living room and a kitchen. The kitchen includes a refrigerator, stove/oven, microwave and a dishwasher. The bedrooms include a dresser, chair, desk and bed for each student. and internet connections. The living room has a sofa, table There

are Internet hook-ups for each student and the living room has a cable hook-up. In a typical year, about half of the units will be used for women's housing and the other half will house men. Students apply in groups of seven or eight per unit.

Equestrian House

The Equestrian House is located on-site at the Houghton Equestrian Center. It is open to 5 to 6 upper class students participating in the Equestrian Studies Program to give more convenient access to the facilities.

Laundry Facilities

Free laundry facilities are available for students' convenience in each college-owned residential facility. Any non-residential student found using the laundry facilities will be fined \$50.00. Directions for reporting any mechanical difficulties with the washers and dryers are available in each laundry facility.

Locks

It is imperative that residents keep their rooms and locking drawers locked at all times. The college cannot be liable for loss or damage of any personal items. Students are encouraged to check their parents' homeowner's insurance policy for coverage of losses while away at college.

Lofts

Due to safety and fire regulations, hand-built lofts and bunk beds designed for residential use may not be used in any college-owned housing. Beds may not be elevated on any furniture or platforms. Cinder blocks may not be brought into the residence halls. Closet doors may not be removed at any time for any reason.

Mayterm Housing Policy

All Mayterm students (regardless if they are paying additional Mayterm tuition and fees) are required to remain in and pay for the same type of college housing that they were using during their fall and/or spring semester(s). Exceptions to this requirement include students approved by the Office of Residence Life & Housing to commute, students who have lived in CLOs during the academic year who choose not to live in college housing during May, and those enrolled in off-campus Mayterm programs for the entirety of the term. Costs associated with off-campus study vary including some additional charges for transportation, lodging and meals. The board plan used during the previous semester(s) will be charged for Mayterm unless the student opts for a greater number of meals or if a particular plan is required for the course (as is the case for certain trips). Block plans are not offered during Mayterm. All students on block plans during spring terms will have those plans converted to the equivalent *meals per week* plan.

Temporary Housing for Mayterm

For some off-campus Mayterm classes, there are short residential components on Houghton's main campus. In these instances, the Housing Office is able to provide housing for students in off-campus programs under the following circumstances:

- a. Students in off-campus courses that require a night's stay in college housing due to an early flight, one day of on-campus classes, or departure from campus on the Monday after graduation will be provided with a free night's stay in our Townhouses, as available.
- b. Student in off-campus courses that have on-campus instruction that requires more than one night's stay will be offered a college housing at a rate of **1/7th** of the cost of a full week of housing per night, to be billed to their student account. There is no residency requirement with course offerings with less than a week of on-campus instruction: thus, if a student is able to find suitable off-campus housing for these days of instruction, they are not required to live in college-owned housing. Likewise, students staying in college housing for less than a week in duration will not be under meal plan requirements. If they require meals, they will need to pay per meal at the front desk in the Dining Hall at each mealtime.
- c. Students in off-campus courses that have at least one week (five days) of on-campus instruction will be subject to Houghton's residency requirements, as per all students staying for Mayterm. Students in courses that depart mid-week (after Monday of each week) for an off-campus component will incur a full week's charge of both room and board.

In each circumstance above, housing is to be arranged with the Assistant Dean of Residence Life & Programming by the faculty overseeing the off-campus program or their departmental designee by the March 31 before the program.

Microwave Usage

Never, for any reason, leave the microwave unattended while it is in use. If the fire alarm is set off through careless use of the microwave or other appliances you may be charged a fine ranging from \$50.00 to a maximum of \$500.00.

Musical Instruments

Musical instruments, with the exception of non-amplified guitars and electronic keyboards with earphones, are not to be played in the residence halls. All music, including vocal singing, must be kept within a reasonable volume.

Open Hours

Open Hours are designated times during which a student may host visitors of the opposite sex. During open hours visitation, the participating student's door must remain completely open, with enough light left on to make all occupants of the room visible to passersby in the hallway.

