



# Student Guide

## 2020-21

Houghton College

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# WELCOME TO HOUGHTON COLLEGE

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It is my privilege to welcome you to Houghton College for the 2020-21 academic year. College can be a time of incredible growth and challenge. As our world continues to confront the new realities of life post-COVID-19, I pray that this may still be a season of development for you—in faith, wisdom, and love.

Life as a student at Houghton provides a unique opportunity to be surrounded by people who share a common mission: to develop students from diverse traditions and economic backgrounds into people who lead and labor as scholar-servants in a changing world. We do this by providing an academically challenging, Christ-centered education in the liberal arts and sciences. All that is contained within this guide is dedicated to fulfilling that important yet difficult purpose.

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

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

May the Lord richly bless you and keep you.

Marc A. Smithers

Dean of Students

## Purpose and Provisions of the Student Guide

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

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

Houghton College rules, regulations, and policies applicable to students are listed in the *Student Guide* and other student-related publications. Since the *Student Guide* and other student-related publications may be revised semester to semester, it is the responsibility of the student to view revisions online or to obtain revisions from the Student Life Office. Copies of this guide are free and available to all students at the Student Life Office. Students who wish to file a complaint or grievance, but are unable to determine what procedure to follow should contact the Dean of Students at 585-567-9220 or [Marc.Smithers@houghton.edu](mailto:Marc.Smithers@houghton.edu).

## Houghton College Mission Statement

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

## Student Life Mission Statement

The Office of Student Life at Houghton College seeks to foster a Christ-centered, multicultural, empowering, and educationally purposeful community that develops students holistically by supporting, celebrating, and sharpening them.

## Houghton College Nondiscriminatory Policy

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

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

- Age
- Race
- Color
- National Origin
- Sex
- Military or Veteran status
- Marital Status\*
- Parental Status
- Disability
- Sexual Orientation\*

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

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

## Student Life Team

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

- Katie Breitigan  
Director of Residence Life & Housing
- David Brubaker, MD  
Director of Health Services
- Bill Burrichter, PhD  
Exec. Director, Center for Student Success
- Kim Cockle  
Administrative Assistant/PDSO
- Helena Oden  
Director of Campus Store
- Ray Parlett  
Director of Safety & Security
- Marc Smithers  
Dean of Students
- A.C. Taylor  
Director of Student Engagement
- Matthew Webb, PhD  
Athletic Director

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# STUDENT LIFE HOUSING CALENDAR

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## August

- 21-23 | New and Returning Students move-in at assigned times
- 24-28 | Orientation, Reorientation, and Leadership Training Programming
- 31 | Classes begin (first-week remote instruction)

## September

- 7 | In-person class instruction begins

## November

- 25 | Residence halls close for semester at 12:00 PM
- 30 | Classes resume (remote instruction)

## December

- 11 | Classes end
- 14-18 | Finals Week

*(Spring Semester dates are tentative and subject to change due to public health concerns)*

## January

- 11 | New Students arrive at 11:00 AM; Returning Students move-in after 2:00 PM
- 18 | Martin Luther King Jr. Day Programming (**\*no classes**)

## February

- 20 | Residence halls close for Winter Break at 8:00 AM
- 28 | Residence halls open from Winter Break at 2:00 PM

## April

- 1 | Residence halls close for Easter Break at 8:00 AM
- 5 | Residence halls open from Easter Break at 2:00 PM
- 6 | Room Draw: Res Hall Singles, Triples & Quads at 9:00 PM
- 13 | Room Draw: Residence Hall Doubles at 9:00 PM
- 27 | Classes end
- 28-3 | Finals Week

## May

- 5 | Residence halls close (Unless Commencement housing approved) at 8:00 AM
- 8 | Residence halls close for all Non-Mayterm Students at 6:00 PM
- 10 | Mayterm students arrive at 2:00 PM
- 15 | One-Week Mayterm students leave by 8:00 AM
- 22 | Two-Week Mayterm Students leave by 8:00 AM

## June

- 5 | Three-Week Mayterm Students leave by 8:00 AM
- 12 | Halls Close for Summer Break

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# A VISION OF OUR COMMON LIFE

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## <sup>1</sup> **Preamble**

*“Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you.”* Philippians 4:9

Leader: Our common life expresses who we are. Houghton College is a community dedicated to Jesus—dedicated by a larger Christian community, The Wesleyan Church.<sup>2</sup> Houghton is also a liberal-arts college. We empower students to serve God and their human communities in a distinctive way. The capacities we work to cultivate, the God we serve, the context in which we do this work—all shape our common life.

**Community: This common life requires shared commitments. With the help of God’s Spirit and one another, we commit to a life together:**

- of rejoicing—celebrating God and God’s gifts;
- of gentleness—approaching one another with compassion and humility;
- of peace—relinquishing things that threaten to take the place of God in our lives;
- of paying attention to what matters—the true, the honorable, the just, the pure, the lovely, the admirable.

**These are starting points, ideals. A meaningful commitment to any of them must be embodied in specific practices and restraints.<sup>3</sup>**

Leader: A short statement about our common life can only gesture at these specifics. We must work them out continually as we reflect together on scripture, on our tradition, and on our lived experience.

## **Houghton is a rejoicing community.**

We revel in the good gifts of God. We gather for worship to praise God, to pray, to hear God’s Word read and proclaimed, and to be fed at the Lord’s Table.<sup>4</sup>

We rejoice in the truth as it is discovered in the academic disciplines and as it is revealed to us, through Scripture, tradition, reason and experience.

We speak the truth to one another with candor and grace; we listen to each other so we can understand, humbly respond, change and grow.<sup>5</sup>

As the Holy Spirit has equipped us, we joyfully learn and we joyfully teach: this is our service to the global Body of Christ, to The Wesleyan Church, for the life of the world, so that the earth may be filled with the knowledge of the glory of the Lord as the waters cover the sea.<sup>6</sup>

## **Houghton is a gentle community.**

We are joyfully and humbly accountable to orthodox Christianity—the faith once for all delivered to the saints.<sup>7</sup>

We offer our gifts to the Church to help with its discernment and future. Our curriculum, our worship, our beliefs and practices: Christ is all and in all! <sup>8</sup>  
We make room for each other: speaking what is useful for building up, our words giving grace to those who hear, <sup>9</sup> gently restoring those in a season of doubt or crisis, guiding each into the Word of truth, making room for the Holy Spirit's creative work in our lives. We receive each other as we receive Christ. <sup>10</sup>  
We make room for difference of opinion: we dialogue well. We listen charitably to understand each other, speak winsomely, truthfully and lovingly, and submit to each other out of reverence for Christ, <sup>11</sup> leaders honoring the wisdom of the body, members honoring the duty of the leaders.

