

Houghton College Student Guide
2013- 2014



Table of Contents

Introduction and Welcome	4		
Purpose and Provisions of Student Guide	5	Student Life Departments	
Houghton College Mission Statement		Athletics/Recreation	
Non-Discrimination Policy	6	Athletic Affiliation	
Student Life Purpose Statement		Athletic Eligibility	45
Student Life Team		Hours & Use of Nielsen Gymnasium	
Community Covenant and Statement of Community Responsibilities	7	Intercollegiate Sports	
		Intramurals	
		Policies & Procedures	
Spiritual Life	12	Campus Store	
Chapel & Chapel Attendance		Hours of Operation	
Christian Life Emphasis Week (CLEW) & PRAXIS	13	Location	46
Dean of the Chapel		Methods of Payment	
Koinonia		Purchasing of Textbooks	
New Vision Week		Services and Merchandise	
Student Led Groups		Textbook Buy-back	47
		Return Policies	
Student Policies and Information	14	Counseling Services	
Academic Advising		After Hours Care	48
Altercations	15	Confidentiality	
Co-curricular eligibility		Hours of Operation & General Info.	
Dance		Intercultural Student Programs	49
Disability Grievance Procedure	20	New Student Programs	
Drugs and Alcohol	22	Transitions 101	
Excused Absences		Fall Orientation	
FERPA	23	Transitions 102	
Hazing Policy		H.E.L.P. Day	
Language		Residence Life & Housing	50
Personal Appearance		Appliances	
Pornography	24	Bicycles	
Religious Observation Accommodation		Board Plan Requirements & Options	
Sabbath Observance		Board Plan Exemptions	51
Service Animal Policy		Mayterm Board Plan Procedure	
Sexual Assault	27	Declining Dollar Option	
Sexual Harassment	28	Community Living Option	52
Sexual Morality		Decorations	
Student Conduct Policy		Early Arrival	
Student Grievance Policy	36	Event Planning Committee	53
Student Rights & Responsibilities	37	Fines	
Title IX		Fire Safety	54
Tobacco	38	Guests	
		Hall Lounges	
General College Policies		Hallway Safety	
Appropriate Use of Technology		Hall Opening and Closing (Breaks)	
Campus Wide Email Policy		Hours	
Communicable Disease Policy	39	Housing Information	55
Internet Piracy		Roommate Selection Forms	
Van Dyk Lounge Policy	40	Roommate Assignments	
Vehicle Use Policy	41	Frequently Asked Questions	
Video/Motion Picture Policy	42	Men's Residence Halls	57
Writing of Bad Checks	44	Women's Residence Halls	
		Other Campus Living Options	58
		Laundry Facilities	
		Locks	

Lofts		Emergency Notification System	
Mayterm Housing Policy		Illegal Activity	
Microwave Usage	59	Internet Issues	
Musical Instruments		Keys	
Open House		Missing Student Procedure	68
Pets		Securing Personal Belongings	
Quiet Hours		Vehicle Registration/Parking	69
Repairs	60	Student Health Services	
Required Residence Hall Meetings		Mission	
Residence Hall Security		Hours of Operation	
Residence Hall Solicitation		Nursing Services	
Residence Life Staff	61	Physician Services	
Assistant Resident Director		Additional Services	
Resident Assistant		Health & Counseling Fee	70
Resident Director		After Hours Care	
Residency Requirements		Confidentiality	
Prohibited Items	62	Insurance	
Room Inventory & Condition		Calling for an Ambulance	
Report/Room Contracts	63	When Calling for Help	
Storage		Student Programs & Activities	71
Telephone	64	Student Government Assoc. (SGA)	
Vacations		CAB	
What to Bring to College		Clubs & Organizations	
Windows & Screens	66	Campus Center	72
Safety & Security		Communication Systems for Events	
Mission Statement		General Information	73
Building Hours		Phone Numbers	
Campus Crime		Resource Information	75
Campus Law Enforcement	67	Transportation Assistance	76

Introduction and Welcome

Allow me to be the first among many to welcome you to this wonderful place we call Houghton College. Whether this is your first year as a new student, or your last as a graduate, I pray your time is spent flourishing in the work God has laid out for you.

The pages that follow serve as a guide to you. Biblically grounded expectations for behavior are outlined so that you may clearly understand the values and principles by which this campus seeks to honor God and serve Christ. Tantamount to our purpose is to walk alongside you as you learn, experience, experiment and grow in your walk. If the College is doing its job well, and you have honored the standards within, you will end your time at Houghton with a world-class education, life-long friendships and the foundation necessary to diligently follow your vocation and calling.

May the Lord bless your learning and wellbeing this year and beyond.

Robert W. Pool

Vice President for Student Life

Purpose and Provisions of the Student Guide

The purpose of the Student Guide is to give students, both new and returning, a reference guide to better familiarize themselves with the responsibilities in the Houghton community. The guide contains relevant policies, procedures, rules and information. Students should consider this a resource and should consult it on a regular basis, particularly when questions arise about community 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, or faculty/staff member. Houghton College reserves the right to change the policies, procedures, rules, regulations, and information at any time. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective students and those already enrolled. Contents within the Student Guide are general information only, and 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. Copies of these publications and all revisions are available to all students through the Student Life Office. Students who wish to lodge a complaint, but are unable to determine what procedure to follow in these documents should write the Vice President for Student Life.

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 admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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 programming 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 Team consists of the following:

- Robert Pool, Ph.D. Vice President for Student Life
- Greg Bish Director of Student Programs
- Michael Jordan, Ph.D. Dean of the Chapel
- David Brubaker, M.D. Director of Health Services
- Kim Cockle Administrative Assistant
- Marc Smithers Interim Director of Residence Life & Housing
- Michael Lastoria, Ed.D. Director of Counseling Services
- Harold "Skip" Lord Director of Athletics
- Helena Oden Director of Campus Store
- Ray Parlett Director of Safety & Security
- Tina Powers General Manager for Dining Services
- Dennis Stack Dean of Students
- Margo Kettelkamp Director of Intercultural Student Programs

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 Statement of 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 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 beverages 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.

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

Community Covenant and Statement of Community Responsibilities approved by the Houghton College Board of Trustees, May 2009

Spiritual Life

The purpose of chapel is to affirm our corporate identity as part of the larger body of Christ. Our times of corporate gathering are expressions of this identity. We desire these gatherings to reflect the varied composition and needs of our community of faith and academic pursuits. Specifically we seek chapel times which are:

Participatory - An opportunity for community members to encounter God through music, scripture, prayer, communion and contemplation

Celebratory: An expression of corporate worship and occasionally a time of recognition of those in our past and present who serve as spiritual examples

Revelatory: A time to grow in our understanding and knowledge of God

Expository: An expansion of our understanding of scripture, Christian truths and experience and how these inform our individual and corporate spiritual identity

Chapel & Chapel Attendance

Chapel meets Monday, Wednesday and Friday from 11:30 a.m.-12:10 p.m. The primary purpose of chapel is to bring the campus community together to focus on the word of God as revealed in Jesus Christ. Those participating in chapel include student groups, faculty, off-campus speakers and college musical groups. The chapel format is varied, often including music, personal testimony and biblical exposition. Students make a commitment to attend at least two-thirds of the chapels each semester as part of their community responsibility. All full-time students are required to attend 2/3 of all chapel services. The following are automatically exempt: student teachers; full-time interns; students enrolled in off campus programs.

Failure to meet chapel attendance requirements will result in consequences ranging from disciplinary probation to suspension.

Christian Life Emphasis Week (CLEW) & PRAXIS

Demonstrating Houghton College's commitment to the primacy of spiritual life, each semester opens with a weeklong emphasis on our Christian commitment. In the Fall, Christian Life Emphasis Week (CLEW), under the auspices of the Houghton Wesleyan Church, brings a special speaker to campus chapel and special evening services. In the Spring PRAXIS challenges the campus to examine specific ways of putting their faith into practice. Campus and guest speakers, seminars, panel discussions and other venues all focus on the theme for the year. CLEW and PRAXIS are 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.

- **CLEW 2013:** The speaker will be Dr. Jerry Walls (Houghton class of '77), a professor of philosophy at Houston Baptist University and noted author. His most recent book, *Good God: The Theistic Foundations of Morality* (co-authored with David Baggett) won the 2012 *Christianity Today* Book of the Year award in the Apologetics/Evangelism category.
- **PRAXIS Week :**The theme for 2014 will be "Solitude and Community."

Dean of the Chapel

The Office of 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.

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 approximately 7:00 to 8:00 p.m. 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.

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 21, 2013.

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.

Student Policies and Information

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

Co-Curricular Eligibility

In order for a full-time (enrolled at least 12 semester hours) student to:

- Hold office in a college approved 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 not be on disciplinary probation nor have unaddressed chapel attendance deficiencies.

NOTES: Individual organizations may have more stringent requirements than the ones above.

Requests for exceptions shall be by filling out a petition form, available from the Academic Records office.

Eligibility for student participating in athletic programs will be determined by the faculty athletic representative. The determination of the faculty/staff sponsor for each group will be in consultation with the academic records office.

Dance Policy

Language from the Statement of Community Responsibilities:

If we take seriously and abide by the scriptural admonition in I Corinthians 10:31, believers are called to glorify God in whatever we do. Upon joining the Houghton College community, we encourage our community members to exercise biblical maturity, grounded in the virtues and values of scripture. Our community life at Houghton 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. Our individual choices are largely shaped by our discernment, and require community and individual accountability.