Residence halls may have up to five Open Hours evenings each week. The schedule is as follows:

All Halls:	Tuesday and Sunday	7:00 PM - 11:00 PM
	Friday	7:00 PM - 1:00 AM
	Saturday	7:00 PM - 12:00 AM

Rothenbuhler and Shenawana (Male)	
Monday	7:00 PM - 11:00 AM
Gillette and Lambein (Female)	
Wednesday	7:00 PM - 11:00 PM
Townhouses (Co-ed):	
Saturday & Sunday – Thursday	8:00 AM - 12:00 AM
Friday	8:00 AM - 1:00 AM

Expectations in the Townhouses are the same as in traditional residence halls. Room doors must remain open during visits with lights on. Also, other townhouse residents must be present in the house during visitation. We suggest that individual houses work mutually agree on any additional Open Hours expectations.

Pets

All animals other than fish are prohibited* in all college-owned housing. Aquariums must be 25 gallons or less. Please be advised that aquariums must remain unplugged during college breaks longer than five days, (including weekends). * Exceptions are made for students with documented approval for “service” and “emotional support” animals. See policy above.

Prohibited Items

The following items are not permitted (with a few specified exceptions listed below) in college buildings and will be confiscated by the resident director if found on the premises:

- Halogen lamps
- Hot plates
- Toaster ovens(acceptable in townhouse and apartment kitchens)
- Microwaves (microwaves are provided in kitchens)
- Candles
- Incense/potpourri
- Heaters or air conditioners
- Pets (fish are permitted, but please be advised that aquariums must be unplugged over college breaks)
- Objectionable posters
- Items/posters advertising alcohol
- Weapons (some items may be kept in the Safety & Security Office – see below)
- Explosives/fireworks (illegal in New York)
- Full-size refrigerators (Energy Star certified ones, up to two cubic feet permitted)
- Cinder blocks (including those for shelving)
- Hand-built lofts or bunk-beds
- Road signs
- Satellite dishes
- Extension Cords (NYS fire code prohibits them in college residences; however, power strips with surge protectors are permitted)

The following items are permitted in residence halls, but may only be used in the kitchens:

- Coffeemakers (single serve machines are allowed)
- Toasters
- Popcorn poppers

- Hot pots
- Crock pots
- Electric fry pans/griddles

The following items are considered **prohibited weapons**. Approved weapons must be registered with, stored and properly checked out through Campus Safety and Security Office.

- Any weapon powered by pump action, including BB guns or “air soft” guns.
- Any weapon powered by compressed air or CO₂ cartridges, i.e. paint ball guns.
- Any firearm, including black powder weapons
- Any blowgun or similar weapon
- Any type of bow (archery)
- Any Martial Arts weapon, (i.e. nun-chuks, throwing stars, throwing knives, etc.)
- Any knife with a blade 3 ½ inches long or longer
- Any knife with a double edged blade
- Any other item that may be deemed as dangerous, at the discretion of the Office of Safety and Security

Quiet Hours

Quiet hours have been established in each residence hall to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.

Quiet hours are in effect from 11:00 PM. to 8:00 AM every day with additional quiet times implemented during final exam periods. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study or sleep. Music and other forms of noise should not be heard outside the room for which it is intended.

Because this policy can only be effective if the floor works together, residents are expected to ask for cooperation from others. Each member of the residence hall is responsible to confront others concerning noise. When those confrontations are not heeded, the RA will be involved. Students who refuse to cooperate with the RA or who continue to violate the policy will be subject to disciplinary action.

This spirit of hospitality should also extend into those hours where quiet hours are not in effect. Any excessive or disruptive noise, regardless of the time of day, may be addressed by residents or a Residence Life staff member so that an environment of mutual enjoyment, comfort, and safety can be experienced by all within the residence hall.

Repairs/Maintenance Requests

Report any needed repairs or maintenance requests to the RD or RA of your floor/area. The Facilities Department is responsible for repairs across campus. Requests for repairs will be honored as soon as possible.

Required Residence Hall meetings

Hall and floor meetings are held when necessary. All residents are required to attend. Permission to be absent must be secured from their RD or RA at least 24 hours in advance of the meeting time. A \$25 fine may be assessed unexcused absences.

Residence Life Staff

All residence halls, townhouses and other college owned housing are staffed with approximately 40 trained students and professionals to provide leadership and assistance to all residents.