### **Houghton is a community at peace.**

Our lives are ordered in all things and secure. <sup>12</sup>  
To worship God's gifts is idolatry; to enjoy God's gifts is peace.  
We do not worship money. We live simple lives of joyful gratitude. <sup>13</sup>  
We do not worship productivity. We honor the Sabbath as essential to God's character and our flourishing. <sup>14</sup> We proclaim that the earth is the Lord's and ours to steward. <sup>15</sup>  
We do not worship power and affirmation. Our identity is rooted in Christ, not in praise or shame from others. <sup>16</sup> We esteem the weak, the poor, and those on the margins <sup>17</sup>  
We mourn our world's persistent racism and division. <sup>17a</sup> We will build an equitable community, people of all nations and races sharing each one's joy, enjoying each one's gifts, bearing each one's burdens.  
We do not worship the works of our hands. We use the power of technology to humanize and heal; this power can also destroy, and we use this power wisely and humanely.  
We do not worship our appetites. We honor and care for our bodies as Christ cares for the church. <sup>18</sup> We practice restraint from substances and activities that harm self and community. We celebrate the gift of food and drink, which nourishes and brings joy; we do not abuse food by regularly eating too much or too little. We do not normalize alcohol, for the sake of our common life. <sup>19</sup> We celebrate the gift of sexuality, which brings new life into the world and binds together husband and wife for faithful, fruitful service to family, church and world. We celebrate single people, since singleness has a place of preferential honor in the Body, showing us how to deny ourselves and follow Christ into full and joyful life. <sup>20 21</sup>

Laying aside the world's false gods, and the sin that so easily entangles, we pursue peace with everyone, and the holiness without which no one will see the Lord. <sup>22</sup>

### **Houghton thinks on praiseworthy things.**

We celebrate the beauty of the earth: we prayerfully conserve God's creation, and draw on it for human flourishing in sustainable ways.

We give thanks for the joys of human love, for costly, Christlike friendship that meets our need for intimacy and security, for families whose love complements that of the Body of Christ.

We yearn for a world of righteousness, where everyone lives out God's will for their lives. We yearn for a world of justice, where the world's persistent cruelty is exposed and disarmed, dividing walls of hostility are broken down,<sup>23</sup> and the last enemy is destroyed, even death itself.<sup>24</sup>

All that is true, All that is noble, All that is right, All that is pure, All that is lovely, All that is admirable: this is the cry of our hearts and to this we give ourselves.

### ***Conclusion***

**Community: We commit ourselves to these ideals—to this vision of a common life.**

Leader: We are certain to disagree about the implications of our ideals. To live in harmony and do our shared work, we need to graciously accept decisions different from those we would make ourselves.<sup>25</sup>

**Community: We will not lie about what we see as better, but will seek the best interpretation of one another's words and choices. We will not undermine those who act on our behalf.**

Leader: It is easiest to shape a common life face to face. The core of Houghton's mission is education in an incarnate community, including not just class meetings, but shared meals and recreation and worship. But we recognize that many people contribute to our common life periodically or at a distance. We will discern together what to require of those whose connection to our common life is more limited, granting freedom in Christ where a practice does not contribute importantly to our shared work.<sup>26</sup>

Community: We will fall short of our best intentions; we know this before we begin. We will need to forgive and bear with one another when we let each other down. The test of our integrity is not whether we fully embody our ideals, but whether we go on affirming them and strive to embody them more fully—whether we are a people of repentance and grace. We will know these are truly our ideals if we impress them on one another: if we talk about them in our homes and as we walk along the path, if we urge one another and ourselves to live into them further, to put them into practice.<sup>27</sup>

<sup>1</sup> A Vision of Our Common Life is a liturgical document for the entire Houghton College community.

<sup>2</sup> Houghton College is owned by The Wesleyan Church.

<sup>3</sup> This document, along with the college doctrinal statement, the faculty, staff and student handbooks and the document, “What it means to be a liberal arts college of The Wesleyan Church,” further communicate the culture and identity of the Houghton community.

<sup>4</sup> Board of Trustee members, administrators, faculty and staff are expected to be faithful in attendance in their local churches and participate in ministries. We encourage students to do the same, while we recognize that students may come from other religious backgrounds, or none at all.

<sup>5</sup> We are created for community (relationship with others). We need each other and are better because of each other. Consequently, personal communication is encouraged, whenever possible, rather than electronic communication.

<sup>6</sup> Throughout the footnotes, biblical references are included to identify the biblical allusion in the text of the document. We seek to be faithful to the scripture as a whole in this document, rather than to identify specific portions of the document with individual texts, thus avoiding the danger of proof-texting. Habakkuk 2:14

<sup>7</sup> Jude 3

<sup>8</sup> Colossians 3:11

<sup>9</sup> Ephesians 4:29

<sup>10</sup> Matthew 25:34-40; The Rule of St. Benedict

<sup>11</sup> Ephesians 5:21

<sup>12</sup> 2 Samuel 23:5

<sup>13</sup> We spend our time, resources, and money purposefully recognizing these as gifts from God.

<sup>14</sup> We attempt to keep the perspective that work is for God, and that we need rest and worship to sustain our work.

<sup>15</sup> We are charged with caring for all of creation.

<sup>16</sup> Our value is based on who we are in Christ, not on bank accounts, degrees, titles, power over others or the acceptance or rejection we receive from others.

<sup>17</sup> James 2:1-4

<sup>17a</sup> The Methodist movement in the United States (which created The Methodist Episcopal Church, The African Methodist Episcopal Church, The Wesleyan Church, The Free Methodist Church, The Church of the Nazarene, The Church of God-Anderson, and the United Methodist Church) was significantly involved in social activism for women, children, and the anti-slavery movements in the nineteenth and twentieth centuries. These denominations have also been involved in varying degrees with racial and gender equality movements over the past fifty years.

<sup>18</sup> Ephesians 5:29-30

<sup>19</sup> Alcohol is not allowed on any of the college properties or at any college function (on or off campus). We choose to model an alcohol-free lifestyle for our students that is counter-cultural to much of the world around us. See handbooks for specific guidelines.

<sup>20</sup> Not everyone will marry, and not everyone who marries will always be married, but many will be single for at least part of their adult lives.

<sup>21</sup> While there are differing perspectives on the LGBTQ relationships within the Christian community, Houghton College’s policies are based on the definition of marriage between a man and a woman as stated by The Wesleyan Church.

<sup>22</sup> Hebrews 12:14

<sup>23</sup> Ephesians 2:14

<sup>24</sup> 1 Corinthians 15:26

<sup>25</sup> We firmly believe in the freedom of thought and give opportunity for dissenting voices to be heard. Once decisions have been made, we respect those who bear the responsibility for those decisions. This does not mean we have to like the decision, but we will abide by it and not seek to discredit the decision or decision-makers.

<sup>26</sup> Commuters on a residential campus, non-residential campus students and faculty, graduate students, mature age students, and on-line students and faculty have significantly different communities than those on the residential campus. There may be different expectations of these people.

<sup>27</sup> We anticipate using this Vision of Our Common Life during opening convocation and other times of the year to remind us all of our commitment of living intentionally as a Christlike community with each other.

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# COMMITMENTS IN A COMMON LIFE

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## Philosophy of Conduct

The Office of Student Life at Houghton College seeks to foster a Christ-centered, multicultural, empowering, and educationally purposeful community that develops students holistically by supporting, celebrating, and sharpening them. Through our conduct process, we evidence the fulfillment of this part of our mission by providing opportunities for students to grow in their ability to:

- Demonstrate the ability to recognize and peacefully deal with interpersonal conflict.
- Recognize and confront other's values and behaviors that are potentially dangerous or harmful in a loving and gracious manner.

In our philosophy of conduct, we seek to strike a creative balance between acceptance and accountability, one which supports students as they are yet sharpens them by calling them to something more. We are not legalistic in holding students accountable, nor do we yield our standards to all manners of interpretation. We hold high standards but provide students with the resources and support they need to meet those standards, in hopes that each student may leave here equipped to share in the work of building the kingdom of God wherever they are led.

## 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, some of which surpass legal requirements or allowances. The following rights and responsibilities help to guide mutual understanding and agreement of the proceeding community expectations.