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 scriptural standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. Keeping these commitments may also 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. In this way, as we are willing to speak the truth in love, we will develop the kind of Christian character Paul outlines in Col. 3: *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.* (Colossians 3:12-17, NIV)

In the context of media and entertainment (including but not limited to music, drama, television, literature, dance, movies, video and Internet games), discernment is the ability to make wise and reasoned choices from a Christian world view regarding truth in light of our experience. Our choices in regard to our leisure time and entertainment are not exempt from our calling to glorify God.

To foster the kind of campus atmosphere most conducive to becoming a Christian community of living, learning, and serving, the college has adopted the following institutional standards:

Regarding dance: 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.

Student organizations that wish to host an on-campus dance must receive the approval of the college advisory board on dance and comply with all policies with regard to venue, music, type of dance, faculty advisors, etc. 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. In both structured and unstructured settings on campus, it is incumbent upon all community members to contribute to the wholesome, edifying environment we are hoping to build on our campus, and not serve as a "stumbling block" (I Cor. 8:9; II Cor. 6:3) for others. We agree to be careful to avoid highly erotic, sensuous forms of dance that are antithetical to our Christian faith. With regard to off-campus dancing, community members are encouraged to use biblically-informed discretion and discernment as they make choices about dance venues and types of dancing in which they will engage. 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.

Dancing Policy: College Sponsored Dances (on or off campus)

College Dance Advisory Board Membership

The college dance advisory board has the following membership guidelines: the Vice President for Student Life will serve as the ex officio chair of the board and will appoint one member of his/her staff to serve as the convener of the board; in consultation with Student Life Council, the Vice President for Student Life will ask one of the faculty members serving on the Student Life Council to serve a one year term, one residence director (selected by the Director of Residence Life); and two students who will each serve a one year term (one student selected by SGA and one selected at large by the convener of the board).

Vice President for Student Life (ex officio chair)

Student Life Faculty Member (convener)

Faculty Member (serving on Student Life Council and selected by Student Life Council, one year term)

Resident Director (selected by Director of Residence Life, one year term)

One student selected by SGA (one year term)

One student selected by convener (one year term)

Meetings of the board

The board will meet monthly (as close to the first of the month as possible) to review any proposals for sponsored dances. Proposals must be received by the first of the month in order to be considered for the board's meeting of that same month, late requests will only be considered at the committee's convenience. When possible, board members will receive advance copies of the proposals in order to expedite the decision making processes at each meeting.

Criteria for approving a dance

The review board uses the following criteria for approving sponsored dances that are to occur both on and off campus:

- The proposed dance is intended to edify and build up the community and this is clearly articulated within the body of the proposal.
- The sponsoring student organization has demonstrated a means of moderating the activities 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.
- If a theme has been chosen for the dance, this theme is consistent with the goals for the dance.

- The dance will include either instruction at the event or in close proximity to the event. The proposal must contain the name and contact information for those who have been secured to conduct the instruction.
- An appropriate amount of time has been allocated for the dance and the event has a clearly stated start and stop time.
- A marketing plan has been designed in order to advertise the dance and the marketing plan is consistent with the wholesome and edifying kind of events we wish to promote on campus.
- Music (style, lyrics, etc.) selected for the dance should be consistent with our Christ-centered lifestyle. One of the student leaders has been selected to review the lyrics of the music played at the dance.**
- The dance proposal contains information as to how guests will be managed for this specific dance (i.e. one guest only per student, community wide dance, ID must be shown, etc.)
- The proposed location of the dance is available and approval has been received from the person responsible for that location.
- Proposed lighting and sound for the dance is appropriate to the venue, type of dance and goals for the event.
- The proposal includes a budget for the event (including music, lighting, sound, decorations, food, etc.)
- The proposal delineates any admission charge for the dance and describes in details how any proceeds will be utilized.

**An i-Pod is available from the Student Programs Office that contains playlists of approved music. This i-Pod must be checked out in advance of a dance and additional songs can be added with permission of the Director of Student Programs. All songs on the i-Pod must be legally obtained. With regard to selecting additional music, the songs should not be explicit in nature and while edited versions of many selections are available, if the overall content of the music is explicit, sexual, or violent in nature, other selections should be made for sponsored dances.

Other considerations:

- A list of suggested locations for a dance (on or off campus) can be obtained from the Student Life Office.
- If the proposed dance is connected to a traditional activity such as Homecoming or Purple and Gold week, the dance should not become the “central” activity of the traditional program as this may exclude members of the community who do not wish to participate in dancing.
- In order to keep dancing from becoming the primary social programming on campus, the board should be mindful of the number of dances they approve per semester. It is advisable that 3-4 dances per semester may be an appropriate number.
- Dances sponsored by student organizations may be community wide dances where faculty, staff, students and community members are invited to attend. Other dances sponsored by student organizations may be limited to students only and should include some provision for allowing for guests of only those who are in attendance at the dance.
- 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 clean up 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 primary responsibility for addressing any behaviors that fall out of sync with the desired atmosphere of the event.
- Student leaders are empowered to ask other students to leave the event if those students are not adhering to the expectations for the event.

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 at the dance become out of sync with the desired atmosphere, advisors should work alongside student leaders to confront these behaviors in a direct and loving way. 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.

Events hosted by off-campus entities that use Houghton College facilities:

From time to time, off-campus groups use Houghton College facilities for events and activities. These events may include receptions, banquets and dinners where dancing may be an appropriate addition to the event. While this policy is primarily for student organization sponsored dances, it should be noted that off-campus organizations may include dancing in their events. As with other events sponsored by off-campus organizations, planning, implementing and monitoring an event like this would be the responsibility of the sponsoring organization.

Spontaneous Dancing On Campus

Many events on our campus include music of some kind. These events can take place in very formal settings such as an artist series or a concert, and in informal settings such as Karaoke parties and coffee houses. Participants in these varied events should feel at liberty to dance when it is appropriate to the event. In instances of spontaneous dancing, community members should exercise personal discernment and discretion regarding the types of dance in which they participate. Community members are also called to mutual accountability – i.e. confronting each other in brotherly/sisterly love where it is appropriate. When deemed necessary, representatives of the Office of Student Life may engage individuals or groups of students in discussions regarding personal choices and behavior with regard to spontaneous dance.

Off Campus Dancing

As stated in the Statement of Community Responsibilities, “with regard to off-campus dancing, community members are encouraged to use biblically-informed discretion and discernment as they make choices about dance venues and types of dancing in which they will engage. 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.”

While the college may not always know about the off campus dancing activities of students, the college will take an active role in educating the community with programs that teach biblical principles and how to use biblically-informed discretion and discernment with regard to all leisure activities, not just dancing.

When students are found to be visiting off campus dancing venues that are not consistent with biblical principles and our community values, both peers and college employees are encouraged to confront that student in love (Matthew 18) and admonish the student to reevaluate his/her choices in leisure time activities. This same approach should be taken with students who are utilizing their leisure time to participate in other activities that are not consistent with our community values.

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 Associate Dean for Academic Affairs (Luckey Building).
3. If the grievance is not satisfactorily resolved, the student may, within fifteen days of the occurrence giving rise to the complaint, complete a grievance form¹ and file a written request for a formal hearing with the Grievance Committee² for Students with Disabilities. The request must be filed with the Dean of Students. Upon receipt of a written request for a formal hearing, the Grievance Committee shall hold a hearing within three 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.

¹ Forms may be obtained from the Associate Dean for Academic Affairs, the Office of Student Life, or CASA.

² The Grievance Committee for Students with Disabilities shall consist of the Dean of Students (Chair), the Director of CASA (or a designee), one faculty representative and one student representative from the Committee on Harassment Policy and Prevention, and the Vice President for Academic Affairs/Dean of the College (or a designee, other than the Associate Dean for Academic Affairs).

Houghton College Student Disability Grievance Form

Name of Student: _____

Date: _____ ID #: _____

CPO Box # _____ Phone #: _____

E-mail: _____

Description of incident and events leading up to it (if there is more than one incident, use a separate sheet for each occurrence)

Time/Date: _____

Place: _____

Parties involved in the incident or event: _____

Description of discriminatory action or event (attach additional pages as needed):

Other relevant information: _____

Names of witnesses who may have relevant information: _____

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 general guidelines serve as a general guide for the implementation of community standards and accountability. The normal sanction for a first offense involving purchase, distribution, possession or consumption of alcoholic beverages is disciplinary probation. A second offense normally involves suspension from the college. The normal sanction for a first offense involving purchase, distribution, possession or use of illegal drugs or abuse of any drug, including the use of someone else's prescription drugs, is suspension from the college. The college will cooperate with law enforcement agencies in dealing with drug or alcohol issues. Because of the significant health risks associated with drugs or 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 problem that may be alleviated through counseling, the college will partner with students through the counseling process rather than through disciplinary processes if the student comes for help voluntarily. A more detailed statement of college policy on this matter is available through the Counseling Center.

Estimates show between 15-35% of college students frequently use easy-to-obtain stimulants, like Adderall, as a study tool without a prescription; abuse of these drugs without appropriate ADD/ADHD diagnosis can lead to depression, anxiety, even psychosis (from the office of Senator Charles Schumer, June 12, 2013).

Excused Absences

Policy: The Student Health Service nursing staff will not provide written excuses for missed classes, exams or extracurricular activities.