Resident Directors (RDs)

The townhouses and each residence hall have a Resident Director who oversees hall activities as well as the general welfare of the residents. These Student Life professionals are trained to supervise student staff, oversee maintenance issues for the facility, do crisis intervention and some student discipline.

Assistant Resident Directors (ARDs)

The Townhouses, Gillette Hall, and Shenawana Hall have an Assistant Resident Director who assists the Resident Director in day to day residence area functioning.

Resident Assistants (RAs)

Each floor or wing in our residence halls has an RA. These students provide leadership and counsel to students living on their floors. All of the RAs are carefully selected on the basis of maturity, experience and have demonstrated the ability to work well with others in both group and individual settings. They are responsible for assisting residents with personal problems and with maintaining an atmosphere on the floor conducive to successful academic achievement and respect for all residents. The Townhouses also have RAs who are assigned to each living area.

Residency Requirements

First and second-year students must live in one of the traditional residence halls. Third and fourth-year students may apply for housing in the townhouses or Community Living Options (CLO). Students under the age of 23 are guaranteed college housing within the limits of available space. College housing is available only to enrolled students at Houghton College. All students who do not have a CLO must live in college-owned housing, with the following exceptions:

- Students commuting from a family member's home. For Houghton College housing purposes, family is defined as parents, grandparents, aunts/uncles, and non-student siblings.
- Married students and students with children
- Students over the age of 24 on the first day of classes

- Students beyond their eighth semester of college life
- Student teachers during their one semester of teaching

Campus policies and expectations of the Community Covenant **apply to all enrolled Houghton College students**, regardless of housing status.

Room Condition Reports/Room Contracts

Every resident is required to completely fill out a Room Inventory and Condition (RIC) Form for his or her room. RIC forms must be filled out and prepared to give to your RA at your first floor meeting on the Tuesday after classes begin.

RIC forms are used to ensure the following:

- Each student has the ability to thoroughly inspect and report the condition of his or her room prior to moving in.
- Each student is able to take ownership of the current condition of his or her room and any changes that occur throughout the time they reside in the residence hall.
- Each student is held accountable to any changes in the condition of the room in a fair and accurate manner.
- Room contracts outline residency expectations for each student while they live in college owned housing. Each student is required fill out a room contract to receive a key to his or her room.

Storage

Limited storage areas are available year-round. The following are guidelines for storage:

- Students are allowed to store up to three medium-sized boxes (equivalent to the size of a standard 2.5 cubic foot mini fridge).
- Mini fridges are able to be stored as one box.
- Furniture is not allowed to be stored.
- All boxes must be clearly labeled with the student's name, home address and semester returning (must be ready to be shipped in event that student does not return).
- Storage opens at the beginning of each semester and everything currently in storage must be moved out by the Friday of the first week of classes. Storage then reopens for items to be stored for the duration of the semester on the Monday of the second week of classes.
- Storage is closed the Tuesday prior to the end of Finals in May and is not reopened for Mayterm.
- Access to storage is available by contacting the RA on Duty during their shift.
- Storage rooms will remain locked at all times.
- The college assumes no responsibility for items stored. Students will not have access to storage areas during vacation periods. Please note that unclaimed or improperly labeled items in storage will be donated to charity.

Vacations/Breaks

College rooms are rented to you ONLY when classes are in session. All rooms must be vacated during Thanksgiving, Christmas, and spring breaks if they are 5 days or longer (including weekends).

Students must have their rooms inspected by residence hall personnel when the building closes. Written notification containing checkout procedures, meal schedules, hall closing hours and dates are distributed to all students prior to vacation periods and at the close of each semester. Failure to check out properly will result in a fine. Speak to your Resident Assistant for more details and consult the official calendar or the Scoop for opening and closing dates of the residence halls.

What to Bring to College

Packing for college can be a bit of a challenge. Houghton has four seasons and you will need items for all four at one time or another. As you pack, keep in mind when you will be coming back home so that you can exchange some things. Here are some items you may need.