The rights of the Houghton College student include, but are not limited to, the following:

- to know the regulations and policies for which he/she is accountable.
- to proper notice and a fair hearing when charges for violating college policies are reported.
- 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 responsibilities of the Houghton College student include, but are not limited to:

- being acquainted with the college Catalog, Student Guide, and other relevant college policies.
- understanding that each individual is responsible for the consequences of his/her behavior.
- 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.

The following behavioral expectations have been implemented to best achieve the kind of community Houghton aspires to be as outlined in *A Vision for Our Common Life*. These behavioral expectations apply to all enrolled undergraduate and graduate students and are to be upheld unless:

1. the college is on a holiday or semester break, or
2. a student is enrolled in either an online or extension site associate's program, as these students have no opportunity to regularly engage in common community life practices with other Houghton students outside of the classroom, or
3. a gesture of hospitality from one's host, the refusal of which would be seen as culturally insensitive, inconsiderate of the other's traditions, or harm one's ability to practice biblical notions of freedom and gratitude.

We commend each of our *Commitments in a Common Life* as uniquely suited to flourishing in Christian community and encourage all students, regardless of these exceptions, to practice them throughout their experience at Houghton. If a student falling under one of these exceptions chooses to engage in practices which would typically be prohibited, the student is expected to do so with humility, self-control, and an understanding that public disregard of behavioral expectations is unwise. To build a common life in community, each member should seek to appreciatively and meaningfully uphold the commitments made to one another in all circumstances. Both immodest use of these exceptions or interpretations which do not seek to capture the spirit of the commitment but instead seek to discover ways to sidestep these obligations weaken our responsibilities to one another and ultimately diminish our life together.

## Common Life: Responsibilities to the Individual

### *Drugs and Alcohol*

Houghton College complies with the Drug Free Schools and Communities Act. The consumption, purchase, distribution, or possession of illegal drugs or alcoholic beverages on- or off-campus is prohibited while enrolled as a student. The typical sanction for a first offense involving alcoholic beverages is disciplinary probation. A second offense may result in suspension from the college.

The typical sanction for a first offense involving purchase, distribution, possession or use of illegal drugs or abuse of any drug, including unauthorized use of prescription drugs, is suspension from the college. The college will cooperate fully with law enforcement agencies when adjudicating drug or alcohol cases.

For students who have a drug or alcohol related addiction that may be alleviated through counseling or other appropriate therapies, the college will partner with students through the

counseling process rather than through disciplinary processes if the student voluntarily seeks help in advance of a reported violation.

### *Language, Profanity, and Hateful Speech*

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, spoken or written, is prohibited and may result in disciplinary action. Language should also reflect sensitivity to cultural diversity.

### *Personal Appearance*

Modesty is the overriding principle of Houghton's standards of personal appearance. Every Houghton 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 too revealing or displays advertisements or language that violates or encourages the violation of community standards is unacceptable and may result in disciplinary action.

### *Technology Usage Policy*

Those who use the computing and network resources are required to behave in their use of the technology in a manner consistent with mature Christian behavior, as well as federal and state law. Improper use of college computing and network resources will result in disciplinary action. A complete description of the College's Network Usage Policy can be found on [Technology Services website](#).

### *Tobacco & E-cigarettes*

Houghton College is a smoke free environment. The use of tobacco, nicotine, or cannabis (in cigarette or e-cigarette form) by Houghton College students is prohibited. The possession or use of cigarettes or e-cigarettes or other recreational vaporizers is prohibited. A smoking cessation program is available through the Health Center for those students interested in stopping a smoking habit.

## Common Life: Responsibilities to the Community

### *Altercations*

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

### *Chapel Attendance*

All undergraduate students on Houghton's main campus must meet chapel attendance requirements (28 of 42 services) each semester. Failure to do so may result in consequences ranging from disciplinary probation to suspension. Processes for tracking attendance,

exemption requests, and attendance procedures can be found in the Student Guide or on the Chapel website.

### *Disruptive Behaviors*

Disruptive behavior that significantly affects the student learning environment such that others are unable to reasonably fulfill their academic obligations may result in disciplinary action or Student Life intervention, as appropriate. A student's enrollment or ability to remain in college housing may be affected if he or she:

- exhibits little or no control in adhering to college policies;
- is unable to carry out the normal routine of campus life;
- threatens to harm others;
- has a health or physical condition that reaches a critical level and becomes life threatening;
- creates undue emotional or physical stress for others that disrupts the learning environment; or
- places consistent unrealistic expectations on the time or energy of students, faculty, or staff.

### *Hazing*

Hazing of students will not be tolerated by Houghton College under any circumstances. Hazing is defined as the intentional or reckless act, on- or off-campus, 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.

### *Occult Practice*

While Houghton College welcomes students from various faith traditions, members of the community are prohibited from engaging in occult practices.

### *Quiet Hours*

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

A 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.

## *Theft and Vandalism*

Students are expected to respect the property of the college, its guests, and all members of the campus community. Instances of theft, the taking or possessing the property of another without right or permission, or vandalism, attempted or actual damage to, defacing of, or destruction of public, college, or personal property, will not be tolerated and will result in disciplinary or legal action.

## *Weapons*

The following items are prohibited weapons and are not allowed on campus without expressed written approval by the Office of Safety and Security:

- Any weapon powered by compressed air or CO2 cartridges, i.e. paint ball guns.
- Any weapon powered by pump action, including BB guns or “air soft” guns.
- Any firearm, including black powder weapons
- Any blowgun or similar weapon
- Any type of bow (archery)
- Any Martial Arts weapon, (e.g. nunchucks, throwing stars, throwing knives)
- Any knife with a blade 3½ 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

All approved weapons must be registered with, stored, and properly checked out through Campus Safety and Security Office.

## Common Life: Responsibilities in Intimacy

Intimacy is a critical component of Christian community, and the Houghton community strives to be a place where intimacy is found in many contexts. Individuals should seek intimacy, or deep knowledge, care, and respect, in relationships with friends and mentors of both genders. By bearing one another’s burdens and striving to support one another in love, individuals can enjoy closeness and companionship in addition to or outside of romantic relationships.

Aspects of healthy relational and sexual practices before marriage include but are not limited to:

- Pursuing contentment in every stage of life, regardless of relationship status
- Viewing sexual desire as a good gift from God
- Practicing healthy restraint of sexual behavior in all seasons of life
- Respecting ourselves and others, resisting the temptation towards sexual objectification
- Practicing good personal hygiene and cultivating a sense of comfort in our bodies
- Seeking encouragement and accountability when faced with sexual temptation
- Finding single and married people to know, look up to, and learn from

We believe that Scripture clearly prohibits certain acts, including sexual relations outside the bonds of marriage. The determination of what qualifies as sexual is not always simple. Some displays of physical affection are certainly appropriate as individuals explore deepening relationships toward the goal of a life together in marriage. Depending on individual convictions, these may include holding hands, hugging, or kissing. Great care should be taken to ensure behaviors in a relationship are supportive of balanced relational growth.

### *Gender Identity*

As with the Wesleyan Church's stance on gender identity, we do not hold students accountable for simply identifying with a gender that is inconsistent with their sex assigned at birth. Thus, referencing themselves with names or pronouns consistent with their transgender identity is not a violation of Houghton's policies. Likewise, members of our campus community are free to reference students informally by their preferred names and pronouns. We encourage all community members to promote good will and not to provoke needless conflict. Formal references in official college documents or communication should include the student's "name of record" or legal name.