Purpose: The intent of this policy is to place responsibility for class attendance and achievement upon the student.

Rationale: Course requirements and class attendance are administrative matters between the student and faculty member(s). Student Health Service staff do not have the power to excuse students from classes, only instructors can do so.

Many times it is very difficult to objectively determine whether or not a student is physically able to attend class. It is impossible to assess the seriousness of a past condition when there are no longer signs or symptoms. Providing medical excuses may encourage some students to, consciously or unconsciously, exaggerate a minor illness and exploit that illness as an excuse for failure to achieve.

The practice of issuing medical excuses places Student Health Service staff in a parental role and deprives the student of the opportunity to act as a responsible adult. It is the responsibility of the student to communicate with the instructor when he/she is unable to attend class, complete an assignment or fulfill another obligation because of illness or injury.

Procedure: Contents of student health records are strictly confidential. If a student wishes to provide confirmation of illness/injury, an authorization for release of information must be signed

and placed in the student's Health Service record listing for persons to whom such information may be released. The person authorized may then call the Student Health Service to request confirmation of illness/injury. All such communications will serve only to verify an illness or injury and should not be interpreted as excusing an absence.

If an illness/injury requires hospitalization or absence from classes for three or more days, Student Health Service personnel will notify the Office of Student Life Office Administrative Assistant who will send formal notification to the necessary faculty. The message will state that the student is absent due to either illness or injury and will give the estimated date of return.

If a student believes he/she must have a medical excuse, an appointment may be scheduled with the college physician for evaluation. The physician may or may not choose to provide the excuse at his/her discretion. If the health center staff, after evaluating a patient, feels a student should not attend class for infectious risk, or some other reason, this will be communicated to the SLO as above. However, in the end, the professor's absentee policy, which may or may not give leeway for medical absences, is the authoritative word for any given class.

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>.

Hazing Policy

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

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.

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 violate or encourage 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 and Web sites. Students who are found responsible for violating this policy will face disciplinary procedures.

Religious Observation Accommodation

Houghton College will 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 religious beliefs.

Sabbath Observance

On Sundays, formal college programs and events are typically not scheduled, but in rare circumstances 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 people in need.

Service Animal Policy

- I. Policy Statement:** Houghton College complies with the Americans with Disabilities Act (ADA) in allowing 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

- III. When a Service Animal May be Asked to Leave or Prohibited in a Houghton College Facility or Program:** A service animal may be asked 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 vicious 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 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; such animals are not allowed in any campus building, however. 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 Dr. Mark Hunter at mark.hunter@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 mark.hunter@houghton.edu.

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

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.

- 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 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.
- IX. Appeals and Grievances:** Any person dissatisfied with a decision concerning a service animal can use the Houghton College Disability Grievance Procedure.
- X. Campus Resources:** Dr. Mark Hunter, Director, ADA Coordinator, 222 Chamberlain Center, Houghton College, Houghton, NY 14744, 585-567-9262, mark.hunter@houghton.edu.
- XI. 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 Alleghany 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.
- XII. Other Resources**

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

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>

Helpful Information

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 Assault

Sex offenses range from inappropriate touch to forcible rape. These offenses are in direct conflict with biblical standards and are a violation of state law. Penalties for these can be up to a 25-year prison sentence per offense, depending on the offense. The New York State Penal Law can be found at the following site for further information on these crimes.

<http://public.leginfo.state.ny.us/LAWSSEAF.cgi?QUERYTYPE=LAWS+&QUERYDATA=@SLPEN0P3THA130+&LIST=LAW+&BROWSER=BROWSER+&TOKEN=12196405+&TARGET=VIEW>

The Houghton College policy on Sexual Assault can be found at

<http://www.houghton.edu/campus/human-resources/sexual-harassment/sexual-assault-policy/>.

Students can report an assault to Safety & Security or go to the Counseling Center to discuss options with a counselor. You can also discuss your options with a sexual assault advocate on campus. Advocates names and contact info can be acquired from your RA, RD, Counseling Services, or Safety and Security.

Sexual Harassment

Sexual harassment in any form is reprehensible. The college affirms that its students, faculty, administration, and staff have a right to freedom from sex discrimination in the form of sexual harassment by any member of the academic community. As such, the college has a well established policy addressing the definition of sexual harassment which outlines specific procedures for resolving situations involving harassment and filing complaints of harassment when conventional methods of resolution fail. The administration considers sexual harassment a very serious offense and, if it is not resolved quickly, a violator may be liable to strict sanctions including loss of employment or student status.

The complete policy on Sexual Harassment is distributed to each new student every fall semester. Printed copies are also available in the Counseling Center, at the Welcome Center, or they may be obtained from the Sexual Harassment Officer of the college located in the Department of Human Resources on the first floor of Luckey Building. An online version of the policy is also available at <http://www.houghton.edu/campus/human-resources/sexual-harassment/sexual-harassment-policy/>.

A tutorial about Sexual Harassment is available at:

<http://www.houghton.edu/am-site/media/hr---sexual-harassment-tutorial.ppt>

Sexual Morality

Houghton College stands firmly against sexual behaviors that violate scriptural principles and encourages wholesome interaction between the sexes. Sexual relations outside of marriage (this includes, but is not limited to, intercourse and homosexual practices) are not appropriate for members of the Houghton College community.

Use of force for sexual gratification (i.e. assault or rape) will result in immediate dismissal from the college.

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 alleged misconduct by student members of our community. Within the Office of Student Life, the Vice

President of Student Life assumes ultimate responsibility for the implementation of the Student Conduct Policy. The Vice President of Student Life works with the following designees in this process: Resident Directors, the Director of Residence Life & Housing and the Dean of Students. Each designee will hear student conduct cases according to severity of the case. The Dean of Students will serve as the primary conduct officer for all cases occurring outside of college residences.

Appeals of student conduct cases will also be handled by the aforementioned designees. The Student Conduct Committee will also be convened to hear cases that are appealed to the Vice President of Student Life.

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 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.

Vice President of Student Life

The Vice President of Student Life is designated by the Houghton College By-Laws as the administrator responsible for student discipline. The Vice President has oversight for all student conduct processes including hearings conducted by Resident Directors, the Director of Residence Life & Housing, the Dean of Students and the Student Conduct Committee. With regard to policies and procedures, the Vice President is advised by the Student Conduct Committee. He/she hears student conduct appeals and is responsible for fostering good communication about student conduct matters within the college community. These responsibilities are shared by designated members of the Student Life Leadership Team (SLLT).

Student Conduct Committee

1. The faculty shall elect three members yearly, one of whom must have served on the committee the previous year. Both genders shall be represented. The Vice President of Student Life may serve in an advisory role to the Faculty Concerns Committee when nominating members of the faculty to serve on the Student Conduct Committee.
2. The Student Government Association shall elect four members from the student body. Both genders must be represented; one shall have served previously; no more than two may be seniors.
3. The Dean of Students or another member of the Student Life staff shall serve as a consultant to the committee.
4. A quorum shall be comprised of a minimum of two faculty members and three students. When necessary, the Vice President of Student Life may call upon former student and/or faculty members of the Student Conduct Committee in order to achieve quorum.
5. During Mayterm, Summer Months and over the Christmas Break (when the Student Conduct Committee does not regularly convene), the Vice President of Student Life may initiate a phone conference of the Student Conduct Committee in order to expedite the hearing of a case. This is particularly important when cases may give rise to suspension or dismissal from the college. In such time sensitive cases, a quorum will be reached in one of two ways:
 - a. At least two students and two faculty members from the sitting Student Conduct Committee will join in the phone conference.
 - b. A representative group of individuals from across campus will be convened in person or via phone conference to hear a case in an emergency timeline. This group will minimally include a representative from the Academic Dean's Office, a staff member from the Student Life Department and at least one student representative who has previously served on the Student Conduct Committee.
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 of Student Life to the Student Life Council who will make recommendations to the Faculty regarding student conduct policies.
8. The committee shall make its recommendation regarding an appeal to the Vice President of Student Life.