- Bath supplies/toiletries (Bath caddy and flip flops)
- Cleaning supplies (dish detergent, dust cloth, etc.)
- Clothes basket or hamper
- Clothes hangers
- Desk lamp
- Fan (small)
- First aid kit
- Flashlight
- Iron and ironing board
- Laundry supplies (laundry bag or basket, detergent, softener, etc.)
- Linens (standard size twin sheets, pillowcases, blankets, bedspread, towels, washcloths, etc.)
- Power strip with surge protector
- Sewing kit
- Sleeping bag
- Sticky-tak (only white is allowed) for posters or wall hangings (tape is not permitted)
- Tableware (plate, bowl, glass, mug, knife, fork, spoon, food storage, etc.)
- Umbrella and rain gear
- Under-the-bed storage boxes
- Waste basket
- Whiteboard

Other Items Permitted

Aquariums (note: these units may NOT be left plugged in over extended breaks and must be 25 gallons or less, so please plan accordingly)

- Curtains (must be fire-retardant, with attached label indicating this) Refrigerators (up to 2.7 cubic feet; must be Energy Star certified refrigerator)
- Throw rug (all residence halls are carpeted)
- TV (no cable hook-up in rooms)

Windows and Screens

Screens are not to be opened or removed for any reason. A minimum \$50.00 service fee will be charged any time a screen is removed. If the screen is damaged, the replacement cost will also be charged to the student. Students should not throw anything in, out, or at windows. Due to noise and privacy concerns,

conversations should not occur through residence hall windows and playing music out of residence hall windows is prohibited.

Safety and Security

The Houghton College Safety and Security Office is located on the first floor of the Campus Center. An officer is on duty 24 hours daily and can be reached by dialing 567-9333. Office hours are 8 AM to noon Monday through Friday on class days.

For all fire, ambulance or police emergencies, call 911.

Safety and Security Mission Statement

The Department of Safety and Security will serve our college community by promoting:

- Our mutual responsibility for campus safety
 - Protection of campus property
 - Programs to prevent crime
 - Enforcement of college policies and the law
 - Program of communication with the community
 - Coordinated plan to assist with emergencies
- Building Hours

Campus Crime

Houghton College continues to be one of the safest places to attend college. Nevertheless, violations of our Community Covenant and Student Guide do occasionally occur, including, on rare occasions, crime. Houghton College reports crime statistics to the federal registry annually and can be viewed at the following web site: <https://ope.ed.gov/campussafety/#/>

The caliber of students at Houghton College is reflected by the absence of violent crimes such as rape and assault. Even minor crimes such as petty theft are very uncommon. The Houghton College Committee on Harassment Policy and Prevention (CHPP) serves in an advisory capacity for campus safety. The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This list is also available through the Safety & Security office and can be requested by contacting the Director at 585-567-9543.

Campus Law Enforcement

The Safety and Security personnel of Houghton College are uniformed officers, employed by the college to protect Houghton College personnel and property. These officers have the authority to require identification, issue parking citations, and sign complaints with local and state police on behalf of Houghton College. They are on duty 24 hours a day 365 days year.

Emergency Notification System

Houghton College has launched an emergency notification system. All main campus, enrolled students are automatically signed up for this system and are notified by text, and email messages in the event of an emergency. Students may add an additional cell phone number and two email addresses once service begins.

Illegal Activity

Policy for Reporting Criminal Actions or Other Emergencies:

Each student and employee of Houghton College is expected to promptly report any criminal incidents or other emergencies to the appropriate authorities. The Campus Safety and Security Office, Houghton Volunteer Fire Department and Houghton College Maintenance Department, as appropriate, will take immediate action to respond.

Residence Directors (RDs) or Resident Assistants act as the point of contact for all emergencies occurring within the residence halls. Appropriate authorities will act immediately on any report of criminal action or other emergencies; will investigate, categorize, and report on each instance; and will involve outside law enforcement agencies as appropriate.

Internet Issues

When on the internet using any form of messaging (chat sites email, Facebook, etc.), it is imperative that caution is used. Never share personal information (name, college, phone number, address, home phone or town) or campus login credentials with others.

Keys

Non- Residence Hall keys are issued from the Safety and Security Office based on student employment or responsibilities for class or study. Approval from an authorized staff or faculty member is required along with a signed contract explaining the responsibility assumed. Lost key charges typically range from \$30 to \$250 (master keys may be charged a higher rate) as per the contract.