### *Harassment and Sexual Violence*

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

### *Open Hours*

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

### *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, or websites viewed, stored or shared physically or electronically. Students are also expected to refrain from requesting or sending nude or explicit pictures, even within established romantic relationships.

### *Pregnancy*

In the event of a student becoming pregnant, the student is encouraged to seek support through various services offered through Student Life. If the Student Life Office is made aware of a student pregnancy, an administrative meeting will occur to discuss a support plan with the affected students that prioritizes:

- (1) the physical and emotional health and safety of both parents and the child(ren)
- (2) academic guidance (including possible academic accommodations) for both parents during the pregnancy and the months following

- (3) equitable treatment of both parents of the child(ren)
- (4) reasonable accommodations to the physical environment and continued advocacy by Student Life staff to ensure continued academic progress, such as accessible breastfeeding space on campus and modifications to classroom space, among other potential supports.

While our traditional residence halls are not suited to the housing of small children within student rooms, students with children who wish to live on-campus should request housing accommodations with the Office of Student Life, as non-traditional housing may be available as space permits.

### *Public Displays of Affection*

Excessive or distracting public displays of affection (PDA) must be avoided as they are not generally appropriate and could be disruptive to the workplace or learning environment. Such displays may include, but are not limited to, extended or suggestive kissing, lying or sitting on one another, and fondling.

### *Resources*

If the student desires confidential support, he/she should contact the Counseling Center, Health Center, or the Dean of the Chapel.

### *Same-Sex Romantic Behavior*

Houghton College upholds the Wesleyan Church's position on same-sex attraction. Thus, our community standards relate to the behavior of an individual, not the orientation, desire, or temptation.

We affirm that it is best for students not to enter same-sex dating relationships, in which they are exploring together the possibility of marriage or a sexual relationship. We recognize, though, that these relationships are difficult to categorize with precision—the exact behaviors that indicate exclusivity and a trajectory toward marriage are unique to each generation of students and each culture. If it becomes evident that a student is in a same-sex dating relationship, the students will have a conversation with the Dean of the Chapel or an appointed representative from the campus ministry office, where every effort will be made to find a way forward that is meaningfully guided by the College's perspective while also meaningfully hospitable to the students involved. Of paramount importance in this discussion is the college's ability to facilitate a culture where LGBT students who wish to express their sexual identity in a way consistent with our beliefs can do so with the support they need.

## Revision and Scope of Policy

Any changes made to the behavioral expectations above will become effective at the time they are communicated to the community through appropriate means.

Contents within these behavioral expectations are intended to clearly communicate behavioral expectations for which a student is responsible to uphold, yet it remains general in scope; thus, it does not contain all regulations that relate to students that may affect their standing with the college.

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, which are free and available to all students at the Student Life Office.

## Self-Reporting

While the formal Student Conduct Process provides an avenue for student growth and development, the Self-Reporting Process gives students an opportunity to take more ownership over the actions and consequences of behavioral choices as they:

1. Openly admit and accept responsibility for their actions,
2. Reconcile themselves to affected parties as appropriate, and
3. Engage in a developmental and educative process without needing to enter into the formal Student Conduct Process.

To enact the Self-Reporting Policy, a student who has violated one of the Commitments in a Common Life must voluntarily come to a college official (e.g. resident director, coach, faculty member, or other Student Life professional staff member) prior to the violation being reported to the Office of Student Life through other means. Student staff, even those in leadership positions, such as resident assistants, assistant resident directors, or team captains are not considered college officials for these purposes.

Once a violation has been reported, the student and the college official must then meet with the Dean of Students (or the dean's designee) to discuss pertinent details of the report as soon as they are able, but no longer than two business days. In this meeting, they will develop a Growth Plan for the student which:

1. Addresses and repairs harm that may have been done to the community;
2. Reduces the likelihood of repeated violations; and
3. Provides opportunities for reflection and growth for the student.

There are instances in which a student may still be required to go through formal Student Conduct Process after self-reporting a behavior or action, such as:

1. If it appears likely, either during the report or after, that a student has not been fully honest and transparent about the nature of the violation (such as withholding details about the severity of the violation);
2. If the behavior or action is a repeat or serious violation, deals with criminal activity, or resulted in an arrest;

3. If the behavior or action falls under sexual or relationship violence as described in Houghton's Title IX policies and procedures;
4. If the student chooses not to agree to or carry out the Growth Plan.

## Training of Commitments in a Common Life

The College uses the following methods to communicate community expectations:

- In the application process, students agree to abide by the policies and commitments found in both the Vision for and Commitments in a Common Life, which they are provided with to review.
- Upon enrollment, during the confirmation of enrollment process, students are encouraged to read through both documents again and need to affirm that they understand the Commitments in a Common Life which they agree to uphold.
- On campus, students need to reaffirm these Commitments in a Common Life by both attending trainings during Transitions 102/104 and a yearly recommitment through registering procedures.

## COVID-19 Specific Policies

To contain and mitigate the potential spread of COVID-19 on Houghton's campuses, wearing masks, maintaining social distancing, and practicing good hygiene remains very important. If students have questions about the health issues connected with COVID-19, they should contact Campus Health Services.

The individual choices that each person makes, more so than ever before, have an outsized effect on the people around them. Each person's individual safety and ongoing health is not just the result of the personal choices that are made by that person. Each person's safety and health is meaningfully shaped and affected by the personal choices of those around them. Choices, then, are not made at *your* individual risk but are made at *our* collective risk. The daily choices to mask, socially distance from others in public, and practice habits of cleanliness have long term and far-reaching consequences on the ongoing safety and sustainability of life at Houghton this year.

By attending on-campus classes, students agree to abide by the following COVID-19 policies which supersede other provisions in the Student Guide. The failure to uphold these practices may result in restricting a student's access to campus, with an initial violation receiving a warning and a third violation resulting in a ban from campus. These measures are in place due to the high importance of minimizing risk to all campus community members.

### *Masking*

Students are required to wear masks when they are not alone or solely with their roommate(s) (commuters and students living off-campus will need to wear masks at all times while on campus except during meal times). Each roommate pairing will be considered a family unit with

masking and social distancing not necessary unless they are under quarantine due to a close contact having tested positive for COVID-19.

### *Social Distancing*

Students will need to keep socially distanced (at least six feet) from others that are not their roommate(s). When they are outside, they will not be required to wear masks as long as they are socially distanced from others that are not their roommate(s). If they are unable to socially distance while outside, they need to be wearing a mask. Even while socially distancing outside, students are encouraged but not required to wear masks.

### *Travel Restrictions*

Residential students will not be able to spend a night off-campus without authorized approval from a resident director or the Director of Residence Life, and must undergo a fourteen-day pre-cautionary quarantine upon return. Students who return to campus after spending a night away from campus without approval will also need to undergo a pre-cautionary mandatory fourteen-day quarantine and will receive a warning for violation of health protocols in addition to a Student Life charge.

### *Visitor Policies*

Visitors to campus will be allowed to be in public gathering spaces outside and are discouraged from being inside any campus buildings. If visitors are inside any buildings, they are required to wear a mask. Visitors are not allowed to be in residence halls at any time. Open Hours are suspended for the fall semester and students will not be able to visit the residence hall rooms of anyone else.