Student Conduct Procedures

1. Initial Information
 - a. Alleged violations of the Community Covenant 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 possible.
2. Investigation

- a. The Office of Student Life shall assume responsibility for the preliminary investigation of the alleged misconduct.
 - i. The matter shall be discussed with the student.
 - ii. All pertinent sources of information shall be consulted in order to determine the validity of the initial information.
 - b. The student may utilize an advisor of his/her own choosing from within the community (not a parent, even if the parent lives in the community) during all phases of the investigation.
 - c. The role of an advisor:
 - i. A student is able to select his/her own advisor from within the community. If the student does not have an option for a preferred advisor, the Office of Student Life will assist the student in securing a non-biased advisor from within the community.
 - ii. An advisor is to guard against being a disruption to the disciplinary proceedings.
 - iii. The student is able to request moments of consultation with his/her advisor in order to confer on the proceedings.
 - iv. The advisor is able to serve as a witness to the disciplinary proceedings. He/she may not serve as a witness to the event or incident in question.
 - v. An advisor may participate in the hearing insofar as they are asked by the student and the Director of Residence Life & Housing, Dean of Students or the Student Conduct Committee. The chair of the Student Conduct Committee will serve as the moderator of the hearing and will provide guidance to all participants on the role of the advisor.
3. Witnesses:
- a. The student may request that up to two witnesses be invited to the conduct hearing to speak on his/her behalf in the disciplinary proceedings. The college may also request that up to two witnesses be invited to provide supporting information in the hearing.
 - b. Role of witnesses:
 - i. 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 witnesses in each case.
 - ii. 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 extreme caution due to the importance of timeliness in disciplinary decisions.
 - iii. Witnesses may be requested but cannot be compelled or required to be present in a hearing.
 - iv. Witnesses should receive the same 48 hour notice of the scheduling of a hearing.
4. Interim Suspension
- a. The Vice President of Student Life may place a student on interim suspension in extraordinary circumstances pending final adjudication of the case.
5. Dismissing a Case

- a. In cases in which the investigation indicates that there was no violation of community expectations or that there is not enough supporting information to hold a student responsible for the alleged violation, the Vice President of Student Life 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 Director of Residence Life and Housing or the Dean of Students, except in unusual cases when the Vice President will hear a case.
7. Appeal of Cases
 - a. Any disciplinary action within the Houghton College community may be appealed through the following process:
 - i. A decision made by a Resident Director may be appealed to the Director of Residence Life and Housing.
 - ii. A decision made by the Director of Residence Life and Housing may be appealed to the Dean of Students.
 - iii. A decision made by the Director of Residence Life and Housing or the Dean of Students may be appealed to the Vice President of Student Life, who will convene the Student Conduct Committee. After consideration, the Student Conduct Committee shall render a recommendation about the alleged conduct violation to the Vice President of Student Life. The recommendation may or may not uphold the decision of the Director of Residence Life and Housing and/or the Dean of Students.
 - iv. 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 case be considered directly by the Vice President of Student Life. He or she may or may not agree to hear the appeal or may request that a person on the Student Conduct Committee recuse him or herself in this particular case. A quorum, however, must be maintained.
 - v. In matters involving suspension or dismissal from the college, the Vice President of Student Life will review the decision beforehand with the President of the college. The decision of the Vice President of Student Life shall be final.
 - vi. If the decision made by the Vice President of Student Life differs from the recommendation made by the Student Conduct Committee, the Vice President of Student Life shall report the same to the committee and explain the rationale. This report should be made within 24 hours of the decision.
 - vii. Any appeal shall be made within 48 hours of receiving written notification of the previous decision. The appeal hearing shall be scheduled by the administrative assistant to the Vice President of Student Life. Those present at the hearing shall include the person making the appeal, an advisor of his/her choosing, the person who has made the decision being appealed, the person or committee to whom the appeal has been made, and any other persons needed as sources of information. Each side shall make its case and then both shall retire. The Director of Residence Life and Housing, the Dean of Students, or the Vice President of Student Life shall

make a decision and report the same in writing to both parties within 48 hours.

8. Preparation for the Student Conduct Committee Appeal

- a. The Administrative Assistant to the Vice President of Student Life 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 involved parties. At least 48 hours in advance, the student shall be informed of the time and place of the hearing, of the charges 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 box and the e-mail sender is notified through receipt received that the message is in the student's inbox.) By mutual consent of the chairperson and the student, the time can be shortened.
- b. The student may utilize an advisor of his/her choosing from within the community during the hearing.
- c. On occasions in which the incident of alleged misconduct involves more than one student, cases may be heard separately or jointly, subject to the request of the student(s) in question for private hearings.

9. Student Conduct Committee Appeal Procedures

- a. The Student Conduct Committee shall meet at the beginning of each school year and establish a weekly or bi-weekly meeting time, depending on the preference of the committee. On those weeks when no business needs to be conducted, the chair will notify members of cancellation by noon of the meeting day.
- b. The chairperson in consultation with the Dean of Students shall establish the agenda for each meeting.
- c. All hearing procedures shall be conducted in a manner as to be fundamentally fair to all participants and shall not be unduly restricted by rules of procedure.
- d. 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. 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 member should notify the Vice President of Student Life or his/her designee as soon as possible so that appropriate arrangements may be made to ensure quorum for the hearing.
 - a. The charges shall be presented by the Dean of Students or his/her designee.
 - b. In making recommendations regarding an appeal, the committee shall consider information pertinent to the alleged incident, the attitude of the student, and his/her previous behavior.
 - c. When the appeal has been completed, all parties, including the Dean of Students, his/her staff, and the student shall be simultaneously excused from the hearing room and deliberations may begin. The Student Conduct Committee reserves the right to request that any person remain to answer questions about the case. The committee shall render its recommendation to the Vice President of Student Life. Only Student Conduct Committee members should be present during the deliberation. If the Vice President of Student Life makes a ruling

different from that recommended by the committee, he/she shall report the same to the committee with a rationale within 24 hours.

- d. The decision shall be reported to the student by the Vice President of Student Life or a member of his/her staff within 48 hours of the end of the hearing. The notification shall include all information pertinent to the appeal. This may be done orally, and it shall be reported in writing by the close of the second business day following the hearing, even if already reported orally to the student in question.

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. All repeated violations of any type (not necessarily the same type) will result in more significant disciplinary sanctions. The list of sanctions found herein is not meant to be exhaustive or exclusive. Sanctions should be creatively suited to meet the developmental and educational needs of each student involved in the Student Conduct process.

Resident Directors, the Director of Residence Life and Housing, the Dean of Students and the Vice President of Student Life may impose sanctions 1 – 3. Only the Dean of Students and the Vice President of Student Life can impose Sanctions 4 – 9. Cases resulting in sanctions 4-9 will remain in a file maintained for one year after the student graduates or five years if a student does not graduate from Houghton College.

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 mean that the offender is required to make reimbursement for damage 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.
3. Community Service recognizes that a rift has taken place between the student and the college community and involves opportunity for the student to make a significant contribution of personal service as a means of repairing the rift. The period of time that a student may be required to serve the community will be specified and may vary from a portion of a semester to one full semester.
4. Restriction is the limiting or removing of certain privileges of participation in the usual activities of the campus. This may include any or all of, but 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 plays, musical groups or ensembles, acting as a representative of the college, and marching in commencement exercises. The duration of restriction shall be specified.

5. Disciplinary Probation is required after serious or repeated incidents or violations. This provides opportunity for student life personnel to work with the student in making changes that are necessary for continued participation in the Houghton College community. The length of a probationary period shall be defined. The student on probation is notified in writing that any additional offense of any kind shall result in immediate suspension or dismissal from the college. Students on disciplinary probation are ineligible for townhouse or apartment placement or a community living option. [Any violation of the Community Covenant, or residence life policies, failure to meet chapel attendance expectations, or academic dishonesty will constitute additional offense.]
6. Suspension is a temporary severing of the student's connection with the college for a definite period of time; the period will vary from a portion of a semester to one full semester. It includes his/her right to return, without formally requesting re-admission, at the end of the stated period. The suspension may be followed by a period of disciplinary probation. Students are subject to the academic consequences of missing work as a result of disciplinary action. Faculty members are not obligated to permit make-ups of missed assignments and examinations in such cases.
7. Requested Withdrawal involves asking a student to withdraw or not to register for the following semester. Persistent and flouting of attitude and conduct may lead to the student being asked to leave. The reasons shall be given in writing. If re-admission is desired later, a student must reapply to the Admission Committee.
8. Deferred Dismissal severs the student's connection with the college at the end of the current semester. The deferred dismissal will be used to minimize the severe academic and financial penalties concomitant to a mid-semester dismissal. The deferment process can take two forms: 1) The student may elect to finish out the semester, or 2) The student may elect to use it as an opportunity to recommit to the Houghton community. At the close of the semester and the deferment period, the Vice President of Student Life may review the deferred dismissal. The impetus for this meeting will rest wholly with the student. Under either scenario, any additional violations of the Community Covenant or other college policy during the deferment period will result in immediate dismissal. The deferment protocol will be as follows:
 - a. The student notified of a deferred dismissal will be given one week to decide whether to:
 - i. Accept the dismissal and leave at semester's end;
 - ii. Appeal the decision; or,
 - iii. Submit a behavioral contract.
 - b. Should the student elect option #3, he/she will be required to develop, submit and fulfill a contract of specific terms and expectations to meet in order to demonstrate that a change in behavior has taken place. Guidelines and suggestions for writing the behavioral contract will be provided to the student by the Dean of Students or Vice President of Student Life at the time of deferred dismissal notification.
 - 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 a change in behavior. The Vice President of Student Life 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.

- d. To the extent possible, the decision is based on the evidence and the testimony of the student showing a changed heart and a restored commitment to the community. Should the Vice President of Student Life's decision be that the student's ties to the college be severed, that decision will be reviewed with the President and made final and the dismissal will be effective at the close of that semester.
9. Dismissal indicates that one's status as a student is terminated for a period of time to be determined after the disciplinary hearing. This may be immediate or postponed until the end of the semester. The student may not return to Houghton College without applying for readmission. Such action is noted on the student's personal record.

DISCLOSURE STATEMENT

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 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.

Student Grievance Policy

Students are encouraged to seek resolution of problems with an office or a staff/faculty member in discussion with that individual. There are four ways in which this can be accomplished:

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 an advocate chosen by the student;
3. A letter written to the Houghton employee by the student; and/or
4. Any combination of the above.

Guidelines and suggested format for a grievance may be obtained from the Student Life Office.

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 offered the student(s) within a reasonable time.

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

There are specific policies for grades and sexual harassment. Please refer to the appropriate section in this handbook for this information.