Missing Student Procedure If you believe a student is missing, immediately notify Residence Life or Campus Safety and Security. People in these offices will initiate the missing student procedures and make sure the appropriate people are notified.

Securing Personal Belongings

Students are encouraged to keep valuables on their person or locked away at all times. Over 90% of thefts at Houghton are the result of unattended valuables. To minimize the risk of theft, keep rooms locked when unoccupied. Students are strongly encouraged to verify if their parents' homeowner's insurance policy provides coverage for their belongings while enrolled. College insurance covers only college property.

Vehicle Registration/Parking

Student owned or operated vehicles must be registered at the Safety and Security Office as soon as they are brought to campus. Vehicles without proper registration are subject to fines. Repeat offenders may have their vehicle immobilized or towed at the owner's expense. All freshman and sophomore residents are required to park in the Fire Hall parking lot on Route 19. Juniors and seniors may explore additional campus parking options by inquiring at the Safety and Security Office.

Regular permit fees vary in price from \$50 - \$240 per year. Permits are available on a per semester basis at a slightly higher annual cost. Temporary permits for the Fire Hall lot will be issued free for the first week and \$10 per week thereafter. These fees help defray the cost of parking lot maintenance.

The college does not assume liability for vehicles on college property, regardless of cause including vandalism and parking lot conditions.

Sustainability Office

Scripture tells us that God created the world, called it good, and placed humans in charge of taking care of His creation. However, learning to live sustainably requires intentionality. For Houghton, sustainability means ensuring that our actions and choices reflect our creation care values so as to preserve a high quality of life for all God's creation--including ourselves, our global neighbors, future generations, and the rest of the created order. This involves educating students about responsible earth stewardship, engaging our community on sustainability issues, reducing our carbon footprint through energy reduction and efficiency, and promoting environmentally sustainable practices on all levels of college operations.

For students, beginning to practice sustainability can include practices such as turning off the lights, carpooling home on breaks, printing less paper, choosing local fruits and vegetables in the dining hall, and taking a walk in the beautiful Houghton woods. More than just a buzzword or a passing fad, creation care/sustainability speaks directly to the college's mission of equipping students to provide Christian leadership in order to address the problems faced by a changing world. For more information on sustainability at Houghton visit www.houghton.edu/creation-care/.

Recycling

Recycling at Houghton is simple and easy. There are just two things to remember. First, blue bins are for recycling; other colored bins are for landfill trash. Blue bins can be found in every classroom and office, as well as all residence hall floors and nearly all public locations with a trash can. Second, all standard recyclables can be thrown into the blue bins. This includes all paper, cardboard, glass, rigid plastics #1 - #7, and metal cans, pie tins, foil, etc. Items that are NOT recyclable include flimsy plastics (such as plastic bags), wax coated cardboard, Styrofoam, and items tainted by food grease.

Eco Reps

The Houghton College Eco-Rep program provides students with the opportunity to take action on sustainability. Working together with the Sustainability Coordinator, Eco-Reps plan events and organize

initiatives designed to engage their peers and the college campus in creation care activities. For more information contact creationcare@houghton.edu.

Student Health Services

Mission Statement

The Houghton College Student Health Center exists in order to enhance the overall mission of the College by modifying or removing health related barriers to learning and personal development through the provision of high quality health care and the promotion of general wellness in an environment that honors God and reflects Christ's model of love, compassion, and humility.

Hours of Operation & Contact Info

Hours:	Monday – Friday	8:30 AM – 5:00 PM
Location:	Gillette Hall, lower level, adjacent to the Campus Center parking lot.	
Tel.:	585.567.9483 or 9484	
Fax:	585.567.4303	

Nursing Services

Students can see a nurse for evaluation of minor injuries and illness on a walk-in basis. No appointment is necessary.

Physician Services

Physician consultations are scheduled by appointment only after a student has been evaluated by a nurse. Appointments are available daily.

Additional Services include:

- Mon – Fri delivery of medications from the Fillmore Pharmacy, usually around 3:30 PM
- Blood draws for laboratory purposes
- Monitoring of chronic conditions, blood pressure, weight, etc.
- Health related video library and resource material.
- Allergy injections

Health and Counseling Fee

A combined health and counseling fee is assessed from each student every year which ensures access to all services provided at these offices. As such, the health center does not bill insurance companies for services provided on campus.