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# STUDENT RESOURCES

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## Athletics, Intramurals & Recreation

### *Mission Statement*

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

### *Athletics Affiliation*

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

### *Athletics Eligibility*

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

### *Nielsen Gymnasium*

During the academic year, the Nielsen Physical Education Center (PEC) is open to the public:

- **Monday-Friday: 8:00 AM to 10:00 PM**
- **Saturday: 8:00 AM to 10:00 PM**
- **Sunday: 1:00 to 5:00 PM; 9:00 to 10:00 PM**

Specialized areas (proctor station, free-weight room, Auxiliary Gym, and swimming pool) have more limited hours and 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.

### *Kerr-Pegula Field House*

During the academic year, the Kerr-Pegula Field House is open to the public from:

- **Monday-Friday: 6:00AM to 10:00PM**
- **Saturday: 8:30AM to 10:00PM**
- **Sunday: 1:00 to 5:00PM; 9:00PM to 11:00PM**

The proctor station and free-weight room have more limited hours and 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.

### *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 <https://athletics.houghton.edu/index.aspx?path=intramurals>.

### *Intercollegiate Sports Offered*

#### **Fall Season**

M Soccer  
W Soccer  
M Cross Country  
W Cross Country  
W Field Hockey  
W Volleyball  
M Tennis  
W Tennis

#### **Winter Season**

M Basketball  
W Basketball  
M Indoor T&F  
W Indoor T&F  
  
\*M indicates Men's  
\*W indicates Women's

#### **Spring Season**

M Baseball  
W Softball  
M Lacrosse  
W Lacrosse  
M Outdoor T&F  
W Outdoor T&F  
M Tennis  
W Tennis

### *Requesting to Add a Sport*

Sports are an important part of the co-curricular program at Houghton. Should a student have an interest in a sport not currently offered, they may request that it be considered for addition by contacting the Director of Intramurals or Committee on Intercollegiate Athletics (CIA) who will then implement a detailed protocol of determining interest and feasibility.

## Center for Student Success

Location: First Floor of Chamberlain Center in the Center for Student Success

Phone: 585-567-9622

Fax: 585-567-9625

Website: <http://www.houghton.edu/students/counseling-services/>

### *Hours of Operation & General Information*

- **Monday-Friday: 8:00 AM to 5:00 PM**

The Center for Student Success consists of Academic Support, Career Services, Counseling Services, Disability Services, and the Writing Center.

## *Academic Support*

The Academic Support Services office seeks to promote the academic success of all Houghton College Students through open access to academic counseling and coaching, extensive peer-tutoring opportunities, and appropriate support for students with disabilities.

Services offered:

- **Study advisement:** students can have various aspects of learning analyzed for strengths and weaknesses, with suggestions offered for course-specific study skills
- **College study methods:** time management, note-taking, and effective studying techniques are taught in this credit-bearing course offered through the office
- **Peer tutoring:** students interested in receiving additional help in specific courses can inquire about one-on-one or peer tutoring opportunities arranged through the office

## *Career Services*

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

We offer services including individual counseling appointments, career assessments, aptitude tests, workshops on professional development, networking opportunities on and off campus and help with job and internship placements. Career Services are located in the Center for Student Success on the first floor of the Chamberlain Center. To make an appointment or learn more about Career Services, contact the Center for Student Success at 585-567-9626.

## *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:

- Alcohol/substance use/abuse
- Anxiety

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

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.

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

### *After Hours Care*

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

### *Confidentiality*

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

## Dining Services

Metz Culinary Management provides a range of dining services to the Houghton College community. They provide the following options for students, both residential and commuting.

### *Board Plan Requirements & Options*

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

- All first-year students and sophomores are required to be on the Full Access Meal Plan.

- Juniors and seniors living in the residence halls (on non-townhouse floors) may choose the Full access, the 14 meals per week, or 170-block plan.
- Seniors living in townhouses, townhouse floors in the halls or off-campus, in addition to these options, may select 7 meals per week or the 90-block plan.

The contract period begins the day before classes begin and does not include meals during College breaks when residence halls are closed. When using your meal plan, remember:

- Students are required to present Houghton College ID cards for entrance into the Dining Hall or for use of Flex Dollars. Meal plans are not transferable and may not be shared with others.
- Students on the All Access, 14 meal plan or 7 meal plan may not use plan meals for guests. Students on a Block Plan (170 or 90) may use meal plan meals for guests but must be present at the time of purchase.
- Students on any plan may use flex dollars to purchase meals for others.
- All Dining Hall food must be eaten in the Campus Center Dining Room. Students may take one piece of fruit, a cookie or an ice cream cone if they wish as they leave the Dining Room area. Meals to go are available upon request from the Dining Services office.
- Students wishing to change to a different board plan must complete a meal plan change form found here: <https://www.houghton.edu/students/residence-life/meal-plan-change/> by the end of the first week of the semester. Requests for changes after this date will not be considered.

For current board plans and rates, visit <https://www.houghtonmetz.com/mealplans.html> or the Tuition and Fees website at <https://www.houghton.edu/admission/financial-aid/tuition-and-fees/fee-schedule/>.

### *Block Plan Benefits*

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

- A block plan provides a certain number of meals for the semester (either 90 meals or 170 meals), and can be used up in different ways. For example, if you wish to take five meals in the first week, twenty meals the second week and eight meals the week after that, you may do so until you have used up all the meals in your block.
- Those on a block plan can "scan" for another person (friend, parent, or sibling) who is visiting for the day, thus enabling that visitor to enjoy a meal without having to pay out of pocket. The holder of the block plan, though, must be present to scan in others.

Please note that the Full Access Plan is not considered a “block plan.” The Full Access Plan does not enable a student to scan for another person, but allows a student to eat in our Dining Hall any time that it is open.

### *Board Plan Exemptions*

The following students are exempted from board requirement:

- Commuting students
- Non-traditional students (age 24 or older)
- Ninth semester students (and beyond)
- Students with documented health problems that cannot be accommodated by Houghton Dining Services. Accommodation requests must be made utilizing the forms found at: <https://www.houghton.edu/wp-content/uploads/2019/02/meal-plan-accommodation-or-exemption.pdf>.

### *Mayterm Board Plan Procedures*

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

### *Flex Dollar (“Big Al Bucks”) Option*

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

#### **Flex Dollar FAQs:**

- ❖ **Can I use the flex dollars whenever I want?**
  - Yes, you can use it whenever Big Al's or the Dining Hall is open.
- ❖ **Is there a limit on what I can purchase with the flex dollars?**
  - 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.
- ❖ **Will my flex dollars carry over from one semester to the next?**
  - Flex dollars are tied to meal plans purchased in an academic year. Flex dollars left at the end of the fall semester carry over to the spring semester. Any flex dollars remaining at the end of the spring semester will be forfeited.
  - Exception for May Term students– Flex dollars remaining at the end of the spring term carry over until the completion of that May Term. After which any flex dollars remaining will be forfeited. The flex dollars have no cash value and are non-refundable.
- ❖ **Are there discounts tied to using the flex dollars?**

- Yes. Flex dollars are tax free (tax rate in Allegany County is 8.5%).
- ❖ **What if I run out of flex dollars?**
  - You may purchase additional flex dollars at the Houghton Dining Services office, top floor of the Campus Center. Additional purchases are also tax free.