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 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 regulations are brought.
- 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:

- The responsibility of being adequately acquainted with the college catalog, student guide, and other relevant official publications of the college.
- The responsibility of understanding that each individual is responsible for the consequences of his/her behavior.
- The responsibility of upholding 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

A complete archival of information regarding Title IX is available at the following website:

<http://www.ed.gov/pubs/TitleIX/index.html>

Tobacco

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. Smoking by a student may result in disciplinary action.

General College Policies

Appropriate 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. To post an event on the web calendar, please take the following steps:
<http://www.houghton.edu/calendar-events/>
Click on Submit an Event
Type in the requested information
Click on Submit
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 a.m. 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

Communicable Disease Policy

The college has developed a communicable disease policy which outlines its approach to preventing infection, limiting the consequences of established infection, providing compassionate care for all concerned individuals, and addressing social issues. Copies of this policy are available in the Health Center, Counseling Center, and the Student Life Office and may be obtained by any interested student, staff, or faculty member.

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. 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:

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.

Cars and other motorized vehicles (aside from emergency and college-owned vehicles) are not permitted on campus sidewalks at any time.

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.

Bicycles, skates, longboards, skateboards and scooters are not permitted to be used inside college buildings.

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, at the confluence of several roads and crosswalks. The steep grade of the road, combined with limited visibility and the possibility of slippery conditions can be very dangerous.

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.

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. For safety reasons running along route 19 should be done with caution. 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)

Van Dyk Lounge Policy

Whereas a significant investment has been made by the College to renovate and improve the Campus Center Lounge, the following policies are put in place to insure its proper use and long term good appearance.

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. We all have a vested interest in keeping the Campus Center furnishings in good appearance and condition for as long as possible.

1. Any activity scheduled in the lounge must be approved by the Director of Student Programs. (During the summer season, the Conference Director will give approval.)
2. 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:
 - a. the furniture in the center of the room may be moved carefully, with two people picking up each piece. The furniture may not ever be dragged.
 - b. Any furniture moved must be carefully returned to its proper position at the end of the event. (A floor plan showing the correct furniture arrangement is available at the Welcome Center.)
4. FOOD: 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 Welcome Center.
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. CUSTODIAL: If your activity or event includes the moving of furniture and extra chairs and tables being brought in, the Director of Custodial Services needs at least one full week's notice.
8. LIABILITY: Any group using the lounge assumes financial liability for any damage or destruction of Campus Center furnishings that occurred as a result of its event.
9. For stewardship and environmental reasons, the fireplace may only be lit when the outside temperature is below 40 degrees Fahrenheit.

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, as you drive, you represent Houghton College, and more importantly, you represent Christ. So please be responsible and courteous.

Video/Motion Pictures Policy

This policy statement governs the use of copyrighted (rented or privately owned) motions pictures on campus. The topic of showing motion pictures, including documentaries, in a variety of settings can seem to be complicated, but Houghton College has adopted the following guidelines as to what is allowable under federal laws as far as educational use, private viewing, and public viewing.

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.

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. The Motion Picture Association would like to define this to include all college residence halls; however, this view has not prevailed in the courts. Many colleges and universities are continuing to define their residence halls as a home. Based upon the advice of a spokesperson for the National Association of Campus Activities, Houghton College allows controlled use of videos in residence hall floor lounges. At such a time as litigation modifies college or university use, Houghton College will comply with the decision of the courts.

Whether or not you need to purchase public viewing rights does not depend on variables such as audience size or charging of admission. Regardless of whether you expect 3 people or 300 people, size is not considered in determining if public viewing rights need to be purchased.

This principle holds true no matter how much educational or intellectual value is contained in the film. One cannot show a motion picture to a class and have it open to the rest of the campus. In order to invite others, the public viewing rights must be purchased.

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.

EDUCATIONAL USE

While we are a small academic community, many instances for showing a motion picture do require the purchase of public viewing rights. Exceptions for Educational Viewings are limited to when students who are enrolled in a specific class, meeting in a classroom and during a regular class time are viewing a film.

There is no violation of copyright if a lawfully obtained (whether by purchase or rental) motion picture is played in a classroom, assuming that the motion picture is an integral part of the course concerned. 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; (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; and (3) the instructor must inform students and coordinate with the library staff to ensure that any motion picture on reserve for the class is viewed only by students in the class.

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, we feel it appropriate that a random group of friends or floor-mates should be allowed to come together to rent and watch a movie in the hall or house.

Several legal guidelines, however, must 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.

Ratings for private viewing

In addition, in order to be sensitive to the various members of our community and to accommodate the legal need for the spontaneous nature of the video event, it is determined that we will be guided by the national rating system.

* Students may only show movies rated G, PG, and PG-13 in the lounges of any hall or house.

* Students may make their own decisions R rated movies. If they choose to watch these, they may do so only in their private rooms, not in a common living area.

* NC-17 and X rated movies are not appropriate to be viewed anywhere on campus or in college approved housing.

PUBLIC VIEWING

The Student Programs Office is responsible coordinating all publicly viewed motion pictures on campus using the Motion Picture Public Viewing Policy, in the Student Programs Handbook. While the college does have many movies in the library, the law only allows their use for private viewing (i.e.: in one's living space/home). Regardless if you charge for admission to see the motion picture, federal laws require that for anyone showing films in a public setting (whether it is part of a lecture series, an open educational forum, sponsored by a student organization, a campus-wide CAB event, etc) public viewing rights must be purchased. Currently these rights can range anywhere from \$300-\$500 and can be purchased from motion picture distributors. 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
2. Have film reviewed for approval (Student Programs Office/advisor)
3. See Motion Picture Public Viewing Policy in Student Programs Office
4. Select a date and time to show the movie
5. Confirm the availability of space (chapel, recital hall, Schaller Hall, CC Lounge)
6. Confirm technology need (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 of Bad Checks

The passing of bad checks will result in disciplinary action from the college. This may also result in legal action against the student at the discretion of the offended person or business.

Student Life Departments

Athletics/Recreation

Mission Statement for Athletics

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 provisional 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 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 of Nielsen Gymnasium

During the academic year, the Nielsen PEC is open to the public from 6:00 a.m. to midnight, Monday – Friday, from 8:00 a.m. – midnight on Saturday, and from 1:00-5:00 p.m. and 9:00 p.m.-midnight 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.

Intercollegiate Sports

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 Golf
Women's Golf
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 Golf
Women's Golf
Men's Outdoor Track & Field
Women's Outdoor Track & Field
Men's Tennis
Women's Tennis

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/>.

Policies & Procedures

A Policy Handbook is available at the Athletics office for your review.

Campus Store

Visit the Campus Store web site at: www.houghton.edu/store.

Hours of Operation

Monday-Thursday: 9:00 a.m.-8:00 p.m.
Friday: 9:00 a.m.-6:00 p.m.
Saturday: 11:00 a.m.-2:00 p.m.
Hours are extended for special weekends and events.

Location

The Campus Store is located on the main level of the Reinhold Campus Center.

Methods of Payment

The Campus Store accepts the following:

Cash

Personal Checks

Discover, MasterCard, Visa (credit and debit)

Traveler's Checks

Students may charge textbooks and school supplies (\$5 minimum) to their Houghton College Student Account all year long. Check cashing up to \$100 is available in the Campus Store after banking hours with a Houghton College ID.

Purchasing Textbooks

Textbooks are guaranteed TAX-FREE at your Campus Store. There are no shipping charges, textbooks can be charged to your student account, and you are guaranteed to have the correct textbook in the right edition and accompanied by any additional materials needed for the course. The student's class schedule will determine textbook(s) and/or materials required for each course. There are five options for acquiring textbooks through the Campus Store:

1. Save yourself some time and compare textbook prices with online retailers and the Campus Store at <http://houghton.verbacompare.com>. You can order directly from this site for all of your classes.
2. Avoid standing in line by obtaining a pre-pack order form from the Campus Store (800-647-3158) or from the link on the store website (www.houghton.edu/store) and we will pull your schedule and pack all the required textbooks for you before classes start.
3. Order online through the Campus Store website before the start of classes.
4. Visit <http://houghtoncollege.skyo.com> for rental and digital textbooks.
5. Shop off the shelf once you arrive on campus.

Services and Merchandise

- Gift Cards
- Check Cashing
- Dry Cleaning
- Textbook Buyback
- Care packages and local baked goods
- Orders by phone, mail, e-mail, and website
- Special orders for non-required textbooks and general books
- Helium Balloons
- Cap and gown distribution

The Campus Store stocks academic supplies for course-related use and other merchandise to meet personal needs of the college community. Merchandise includes new, used, rental, and digital textbooks; reference books/materials; art, school, dorm, office, music, and electronic

supplies; health and beauty products; greeting cards and stationery; games and plush; Houghton College apparel and imprinted items; Christian books and Bibles; and a global market/fair trade section. Soft drinks, food, candy, ice cream, milk products, and basic baking supplies are also available.

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 that are in good resale condition, in the current edition, and being used again the next semester at Houghton College as required textbooks are worth up to 50% of the new book price. Our wholesale distributor may buy back textbooks in current editions that are not being used again on our campus. These books can be sold back to the Campus Store at current market value. Textbooks in poor condition and non-current editions may be deemed valueless.

Return Policies

Textbooks:

Returns will be accepted for any reason beginning the 2nd day of classes through the end of the 4th day of classes. Returns with a Drop/Add Slip will be accepted during the drop/add period.