After Hours Care

In case of an emergency, dialing 911 activates the local Emergency Medical System. If needed, after hours care for urgent issues that cannot wait until the health center is open can also be sought at several

urgent care/ER facilities in the area, the closest of which is in Cuba, NY. Directions to local hospitals and ERs can be found on the health center website.

Assistance regarding non-emergency medical issues outside Health Center hours may be directed to the RD on call for referral. RDs on call maintain alternative health care services information.

Confidentiality

Information is released (even to parents) only with a student's written permission (on a per illness/incident basis). Exceptions include life-threatening situations and certain conditions which must, by law, be reported to public health authorities.

Insurance

All students must have illness and accident insurance coverage. You will be asked to verify your coverage annually. Students who do not verify alternative insurance coverage will be **automatically enrolled** in the College sponsored plan and the premium posted to your student account. You may opt out of the college-sponsored plan online using your student ID number and current insurance card. The link to the waiver site is found on the [Student Health Center webpage](#) under the link "Waive Health Insurance".

Ambulance

The Hamlet of Houghton operates a full service ambulance and certified EMT crew 24/7, 365 days a year.

Call an ambulance first if:

- The person is unconscious
- The person is having difficulty breathing
- The person is bleeding heavily (spurting)
- The person has a suspected head, neck, or spinal injury
- The person has a suspected fracture.

When calling for help

Remain calm and provide the following information:

- exact location of the ill or injured person (include building, floor and room #)
- nature of the illness or injury
- what is being done for the ill or injured person
- the telephone number from which you are calling
- always be the last to hang up – emergency personnel may have questions or instructions
- follow the instructions of the emergency personnel
- remain with the person until help arrives.

Student Programs and Activities

The Student Programs Office seeks to enrich the student experience through a varied program of activities. Some of our activities encourage service, some contribute to the educational mission of Houghton College and others are for pure fun. Students have the opportunity to cultivate their leadership

skills, to participate in cultural, athletic, co-curricular and spiritual programs and to join/lead one the campus clubs and organizations. In addition to a wide variety of campus activities, Houghton's 1300 acres of woodland offers rich opportunities for exploring on horseback, cross-country skis and hiking trails. Our ropes and initiatives course is used for physical education, leadership development and draws visitors from around Western New York.

Our rural location both contributes and necessitates one of the greatest distinctives of our students experience—a dynamic, residential campus community. It is the goal of the Student Programs Office to offer and oversee a comprehensive and vibrant array of activities and opportunities which reflect the ethos of our academic community.

Student Government Association (SGA)

The SGA, under the leadership of its officers and through its various working committees, provides an opportunity for students to become directly involved in campus decision making. In addition, its members attempt to resolve campus problems and serve as a communication channel between student organizations and faculty, staff, and administration. The SGA creates an atmosphere for the discussion of campus issues and programs that contribute to the growth of each member of the student body.

Campus Activities Board (CAB)

CAB works with the Assistant Director of Student Programs to provide a wide array of quality on-campus entertainment reflecting the Christian character and geographic setting of our community.

Clubs and Organizations

While academic excellence is emphasized at Houghton, we realize the importance of students being involved in activities to complement their classroom education. Clubs and organizations provide opportunities for students to explore their interests and to take leadership roles. By being involved in co-curricular activities, students begin to clarify career goals and to understand how their education can be translated into action. You can learn more about these and other groups at the Activities Fair.