## The Highlanders Shop

Location: First Floor of Campus Center

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

Address: One Willard Avenue

Reinhold Campus Center

Houghton, NY 14744

Website: <https://store.houghton.edu>

Online Bookstore: <https://houghton.textbookx.com/institutional/index.php>



Houghton College Highlanders Shop



thehighlandersshop

### *Hours of Operation*

- **Monday-Thursday: 9:00AM to 8:00PM**
- **Friday: 9:00AM to 6:00PM.**
- **Saturday: 11:00AM to 2:00PM**

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

### *Methods of Payment*

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

### *Services and Merchandise*

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

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

### *Purchasing Textbooks*

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

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

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

### *Used Book Buyback Policy*

Textbook buyback is held in The Highlanders Shop at the end of each semester. The Highlanders Shop is guided by current industry policies in deciding which textbooks to buy and how much to pay for them. Textbooks in poor condition and non-current editions may be deemed valueless.

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

### *Return Policies*

#### *Course Materials*

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

#### *General Merchandise*

Within 30 days of the date on your receipt, you may return merchandise to the store for an exchange, refund, or store credit, accompanied by the original sales receipt. The merchandise

must be in new and resalable condition, show no signs of wear, and must be accompanied by garment tags/packageing. Clearance items are final sales.

## Intercultural Student Engagement

Intercultural Student Engagement aims to serve the unique needs of international and third culture students at Houghton. We do this by helping to facilitate a smooth transition to U.S. culture through the *Interconnect Program (orientation)* and actively working to make Houghton a welcoming place for a diverse student body, and providing useful resources for intercultural students.

In addition to these initiatives, the Director of the Mosaic Multicultural Center provides programs and support through maintaining ongoing relationships with internationals and “Third Culture Kids” (TCK’s) to assist with their cultural adjustment in the United States.

### *Immigration*

International student visas are coordinated by the Administrative Assistant to the Dean of Students located in the Campus Center, Student Life Office.

## Orientation Programs

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

### *Fall Move-In and Orientation*

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

### *Transitions 102*

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

### *Transitions 104*

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

## Residence Life & Housing

Location: First Floor of the Campus Center

Phone: 585-567-9220

### *Office Hours:*

- **Monday-Friday: 8:30am to 5:00pm**
- **RD on Duty: Monday-Friday: 5:00pm until office reopens (585-808-0010)**

### *Mission Statement*

The mission of the Residence Life department is to provide intentional, Christ-centered living and learning environments that both challenge and support students in achieving academic success, growing in personal maturity and developing competence to lead and labor faithfully in a changing world. We achieve this by endeavoring to make our students' living areas safe, well maintained, healthy, and conducive to study.

### *Residence Life Staff*

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

### **Resident Directors (RDs) and Area Coordinators (ACs)**

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

### **Assistant Resident Directors (ARDs)**

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

### **Resident Assistants (RAs)**

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

### *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. This form should be filled out by the student as fully as possible and sent to the Admission Office along with the \$300 enrollment deposit. Once the form is received, the housing process begins. A room and roommate will not be assigned without the enrollment deposit being received.

#### **Roommate Assignments**

Roommates are generally assigned based on the information provided on <http://www.houghton.edu/accepted/enrollment-confirmation-and-roommate-selection/>. Students are asked to tell a bit about themselves, as well as to check off some qualities they would most prefer in a roommate. We try to pair up students based on many criteria, including (but not limited to) similar interests, bed times, first-year/transfer status, residence hall preference, musical tastes, neatness, age, and so on.

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

### *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.

## *Residency Requirements*

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

- Students commuting from a family member's home. For Houghton College housing purposes, family is defined as parents, grandparents, aunts/uncles, and non-student siblings.
- Married students and students with children
- Students over the age of 24 on the first day of classes
- Students beyond their eighth semester of college life
- Student teachers during their one semester of teaching

Campus policies and the *Commitments in a Common Life* **apply to all enrolled Houghton College students**, regardless of housing status.

## *What to Bring to College*

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

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

### **Other Items Permitted**

- Aquariums (note: these units may NOT be left plugged in over extended breaks and must be 25 gallons or less, so please plan accordingly)
- Curtains (must be fire-retardant, with attached label indicating this)

- Refrigerators (up to 2.7 cubic feet; must be Energy Star certified refrigerator)
- Throw rug (all residence halls are carpeted)
- TV (no cable hook-up in rooms)

## Safety and Security

Location: First Floor of the Campus Center

Phone: 585-567-9333

### *Office Hours:*

- **Monday-Friday; 8:00am to 12:00pm (available by phone 24/7)**
- **For all fire, ambulance, or police emergencies, call 911.**

### *Mission Statement*

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

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

### *Campus Crime*

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

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

### *Campus Law Enforcement*

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

### *Emergency Notification System*

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

### *Illegal Activity*

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

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

### *Internet Issues*

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

### *Keys*

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

### *Missing Student Procedure*

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

### *Securing Personal Belongings*

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

### *Vehicle Registration/Parking*

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

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

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

## Spiritual Life

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

### *Morning Prayer & Evening Communion*

Each day classes are in session, Morning Prayer is held in the Marjorie Paine Prayer Chapel in the basement of Wesley Chapel, at 7:30 AM. Each service is approximately 15 minutes long. Morning Prayer is a way of opening the day to God and remembering our shared vocation as academics and Christians. This service has a different theme each week and Scriptures are read in keeping with that theme. Evening Communion is held in various locations throughout campus. Attendance is open to all—students, faculty, staff, and community members—and is completely voluntary.

### *New Vision Week*

New Vision Week is a week of spiritual programming focused on missions; sponsored by Global Christian Fellowship (GCF) consisting of outside speakers, workshops, and activities.

### *Koinonia*

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

### *MercySeat*

MercySeat is a student-led music worship ministry that meets each evening that classes are in session at 8:00PM in Presser Hall underneath the Wesley Chapel stage. MercySeat is a way of devoting the night to God, and thanking him in the midst of the full academic lives of students. Like Morning and Evening Prayer, MercySeat is completely voluntary.

### *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.

### *Chapel & Attendance Expectations*

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

### *Dean of the Chapel*

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

# Student Engagement

Location: First Floor of the Campus Center

Phone: 585-567-9224

## *Office Hours:*

- **Monday-Friday: 8:00am to 5:00pm**

## *Mission Statement*

The Student Engagement 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 Engagement Office to offer and oversee a comprehensive and vibrant array of activities and opportunities which reflect the ethos of our academic community.

## *Student Government Association (SGA)*

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

## *Campus Activities Board (CAB)*

CAB works with the Director of Student Engagement 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)

Artists' Guild

Black Heritage Club

Catholics on Campus

Climbing Club

College Republicans

Equestrian Society

Foam in the Liberal Arts (FILA)

Gadfly Society

Global Christian Fellowship (GCF)

Gospel Choir

Houghton Ballroom and Swing

Intercultural Student Association (ISA)

Journey's End Tutoring (JET)

Lending Paws

Mercy Seat Ministries

MANNRS

Martial Arts

Paddle Sports

Psychology Club

Psychology Club

The Radiance

Salvation Army Student Fellowship (SASF)

Sigma Zeta

Ski Club

Society for Human Resource Management

Youth for Christ (YFC)

### *Advertising Events*

### **Student Publications**

Houghton Star (Newspaper)

Lanthorn (literary publication)

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

**Campus-Wide e-mail** – Office of Student Life. Advisor approval required. Attachments are only included when it is an essential part of the email such as an application or form. Emails can be text or in .pdf or .jpg formats less than 250KB in size. The general text of the email needs to be typed out (event name, date/time, location) if is all imbedded into a graphic. Some students have specific software that cannot read text imbedded into graphics.