To Return a Book:

1. You must have your register receipt.
2. It must be in the same condition in which it was purchased (shrink-wrap intact, software unopened, etc.)

Defective texts may be returned at any time.

To Return General Merchandise:

Within 30 days of the date on your receipt, you may return merchandise to the store for an exchange or refund 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
- Spirituality
- Alcohol/substance use/abuse
- Difficulty dealing with past experiences
- Poor eating habits (eating disorder)
- Self Identity
- Exhaustion or lack of energy
- Sexual identity
- Self injury
- Anxiety
- Relationship concerns
- Family problems
- Difficulty concentrating
- Grieving

- Loneliness
- Managing emotions

- Guilt
- 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 585-808-5370 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

Tel.: 585.567.9622
Fax: 585.567.9625
Location: Campus Center, main level
Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

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 US culture through the International Connection Program (inter.connect), actively working to make Houghton a safe and welcoming place for a diverse student body, and providing useful resources for intercultural students.

In addition to these initiatives, Margo Kettelkamp serves as the Director of Intercultural Student Programs, overseeing the inter.connect program and maintaining ongoing relationships with internationals and TCK's to assist with their cultural adjustment in the U.S.

International student visas are handled by Kim Cockle in the Student Life Office.

New Student Programs

The mission of the New Student Programs Office and the Transitions program at Houghton is 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 four components of the Transitions program at Houghton College are:

Transitions 101: Connecting to Houghton (during spring prior to enrollment). A parallel slate of programs exists for parents and students. This day-long experience gives students the opportunity to review their fall course schedule, to get to know peers, faculty, and orientation leaders, and to take care of other important business such as financial aid. After spending a day on campus as part of Transitions 101, students and families report a sense of belonging, a sense of confirmation in their choice, and a sense of confidence that they will have a successful transition when classes begin.

Fall Orientation: This program gives all new students and their families a chance to have the college all to themselves in the days just prior to the beginning of classes. President Mullen enjoys an opportunity to speak with the parents of our new transfer and first-year students. 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-year students during their first semester on campus)

Selected components of Houghton College Evaluation and Life Planning (H.E.L.P.) Day:
This takes place in the spring semester of the first year.

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 Residence Life department provides 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 student's 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 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 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 see your resident director.

Board Plan Requirement & 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, flats, townhouse floors in the halls or off-campus, in addition to these options, may select 7 meals per week or 90 block plan.

The contract period begins the day before classes begin and does not include meals during vacation periods. For current board plans and rates, contact the Office of Student Life. Students wishing to change to a different board plan must submit this request in writing to Student Financial Services or to the Director of Residence Life and Housing by the end of the first day of the semester. Requests for changes will not be accepted after this.

Who Would Benefit From a Block Plan?

Block plans are definitely not for everybody, but they do have advantages that some students will find useful. 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 170meals), 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.

Board Plan Requirement Exemptions

Requests for exemptions must be submitted in writing to the Director of Residence Life and Housing. 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. The procedure to follow for proper documentation can be found at <http://www.houghton.edu/students/residence-life/residence-life-and-housing-forms/>. 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.

Declining Dollar Option

Each semester any student on a meal plan will get \$100 in declining dollars to use in either Big Al's or the Campus Center Dining Room. The declining dollars are treated just like cash at both areas.

Frequently Asked Questions about the Declining Dollar Option:

Q. Can I use the declining 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 declining 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 declining dollars carry over from one semester to the next?

A. Because the declining dollars are tied into the meal plans they must be used in the semester associated with them. The declining dollars have no cash value if not used.

Q. Are there any discounts tied to using the declining dollars?

A. Because the declining dollars are associated with the meal plans all sales are free of sales tax which will save you 8.5% whenever you use it.

Q. What if I run out of declining dollars?

At any point in the semester you can purchase more declining dollars at the Houghton Dining Services office. These purchases will continue to be free of sales tax.

Community Living Options

Students who prefer to find housing for themselves within the Houghton community may apply for a Community Living Option (CLO). The number of CLO's 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. Students with CLO's 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. A listing of landlords in the community who typically rent to students is available in the Office of Student Life, though students may rent from others not on the list.

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 are 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, FYI leaders, student government, student teachers and 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.

Event Planning Committee

Each residence hall and the flats and townhouses have residents who serve on its Event Planning Committee. The Event Planning Committee (EPC) fits into the overall mission of Student Life as the events planned by this committee bring about times for students to engage in meaningful community development.

Fines

The resident director may impose fines or community service upon residents for the violation of 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 of the semester in which the violations occurred. Outstanding fines will be increased by \$25 if not paid by this date and added 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 and will be added to a student's account.

Fire Safety

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 will be fined \$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.

Guests

Students may invite visitors of the same gender to stay in student rooms free of charge for three nights per semester, per guest. A \$10 fee is charged for each night after the third – not to exceed five nights. No member of the opposite gender (including parents, siblings or other relatives) may visit your room at any time –other than open house - unless it is cleared in advance with the RD or ARD of the building.

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, and sleeping are not in good taste and will not be tolerated.

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.

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.

Hours

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 8:00 am – 11:00pm on Sunday through Thursday, until 1 AM on Friday and 12 AM 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 a violation of college policy and may result in a \$50 fine.

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 they provide on their 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, freshman/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 whole academic year unless otherwise approved by the Office of Residence Life & Housing and will be emailed out to new incoming students by July 15.

Frequently Asked Questions: Here are some responses to frequently asked housing questions at Houghton College:

1. When will I receive my roommate assignment?

New incoming students (both freshman 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 roommate.

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

Yes. Each residence hall has a bike room. You can get a key for it from your residence hall director.

3. Are there laundry facilities in the residences?

Each residence hall, the townhouses, and the College Flats all have laundry facilities that are FREE. However, you must use the facility in the building of which you are a resident. Using the laundry in another building may result in a fine of \$50.

4. Are there kitchens in the residence halls?

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

5. 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.

6. 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, so you will want to be careful what you store. Generally, 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.

7. Are extra-long beds available?

In most cases, yes. Some beds are “standard” size (75” in length), but if you request an extra-long mattress (80” in length) we will try to comply.

8. Must I be on a meal plan?

Generally, yes. Freshman and sophomores must be on the Full Access Meal Plan. Juniors may move down to the 14 meals per week or the 170 block plan. Seniors in the townhouses and College Flats or off-campus may move down to the 7 meals per week or the 90 block plan if they prefer. Commuters, married students, and non-traditional students may opt out of the meal plan if they wish.

9. May I bring a refrigerator?

Yes. Students are allowed to have one small (up to two cubic feet), ENERGY STAR certified refrigerator starting the fall 2013 semester. Fridges already previously used on campus by current students will be permitted.

10. What is the rule on pets in College-owned housing?

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.

11. Can I bring an air conditioner and hook it up in my room?

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

12. Can I get a single room?

Every year is different. It depends on enrollment numbers if any are available. So feel free to request one if you would like. Prices for a single room are about 50 percent higher than for a double room.

13. May I choose my own roommate?

You may request a roommate. As long as the request is mutual, we will do all we can to bring it to pass. If the request is NOT mutual, we will not assign you as roommates.

14. 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.

15. Is there Internet access in the rooms?

Yes. Every student will have Internet service in his or her room.

16. May I bring a halogen lamp to campus?

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

17. 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).

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 a new bridge). The first floor, including the main lounge was renovated in 2007.

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

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 every floor 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 (used by the First Year Learning Community) and a fireside lounge for Gillette residents to enjoy.

Lambein Hall

Lambein is located near the Chamberlain Center (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.

Other Campus Living Options

Townhouses

Houghton has 28 townhouse units on campus. Most units can hold seven or eight students. Each townhouse has four bedrooms, two bathrooms, a large living room and a kitchen. The kitchen comes with a refrigerator, stove/oven, microwave and a dishwasher. The bedrooms come with a dresser, chair, desk and bed for each student, and the living room has a sofa and 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.

Brown House

Brown House is a themed living-learning community available to one male or female group of upper class students each year and houses 7-8 students. To be considered, students must obtain a faculty advisor and submit an application detailing the proposed theme and implementation plan to the office of residence life and housing. Applications are made available in the spring semester for the following academic year.

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 as to whether or not they paying additional tuition fees for Mayterm) are required to remain in and pay for the same type of college housing that they were using during their full-time semester(s). Exceptions to this requirement include students approved to commute by the Office of Residence Life & Housing, CLO students who choose not to live in college housing during May, and those on a trip for the entire Mayterm. Costs

associated with trips vary and some may charge additionally for transportation, lodging and food. The board plan used for 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 for Mayterm. All students on block plans for spring will have them converted to the equivalent meals per week plan.

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 will be liable for a minimum fine of \$50.00.

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 House

Open House is a designated time during which a student's room is open to opposite gender visitors. Visitors must sign in and out at the residence hall desk and leave their student ID. Non-student visitors must leave a driver's license. During open house visitation, the participating student's door must remain completely open, with enough light left on to make all occupants of the room visible to those in the hallway.

Residence halls may have up to five Open House evenings each week. The schedule is as follows: Tuesday, Wednesday, Friday and Sunday from 7:00pm to 11:00pm and Saturday from 4:00pm to 11:00pm.