Student Organizations

Allegany County Outreach (ACO)
American Choral Directors Association (ACDA)
Artists' Guild
Climbing Club
Equestrian Society
Evangelicals for Social Action (ESA)
Gadfly Society
Global Christian Fellowship (GCF)
Gospel Choir
Heritage Club
Imitators of Christ (IOC)
Intercultural Student Association (ISA)
Mercy Seat Ministries

Music Educators Club
Paddle Sports
Psi Chi Lambda
Psychology Club
Gold Bar Club (Army ROTC)
Salvation Army Student Fellowship (SASF)
Shakespeare Players
Ski Club
Society for Human Resource Management
Teachers of Today & Tomorrow (TOTT)
Young Life
Youth For Christ (YFC)

Student Publications
Houghton Star (Newspaper)

Lanthorn (literary publication)
The Drawing Board (comic)

Advertising Events— all advertising of student organizations events must be approved through the Office of Student Life. The following are common means of advertising on campus:

SCOOP eNewsletter— The Scoop is the College’s weekly e-newsletter distributed via email each Sunday evening through the Student Life Office. The Scoop includes announcements, events, and important dates and information for the entire Houghton College Community. Submissions are due Thursdays prior to each publication to scoop@houghton.edu.

Campus-Wide e-mail – Office of Student Life. Advisor approval required. Attachments are only included when it is an essential part of the email such as an application or form. Emails can be text or in .pdf or .jpg formats less than 100KB in size.

Posters – Office of Student Life (Posters may **only** be placed on bulletin boards in all buildings and must be removed after the event. Due to fire code regulations advertisements may never be put up in stairwells, on dining hall stairs, on doors, windows or walls. All other “creative” means of advertising must be approved by the Assistant Director of Student Programs.

For a complete guide to policies related to Student Organizations, please see the Student Programs Handbook available in the Student Programs Office.

Transportation Assistance

Buffalo Airport Shuttle Service - Scheduled shuttles to the Buffalo Airport, Greyhound/Megabus Bus Station and Depew Amtrak Train Station are provided when residence halls close for vacation. Students must contact the Student Life Office to sign up at least one week prior to departure/arrival in order to be guaranteed a seat. Scheduled shuttles are \$20 per person. To view the shuttle schedule, please visit the shuttle web page at <http://www.houghton.edu/students/airport-shuttles/>

Individual shuttles to Rochester/Buffalo Airports, Bus Stations, and Train Stations can also be arranged but must be arranged at least one week in advance unless there are unforeseen circumstances. The cost for an individual shuttle is \$100 per trip.

Access Allegany (County Bus Line) Bus stops in Houghton five times a day, beginning at 7:30 am, through 3:42 pm. Travel anywhere in the county for shopping, enjoying a meal or sightseeing. The cost is only one dollar per ride each way. Visit www.accessallegany.org or call 585-593-1738.

General Information

Campus Phone Numbers

On-Campus: To dial an extension from off campus, add 585-567-9 at the beginning of the number, and drop the “0” from the end (e.g. ext. 2200 becomes 585-567-9220).

Accounting Office	Luckey Building, lower level	3220
Admission Office	Fancher Hall, main floor	3530
Advancement Office	Luckey Building, 2 nd floor	3400
Alumni Engagement	Campus Center, main floor	5460
Athletics Main Office	Kerr-Pegula Field House	6450
Audio-Visual	Chamberlain Center, 1 st floor	4740
Big Al’s Snack Shop	Campus Center, lower level	3990
Campus Store	Campus Center, main floor	6200
Career Services	<i>(See VOCA below)</i>	
CASA	Chamberlain Center, 2 nd floor	2620
	<i>Center for Academic Success and Advising</i>	
Community Engagement	Campus Center, main floor	2100
Conferences & Events	Campus Center, lower level & Kerr-Pegula Field House	6470
Counseling Services	Campus Center, main floor	6220
Custodial Services	Fiegl Maintenance Building, Rt. 19	4860
Dean of the Chapel	Campus Center, main floor	2280
Dining Services	Campus Center, 2 nd Floor	2600
Equestrian Program	Equestrian Center (“Farm”)	(585) 567-8142
Finance	Luckey Building, lower level	3120
Health Center	Gillette Hall, lower level	4830
Help Desk (tech)	Campus Center, lower level	3490
Human Resources	Luckey Building, 1 st floor	3210
Intercultural Student Programs	Campus Center, main level	2200
Immigration Services	Campus Center, main floor	2200
Intramurals Office	Kerr-Pegula Field House	4890
Java 101 Coffee Shop	Campus Center, lower level	6660
Library	<i>Circulation/reference desk</i>	2420
	<i>Cataloging/periodicals</i>	2440
Mailroom	Campus Center, lower level	2490
Maintenance	Fiegl Maintenance Building, Rt. 19	4800
Marketing & Communications	Fancher Hall, top floor	5540
Ministry Resources	Library, 3 rd floor	6650