**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 Engagement.

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

## Student Health Services

Location: Lower Level of Gillette Hall (access via Camps Center side parking lot)

Phone: 585-567-9484

Fax: 585-567-4303

### *Office Hours:*

- **Monday-Friday: 8:30am to 5:00pm**

### *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.

### *Nursing Services*

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

### *Physician Services*

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

### *Additional Services*

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

### *After Hours Care*

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

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

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

### *Confidentiality*

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

### *Insurance*

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

### *Ambulance*

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

Call an ambulance first if:

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

When calling for help remain calm and provide the following information:

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

## Sustainability Office

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

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

### *Recycling*

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

### *Eco Reps*

The Houghton College Eco-Rep program provides students with the opportunity to take action on sustainability. Working together with the Sustainability Coordinator, Eco-Reps plan events and organize initiatives designed to engage their peers and the college campus in creation care activities. For more information contact [creationcare@houghton.edu](mailto:creationcare@houghton.edu).

## Transportation Assistance

### *Buffalo Airport Shuttle Service*

Scheduled shuttles to the Buffalo Airport, Greyhound/Megabus Bus Station and Depew Amtrak Train Station are provided when residence halls close for vacation. Students must contact the Student Life Office to sign up at least one week prior to departure/arrival in order to be

guaranteed a seat. Scheduled shuttles are \$20 per person. To view the shuttle schedule, please visit the shuttle web page at <http://www.houghton.edu/students/airport-shuttles/>.

Individual shuttles to Rochester/Buffalo Airports, Bus Stations, and Train Stations can also be arranged but must be arranged at least one week in advance unless there are unforeseen circumstances. The cost for an individual shuttle is \$75 per trip.

### *Access Allegany (County Bus Line)*

A County Bus stops in Houghton five times a day, beginning at 7:30am, through 4:00pm. 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](http://www.accessallegany.org) or call 585-593-1738.

## Willard J. Houghton Library

Location: Off the Quad, opposite Wesley Chapel (access via Camps Center side parking lot)

Phone: 585-567-9241; (text) 585-228-0006

Website: <https://libguides.houghton.edu/chat> (Research Help);

<http://libguides.houghton.edu/WJHL> (Catalog and Online Resources)

### *Office Hours:*

- **Monday-Thursday: 8:00am to 11:00pm**
- **Friday: 8:00am to 5:00pm**
- **Saturday: 10:00am to 5:00pm**

The libraries hold some 200,00 books as well as DVDs, journals, scores, sound recordings, and other physical items. The online library offers 340,000 ebooks and some 70,000 online journals. A smaller Music Library, housing sound recordings and music scores, is on the second floor of the Center for the Fine Arts.

The library provides a variety of spaces for group or individual study, research, and collaboration. Public computers are available on all floors and a small computer lab is on the second floor. The building provides Wi-Fi access.

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# GENERAL STUDENT POLICIES

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## 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. Advisors are expected to be:

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*

As the advising process is a shared responsibility of the advisor and advisee, advisees should be:

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

## Co-Curricular Eligibility

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

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

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

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

Requests for exceptions must be submitted in writing to the Dean of Students.

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

## Excused Absences

Determining if an absence is excused or not is solely up to the professor of a given class. It is the responsibility of the student to discuss any absences or missed assignments directly with their

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

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

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

## FERPA: Family Educational Rights and Privacy Act

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: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Policies and release forms specific to our campus can be found on the [College’s FERPA website](#).

## Medical Leave/Withdrawal Policy

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

A medical withdrawal serves the same purpose as a leave, however, the student withdraws from courses completely. Before returning to campus, students must contact the appropriate campus medical or counseling staff to evaluate readiness to resume full time study. When a mutually agreeable date is set between the student and the College, the student needs to complete a returning student application form with the Admissions office. Students seeking a medical withdrawal should consult with Student Financial Services to determine if their bill will be affected by a mid-semester withdrawal.

## Sabbath Observance

To both recognize our dependence upon God's sustaining grace even in the midst of our diligent work and to witness to a world increasingly consumed with activity, the Houghton community, both individually and corporately, sets aside the Sabbath each Sunday as a time for worship, meditation, rest, renewal, recreation, fellowship and service to others, especially people in need. In making this commitment, we recognize that this ideal applies differently to different people, given the varied roles and tasks we fulfill in community. Thus, we do not prescribe a list of formal policies associated with Sabbath-keeping which community members are expected to uphold.

On Sundays, we:

- encourage and assume church attendance,
- close academic and administrative buildings throughout most of the day, and
- choose not to schedule formal programs or athletic events for student, staff, and faculty participation.

It is our hope that these community-wide practices and rhythms of rest and work help to build a culture of Sabbath as a gift and not a burden. If college-sponsored events must take place on a Sunday due to rescheduling or other unavoidable circumstances, members of the college community should, if their convictions compel them to, feel free and be encouraged to limit their participation without fear of reprisal.

Finally, we understand that our institutional Sabbath commitment may impact others' practices, even those who may practice Sabbath rest on a different day of the week. Thus, we seek to avoid placing unreasonable burdens upon those who are outside of our community who do not share our convictions. In this, we are willing to bear the burden of making space for our Sabbath commitments and refuse to rest at the expense of others outside of the necessary work of food service, Safety and Security, and others called upon to ensure a functioning residential campus. We likewise encourage those who must work on Sunday to take a Sabbath on a day convenient for them, on which they can rest and allow others to bear the burden of creating space for their day of renewal.

## Student Grievance Policy

Houghton College encourages students and employees to deal directly with complaints without delay. There are four ways in which a complaint should initially be addressed:

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

If a satisfactory resolution is not achieved by one of these procedures, the student may appeal in writing to the employee's supervisor. If the employee deems a referral is 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 frame.

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

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

### *Disability Grievance Procedure*

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

1. The student should first discuss the objection with the supervisor responsible for the office or department where the objection was initially raised.
2. If the complaint is still unresolved, the student must next discuss the objection with the Director of Academic Services.
3. If the grievance is not satisfactorily resolved, the student may, within 15 days of the occurrence giving rise to the complaint, complete a formal grievance form which can be

obtained at the Office of Student Life, and file a written request for a formal hearing with the Grievance Committee<sup>1</sup>. 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 3 calendar weeks, or as mutually agreed upon. After allowing a full and fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request, the Committee shall render a decision in writing to the requesting student within one week of said hearing. The decision of the Committee may not be appealed, except directly to the President of the College.

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

## Service Animal Policy

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

### *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-

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<sup>1</sup> The Grievance Committee shall consist of the Dean of Students (or designee) (Chair), the Director of Academic Services (or a designee), one faculty representative and one student representative appointed by the Student Government President, and the Provost/Dean of the Faculty (or designee).

being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.<sup>2</sup>”

### *Restrictions of Service Animals in a Houghton College Facility or Program*

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

### *Process for Service Animal Usage*

**Students:** Students who require the use of a service animal on campus should first contact Academic Services to register as a student with a disability. Academic Services 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 animal<sup>3</sup>) may be allowed as a reasonable accommodation if approved. Information provided to Academic Services is confidential; disability information will not be released without the signed consent of the student. Students can reach the Houghton College Academic Services Office by writing Sharon Mulligan at [sharon.mulligan@houghton.edu](mailto:sharon.mulligan@houghton.edu), or, when college is in session, by calling 585-567-9262.

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<sup>2</sup> Department of Justice Revises ADA Regulations Implementing Title II and Title III, Federal Register, September 15, 2010 (Volume 75, Number 178).

<sup>3</sup> 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.

**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.

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

**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 Academic Services 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.

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

### *Appeals and Grievances*

Any person dissatisfied with a decision concerning a service animal should use the Houghton College [Disability Grievance Procedure](#).