In the Flats & Townhouses Opposite Gender Visitation / Open lounge Visitation Hours: (all shared living space) are Sunday – Thursday from 12:00 p.m. – 12:00 a.m., Friday from 12:00 p.m. – 2:00 a.m., and Saturday 12:00 p.m. – 1:00 a.m. For Individual Open Room Visitation the hours are 0-7 nights per week, 6:00 pm – 12:00 pm. (Specific Times: To be decided by each Flat or Townhouse - Townhouses and Flats MUST have a meeting to communicate desires with your townhouse or flat). Opposite Gender Individual Room Visitation Expectations are: Door open; Lights on; other townhouse residents must be present in house; Work with your townhouse/apartment to come to an agreement on hours.

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).

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 p.m. to 8:00 a.m. 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 discipline by the RD.

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

Report any needed repairs to the RD 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, and permission for an absence must be secured from their RD or RA in advance of the meeting time. A \$25 fine may be issued to those students with an unexcused absence.

Residence Hall Security

Students can do a few simple actions to protect belongings in the residence halls. Some of the simplest and most effective are:

- Keep rooms locked
- Keep exterior doors closed and latched
- Keep windows locked (especially on the ground floor)
- Report strangers to your RA, RD, or Safety and Security
- Keep close track of all keys and report if any are missing/lost

Residence Hall Solicitation

I. Sales Promotion Programs (from off-campus sources)

- 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 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 Director of Residence Life & Housing 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 on-Campus Group/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 Director of Residence Life & Housing 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 Director of Residence Life & Housing 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 on a regular basis. Thus, sales or promotions cannot take place in the individual's room on a regular basis (e.g. the sale of tapes, 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.

Residence Life Staff

Our residence halls, townhouses and apartments are staffed with over 40 people who are trained to provide leadership and to assist students in a variety of ways.

Assistant Resident Director (ARD)

Gillette Hall and the Townhouses and Flats each have an Assistant Resident Director who assists the Resident Director in day to day residence area functioning.

Resident Assistants

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 College Flats and Townhouses also have RAs who are assigned to each living area.

Resident Directors (RDs)

Each residence hall has a Resident Director who oversees hall activities as well as the general welfare of the residents. There is also one RD who oversees the townhouses and College Flats.

These Student Life professionals are trained to supervise student staff, oversee maintenance issues for the facility, do crisis intervention and some student discipline.

Residency Requirements

First and second-year students must live in one of the traditional residence halls. Third and fourth-year students may apply for townhouse or apartment housing or Community Living Options (CLO). Students under the age of 23 are guaranteed college housing within the

limits of available space. All students who do not have a CLO must live in college-owned housing, with the following exceptions:

- Students commuting from a parent's home
- 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 assigned more than 40 miles from campus

All expectations of the Community Covenant apply to all Houghton students, regardless of housing status.

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
- Toasters
- Popcorn poppers
- Hot pots
- Crock pots
- Electric fry pans/griddles

The following items are considered weapons and must be stored in the Safety and Security Office and checked out for appropriate use:

- Any weapon powered by pump action, including any BB gun, or “air soft” gun.
 - Any weapon powered by compressed air or CO₂ cartridge including all paint ball guns.
 - Any firearm, including black powder weapons
 - Any blowgun or similar weapon
 - Any type 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.

Room Inventory & Condition (RIC) Report/Room Contracts

Every resident is required to completely fill out a 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 have student’s name, home address, and semester returning clearly labeled (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.

Telephones

Students who live in college housing and purchase a VoIP gateway from the college are provided an on-campus extension, voicemail and local calling. Houghton College does not provide students with long distance service. It is possible to make long distance calls from your room using a calling card or third party calling service. Calling cards are available in the Campus store, and Jubilee grocery store. These locations are only mentioned as options. Student may freely shop around for a calling card service that is right for them.

Vacations

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 five 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. You won't need your ski equipment before Thanksgiving (usually!), and the golf clubs can generally stay home from Thanksgiving until Easter. Here are some items you may need.

- Alarm Clock
- Bag clips (for snacks)
- Bathrobe
- Bath supplies/toiletries (band-aids, lotion, shampoo, conditioner, soap, tissues, manicure items, disinfecting wipes, hand sanitizer, floss sticks/toothbrush/toothpaste, Q-tips, hair accessories/blow dryer, lip balm, deodorant, medicines/insurance card, shaver/shaving supplies, cosmetic bag, eye care products)
- Bath tote (bucket or tray to carry toiletries to shower)
- Batteries
- Binders/folders/hanging files
- Bookcase (small)
- Bulletin board
- Can/bottle opener
- Calculator
- Cell phone
- Chair (comfortable desk or folding camp chair)
- Calendar
- Camera
- Cleaning supplies (dish detergent, cleaner, dust cloth)
- Clothes basket/hamper

- Desk lamp
- Dress-up/business attire
- Dress shoes
- Exercise clothing
- Fan (small)
- First-Aid kit
- Flash drive
- Flashlight
- Flip-flops
- Hangers
- Headphones
- Iron
- Laundry supplies (laundry bag/basket, detergent, softener sheets)
- Linens (twin sheets, pillowcases, blankets, bedspread, towels, washcloths)
- Lint brush
- Under-the-bed storage boxes
- Office/desk supplies – scissors, tape, paperclips, pens, markers, bookends, stapler. Some other less thought of things such as index cards, glue sticks, Post-it notes, phone/address book, pencil holder & sharpener, labels of various sizes, ruler, stackable desk trays, dictionary, thesaurus
- Paper goods – napkins, paper towels, sandwich bags, trash bags
- Plastic crates (for storage, bookshelves, knick-knacks)
- Power strip with surge protector (long cord recommended) – you may want to bring two!
- Printer/paper/ink
- “S” hooks (for hanging things)
- Sewing kit
- Sleeping bag (for retreats, visitors)
- Snack items (imperishable)
- Stamps
- “Sticky-tak” (for putting up posters or wall hangings) – tape is not permitted
- Sunglasses
- Tableware (plate, bowl, glass, mug, knife, fork, spoon, storage containers)
- Telephone (if no cell phone)
- Throw rug for atmosphere if you wish (all rooms are already carpeted)
- Umbrella & rain gear
- Waste basket
- Winter clothing

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)
- Computers
- Refrigerators (up to two cubic feet; must be Energy Star certified refrigerator)
- Stereos & CD players

- TV (no cable hook-up in rooms)
- VCR /DVD

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 a.m. 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

Pertinent building hours follow:

- Campus Center is open 5:30 a.m. until 2:00 a.m.
- Academic buildings (Science, Chamberlain Center, Music, Stevens Art Studio, and Physical Education Center) are open 7:00 a.m. till midnight Monday through Saturday.
- On Sundays, the Physical Education Center has afternoon and evening hours and the other buildings are open 5 PM till midnight.

The above hours are maintained when the college is in session. During breaks, these facilities will have limited hours if they are open at all.

Campus Crime

The campus of Houghton College continues to be one of the safest places to attend college. For over ten years we have had no violent crimes and only an occasional theft or underage drinking issue to report. Houghton College reports crime statistics to the federal registry annually. These statistics can be viewed and compared with other campuses by visiting the following web site: <http://www.ope.ed.gov/security/>

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 Security

Committee, along with the Houghton College Committee on Harassment Policy and Prevention (CHPP) serve in an advisory capacity for campus safety. CHPP 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 twenty-four hours a day every day of the year.

Emergency Notification System

Houghton College has launched an emergency notification system. All students are encouraged to sign up for this system so we can immediately notify you by text message of pertinent emergency situations. An email will be sent simultaneously as well. When you sign up, you will have opportunity to provide up to two cell phone numbers and two email addresses for the messages to be sent.

To sign up, you will need your college network password, and the email/phone number at which you would like to be notified. Simply go to the following site and follow the instructions.

http://campus.houghton.edu/orgs/safety_security/forms/alertsignup.htm

Illegal Activity

Policy for Reporting Criminal Actions or Other Emergencies:

Each student and employee of Houghton College is expected to promptly report any criminal actions 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 hall directors or assistants act as the point of contact for all emergencies occurring within their residence hall. 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 police 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.

Do not give personal information (name, college, phone number, address, home phone or town).

Keys

Keys are issued from the Safety and Security Office based on student employment or responsibilities for class or study. Approval from a staff or faculty member in charge is required, along with a signed contract explaining the responsibility assumed. Charges for loss of any of these keys typically range from \$30 to \$250 (master keys may be charged a higher rate) as per the contract.

MISSING STUDENT PROCEDURE

A Houghton College student will be considered "missing" under the following conditions:

- He or she has not been seen or heard from for a period of 24 hours, at a time when one would reasonably expect him/her to be present or at least to have been in contact with others.
- Someone searching for another individual fails to locate that person following a preliminary search (phone calls, checking with friends, etc.) and there is good reason to believe his/her disappearance is unusual.
- Other circumstances which warrant concern: If, for example, a student calls late at night and says she/he is in a certain building and is leaving to go directly to her/his residence, and fails to appear in a reasonable amount of time, such a situation would warrant an immediate action.

Before officially declaring a student as missing, the officer on duty will conduct and/or oversee a preliminary search of areas where the person might reasonably be expected to be found.