Nielsen Ctr Gym	Nielsen PE Center, main floor	6450
Off Campus Studies	Chamberlain Center, 4 th floor	6340
Payroll	Luckey Building, lower level	3190
Post Office	Campus Center, main floor	2490
President's Office	Luckey Building, 1 st floor	3100
Provost's Office	Luckey, 1 st floor	3150
Purchasing Office	Luckey Building, lower level	3300
Quick Print	Campus Center, lower level	4710
Registrar's Office	Fancher Hall, lower level	3500
Residence Halls		
	<i>Gillette Hall desk</i>	3700
	<i>Lambein Hall desk</i>	2500
	<i>Rothenbuhler Hall desk</i>	2700
	<i>Shenawana Hall desk</i>	4300
Room Reservations (during academic year):		
	Campus Center Conference Rooms	2200
	Daytime classroom use (Registrar's Office)	3510
	Dining Rooms (Dining Services)	2600
	Evening classroom use (Conferences & Events)	6470
	Gillette Hall Rec. Room (Gillette Hall Desk)	3700
	Recital Hall (Music Office)	4000
	Ropes Course/Lean to permits (Wilderness Adventures)	3890
	Van Dyk Lounge (Campus Center)	2000
	Wesley Chapel (Music Office)	4000
	Summer Room Reservations (Conferences & Events)	6470
Residence Life & Housing Office	Campus Center, main floor	2270
Safety & Security	Campus Center, main floor	3330
Student Financial Services	Fancher Hall, lower level	3280
Student Life	Campus Center, main floor	2200
	Assistant Dean of Residence Life & Programming	2270
	Dean of Students	2200
	Dean of the Chapel	2280
	Holiday/Breaks Transportation	2200
	Scoop e-newsletter	2200
	Vice President for Student Life	2200
Student Payroll	Luckey Building, lower level	3190
Student Programs	Campus Center, lower level	2230
Sustainability	Chamberlain Center	5570
Technology Services	McMillen House	2870

Title IX	Chamberlain Center	4540
VOCA	Campus Center, main floor	6220
	<i>Vocational Opportunities and Career Advising</i>	
Welcome Center	Campus Center, main floor	2000

Area Services and Resources

Services (585 area code unless otherwise noted):

Community Bank, N.A.	567.4763
Fillmore Pharmacy (Fillmore)	567.2228
Houghton Dental Center	567.2241
Houghton Wesleyan Church	567.2264
Inn at Houghton Creek	567.8400
Shop & Save (Fillmore)	567.2701
Dr. Daniel Kauffman, DDS	567.4242
Northern Allegany Medical Group	567.2285
Southern Tier Community Health Center Network, Inc.	567.4248
United States Post Office	567.8783

Area Restaurants

3 Bums	365.2867
Addies Ice Cream (seasonal)	207.5053
Ace's Country Cupboard (Belfast)	365.2692
Beef 'n' Barrel (Olean)	716.372.2985
Black Eyed Susan Acoustic Café (Angelica)	466.3399
China Star (Houghton)	567.2005
Charcoal Corral (seasonal, Perry)	237.5270
Glen Iris Inn (seasonal, Portageville)	493.2622
Hometown Cafe & Cream (Belmont)	268-8101
Jimmy's Corner Café (Belmont)	268-7100
L'Italia (Wellsville)	593.2223
Maple Tree Inn (seasonal, Fillmore)	567.8181
Marino's (Hornell)	607.324.5896
Shannon's Riverside Restaurant & Motel	567.2131
Subway (Houghton)	567.2112
Turfside Restaurant & Golf (seasonal, Rushford)	437.2658
The Lumberyard Restaurant (Perry)	237.3160
The Valley Inn (Warsaw)	786.3820

General Updates and Revisions

Updates and revisions to the Houghton College *Student Guide* must be approved by the Vice President for Student Life (VPSL) before publication. Significant policy changes require the additional approval of the President and Houghton College Board of Trustees. While annual reviews are conducted, changes may be made and published at any time.

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