Upon determining that a student is missing, the following people will be notified in this order:

1. Director of Safety and Security
2. Vice President for Student Life and/or President (who shall notify the Human Resources Department and/or RD) and other Vice Presidents as determined by Director of Safety and Security
 - a. After consultation with Dean of Students and VP, the designated Vice President will contact the family, as determined by the VP, to involve them in the process of locating their son or daughter.
3. New York State Police and Allegany County Sheriff Department and other police agencies as appropriate (e.g. the hometown police department of the student).
4. Media Relations.
5. Local media as determined appropriate (In most cases the media will be contacted by Public Relations, but it is the responsibility of the officer on duty to be certain this is done.)

In the event it is impossible to reach someone on this list, the next person(s) will be notified. The family of a missing student is certainly the most critical notification on this list. It is imperative that they be notified in a timely fashion. It is also imperative that we have accurate information and not notify them prematurely in an effort to avoid undue stress.

A full report will be completed by the officer on duty detailing actions taken and final disposition at the end of their shift.

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 valuables being left unattended. To minimize the risk of theft, keep residence hall rooms locked when unoccupied.

Students are strongly encouraged to check their parents' homeowner's insurance policy to confirm that their belongings are covered at college. This is usually a relatively inexpensive rider. 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. A parking policy established by the Student Government Association and the Student Life Council is in effect. 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 further parking options by inquiring at the Safety and Security Office.

Regular permit fees vary in price from \$30-\$150 per year. Permits are available on a per semester basis at a slightly higher per year 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).

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 & General Information

Tel.: 585.567.9483 or 9484

Fax: 585.567.4303

Location: Gillette Hall, lower level, adjacent to the Campus Center parking lot.

Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

Nursing Services

Students can see a nurse for evaluation of minor injuries and illness on a walk-in basis without an appointment.

Physician Services

Physician consults are scheduled by appointment opening, usually after a student has been evaluated by a nurse. Appointments are available on a daily basis.

Additional Services include:

- Daily (Mon – Fri) delivery of medications from the Fillmore Pharmacy
- 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 semester 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. A nurse staffed advice line is provided through Consolidated Health Plans, the insurance company that provides our student health insurance plan. The phone number to call can be found on the health center. Otherwise, contact your RA or the RD on duty for assistance if you are ill or injured when the Health Center is closed. They have a list of contact numbers to use if needed. After hours care can also be sought at several urgent care/ER facilities in the area.

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 yearly. If you do not verify alternative insurance coverage you will be automatically enrolled in the college sponsored plan and the charge will be applied to your Student Account. You may opt out of the college-sponsored plan online using your student ID number and current insurance card at <http://www.houghton.edu/students/student-health-services/health-insurance/>. (Click on the link to the waiver site.)

Calling for an Ambulance

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
- 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 Student Government Association 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)

Works with the 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

Society for Human Resource
Management (SHRM)

Teachers of Today & Tomorrow
(TOTT)

Young Life

Youth for Christ (YFC)

Residence Halls

Gillette Event Planning Committee

Lambein Event Planning Committee

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

Rothenbuhler Event Planning
Committee
Shenawana Event Planning
Committee
Townhouses Event Planning
Committee

Publications
Boulder (Yearbook)
Lanthorn (Literary publication)
STAR (Newspaper)

Campus Center

The Van Dyk Lounge in the Campus Center is first and foremost for the use and enjoyment of students, employees, and alumni. Any group using the Campus Center agrees to abide by the policies contained in the Student Organization Handbook. We all have vested interest in keeping the campus center in good appearance and condition. The Campus Center Recreation Room has foosball games, pool, and table tennis available for college student use. Equipment for these games may be checked out/rented from the Welcome Center with a college ID card. Programming in this area is managed by the director of student programs.

Communication Systems for Events— all advertising of student organizations events must be approved through the Office of Student Life. Methods of advertising events on campus:

SCOOP – Scoop@houghton.edu.

Campus-Wide Email – Office of Student Life. Advisor approval required.

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 director of student programs.

General Information

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)

Academic Dean - 1 st floor Luckey Building	3150
Dean's List	
Academic Records Office (ARO) – 2 nd floor Luckey Building	3500
Course Selection, Drop/Add Courses, Graduation, Transcripts, Transfer Credits	
Accounting Office – Basement Luckey Building	3220
Accounts Payable	
Admission Office – Main floor Fancher Hall	3530
Adult Education/West Seneca (extension from Houghton)	8700
Adult Education/West Seneca (local number)	716.674.6363
Advancement Office – Basement Fancher Hall	3400
Alumni Office – Top floor Fancher Hall	546
Athletics – Nielsen P.E. Center	6450
Audio-Visual (media services) – 1 st floor Chamberlain Center	4740
Fax, Chapel tapes/CDs, Lamination	
Big Al's Snack Shop – Basement Campus Center	3990
Campus Store – 1 st floor Campus Center	6200
Career and Life Planning – 1 st floor Campus Center	6220
Deciding on a major, Career Counseling, Graduate School Info.	
Job Search Information & Assistance, Interviewing Skills &	
Mock Interviews, Résumé Preparation & Critiques	
Chapel Control Booth – Wesley Chapel auditorium	4200
Church Relations – Third floor Library	6650
Conference Office – Basement Campus Center	6470
Counseling Services – 1 st floor Campus Center	6220
Custodial Services – Basement Campus Center	4860
Dean of the Chapel – 1 st floor Campus Center	3110
Employment – 2 nd floor Luckey Building	3280
On-campus work study	
Equestrian Center	585.567.8142
Finance –Basement Luckey Building	3120
Controller	
Health Center – Basement Gillette Hall	4830
Houghton Dining Services Mgmt. Dining Hall – 2nd floor Campus Center	2600
Big Al's Bucks/Catering	
Human Resources – 1 st floor Luckey Building	3210
Intercultural Student Programs – Basement Campus Center (programming)	5570
Intercultural Student Programs – 1 st floor Campus Center (immigration)	2200
Intramurals Office	4890
Java 101 – Basement Campus Center	6660
Cappuccino, Coffee, Smoothies, Steamers, Tea	

Library	
Circulation/reference desk	2420
Cataloging/periodicals	2440
Mailroom – Basement Campus Center	2490
FedEx Pickup, Intra-campus Mail, International Mail, Stamps, U.S. Mail	
Maintenance – Route 19 across from campus	4800
Marketing/Communications – top floor Fancher Hall	
Director	5540
Design Services: Design, Creative, Photography	
Lead Designer & Production Manager:	4810
Social Media Coordinator	5600
Web Coordinator	5640
Public Relations: Media Contact, Press Releases, Web	
Communication/Marketing Specialist	2110
Off Campus Programs – 4 th floor Chamberlain Center	6340
Physical Education Center	6450
Fitness Center, Pool, Weight Room	
President’s Office – 1 st floor Luckey Building	3100
Purchasing Office – Basement Luckey Building	3300
Quick Print – Basement Campus Center	4710
Colored Copies, Printing Needs	
Residence Halls:	
Gillette Hall desk	3700
Lambein Hall desk	2500
Rothenbuhler Hall desk	2700
Shenawana Hall desk	4300
Room Reservations:	
Daytime classroom use (ARO)	3510
Dining Rooms (Houghton Dining Services Management Team)	2600
Evening classroom use (Conferences & Camps)	6470
Gillette Hall Rec. Room (Gillette Hall Desk)	3700
Recital Hall (Music Office)	4000
Ropes Course/Lean to permits (Wilderness Adventures)	4980
Summer Use (Conferences)	6470
Van Dyk Lounge (Campus Center)	2000
Wesley Chapel use (Music Office)	4000
Residence Life & Housing Office – 1 st floor Campus Center	2270
Safety & Security Office – 1 st floor Campus Center	3330
Center for Academic Success and Advisement – 2 nd floor Chamberlain Center	2620
Study Skills – Workshops	2620
Tutors (writing)	2620
Student Financial Services – 2 nd floor Luckey Building	3280
Office of Student Life – 1 st floor Campus Center	2200
Dean of Students	2200
Director of Residence Life & Housing	2270
Vice President for Student Life	2200

Dean of the Chapel	3110
Scoop	2200
Holiday/Breaks Transportation	2200
Student Payroll – Basement Luckey Building	3200
Student Programs Office – Basement Campus Center	2220
Technology Services – McMillen House	2870
Technology Help Desk – Basement Campus Center	3490
Welcome Center – 1 st floor Campus Center	2000
Lost & Found, Recreation Supplies (ping pong/pool supplies)	

Resource Information

Services (585 area code unless otherwise noted):

Community Bank, NA	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 (formerly Jubilee Foods, Fillmore)	567.2701
Dr. Daniel Kauffman, DDS	567.4242
Northern Allegany Medical Group	567.2285
Southern Tier Community Health Center Network, Inc. (formerly UPC)	567.4248
United States Post Office	567.8783

Area Restaurants

Ace's Country Cupboard (Belfast)	365.2692
Allegany Grill (Belfast)	365.8298
Beef 'n' Barrel (Olean)	716.372.2985
Big Johnny's Diner & Bakery (Belmont)	268-2024
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
Maple Tree Inn (seasonal, Fillmore)	567.8181
Marino's (Hornell)	607.324.5896
Subway (Houghton)	567.2112
Turfside Restaurant & Golf (seasonal, Rushford)	437.2658
The Lakeside Restaurant (Rushford)	437-2511
The Lumberyard Restaurant (Perry)	237.3160
The Valley Inn (Warsaw)	786.3820

Transportation Assistance

Buffalo Airport Shuttle Service

Scheduled shuttles to the Buffalo Airport, Bus Station and Depew 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 \$10 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 \$80 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.