### *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 charged<sup>4</sup>. The handler is responsible for complying with the Allegheny County/Town of Caneadea dog control and licensing laws. Documentation may be required.

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<sup>4</sup> Visit <http://townofcaneadea.org/content/Offices/View/1> to download a dog license application.

**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 Academic Services and present credentials for the dog issued by a school for dog training. Animals in training are not permitted to reside in campus housing.

### *Additional Information on Service Animals*

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

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

**Allergies to pet dander:** If another student or a faculty or staff member has severe allergies around animal dander, the Academic Services 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 Academic Services at 585-567-9262.

### *Other Resources*

U.S. Department of Justice, Information about the Americans with Disabilities Act

[www.ada.gov](http://www.ada.gov)

Frequently Asked Questions about Services Animals and ADA:

[https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)

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.

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# SEXUAL MISCONDUCT & VIOLENCE (TITLE IX)

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## Title IX

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

### *Introduction*

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

The following document outlines protocols and procedures for the prevention of and response to violations involving sex-based discrimination, including sexual harassment, nonconsensual

sexual misconduct, stalking and relationship violence. Please note that in addition to policies forbidding sexual harassment and sexual and relationship violence, the *Houghton College Statement of Community Responsibilities* holds all community members to standards of behavior based on the understanding that, in God’s design, a relationship of lifelong commitment in marriage between a man and a woman is the appropriate context for full sexual expression.

### *Statement of Nondiscrimination*

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

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

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

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

## Title IX Coordinator

The College has, in accordance with Title IX, appointed a Title IX Coordinator and a team of Deputy Coordinators who assist the Title IX Coordinator. The College’s Title IX Coordinator is the individual designated by the College President with responsibility for carrying out the College’s responsibilities under Title IX, including receiving reports of alleged violations of Title IX, overseeing the College’s response to Title IX complaints, and identifying and addressing

recurring or systemic violations. The Coordinator has knowledge of the requirements of Title IX and the College's related policies and procedures. The Coordinator oversees compliance with all aspects of Title IX, including reviewing the College's disciplinary procedures to ensure a prompt and equitable adjudication of complaints, and coordinating education and training programs for all Houghton College constituents. In addition, the Title IX Coordinator evaluates a complainant's request for confidentiality and oversees regular climate assessments related to Title IX.

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

### *Title IX Deputy Coordinators*

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

- o Dean of Students: Marc Smithers (585.567.9221)
- o Director of Human Resources: Dale Wright (585.567.9321)
- o Athletics Department Senior Women's Administrator: Deanna Hand (585.567.9563)

## Definitions & General Info

### *Affirmative Consent*

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

Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of

the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

### *Amnesty*

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

### *Bystander*

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

### *Clery Report*

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

### *Climate Survey*

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

### *Complainant*

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

### *Confidential Resources*

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

**ON CAMPUS:**

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

**OFF CAMPUS:**

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

*Criminal and/or Civil Legal Action*

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

*False Complaints*

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

*Interim Measures*

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

### *Investigation of Alleged Violation*

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

### *Nonconsensual Sexual Contact*

Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without affirmative consent (see *Sexual Violence*).

### *Protection against Retaliation*

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

### *Public Awareness/Advocacy Events and Disclosure of Sex Discrimination*

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

### *Relationship Violence*

Relationship violence may refer to dating or domestic violence. Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature

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

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

### *Respondent*

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

### *Responsible Employees (sexual or relationship violence or stalking incidents)*

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

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

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

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

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

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

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

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

*Sex-Based Discrimination*

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

*Sexual Exploitation*

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

### *Sexual Harassment*

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

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

### *Sexual Violence*

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

### *Stalking*

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

- Repeated, unwanted, intrusive and frightening communications from the violator by phone, mail and/or email;
- Repeatedly leaving or sending victim unwanted items, presents or flowers;
- Following or lying in wait for the victim at places such as home, school, work or recreation place;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends or pets;
- Damaging or threatening to damage the victim's property;
- Harassing the victim through electronic means;

- o Posting information or spreading rumors about the victim electronically, in a public place or by word of mouth; and
- o Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family, work or neighbors, etc.

### *Survivor's Bill of Rights*

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

- the right to report the incident to the police
- the right to a Victim Specialist, available through 888-945-3970
- the right to get a medical examination
- the right for legal consultation, available through 877-776-4126
- the right to request immediate accommodations (see Interim Measures)
- the right to be protected from retaliation
- the right to expect that this incident will be reported to the Title IX Coordinator and that Houghton College will uphold its obligations to provide a safe environment.

### *Transcript Notation*

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

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

### *Reporting an Incident*

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

- o Discuss the incident confidentially with Houghton College professionals or off-campus resource persons who by law can maintain confidentiality and can assist in obtaining services (see *Confidential Resources*). In this case, no further action will be taken unless the complainant decides to do so, with the exceptions noted previously.
- o Report the incident to a Houghton College official (see *Responsible Employees*) who can offer discretion and sensitivity to privacy but who may still be required by law or College policy to inform one or more additional College officials (including the Title IX Coordinator) about the incident. A Responsible Employee will communicate regarding his/her role and the limitations of confidentiality. In addition, he/she will explain what information may need to be communicated and the person with whom this information will be shared. The Responsible Employee will provide information about confidential sources of support.
- o Contact the Title IX Coordinator. The Coordinator will provide information regarding supportive confidential services, will explain the limits of confidentiality and will consider requests for exemptions regarding confidentiality (see *Responsible Employees*); will provide information about the procedures Houghton College has in place to address violations of Title IX, including sexual harassment procedures and/or investigations involving sexual and relationship violence and stalking (see Houghton College *Procedures for Addressing Violations*); will provide the “Survivor’s Bill of Rights” and explain other relevant protocols and practices, such as the provision of interim measures, and the retaliation and amnesty policies; and will inform the survivor that a criminal complaint may be filed simultaneous to an on-campus investigation.
- o Report the incident to local or New York State Police for the initiation of a criminal investigation.

### *Houghton College Procedures for Addressing Alleged Violations*

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

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

Any individual who has experienced sexual or relationship violence or stalking while participating in a Houghton College-sponsored program, or who is aware of a community member who has been harmed by such a violation, is encouraged to notify an authority. Houghton College has internal means of addressing such violations (see below) and also works with outside

agencies, including the NY State Police and Cattaraugus Community Action Office of Victims Services, to ensure that violations are addressed appropriately and that survivors get appropriate follow-up care.

*When a violation of the Student Conduct Code alleging sexual or relationship violence or stalking is made against a student respondent (accused),* the Dean of Students is responsible for ensuring that procedures and protocols within the Student Guide are followed. Upon notification of a complaint, the Dean of Students, in consultation with appropriate authorities (which may include the NY State Police, the Title IX Coordinator, and the HC Office of Safety and Security), initiates appropriate protocols to ensure public safety. The preponderance of the evidence rule will be used in making decisions regarding accountability and an appeals process will be communicated in writing. The *Student Conduct Policy* outlines specifics related to investigative protocols, parity for the complainant and respondent in every aspect of the investigation, the *Survivor's Bill of Rights*, interim measures, the appeals process, and the range of disciplinary sanctions which may be applied, up to and including academic dismissal.

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

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

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

1. **Informal Process.** There are two options for handling complaints informally, but **note that informal options are not recommended for addressing complaints that include sexual or relationship violence or stalking.** The first is to express the concern to the person responsible for the alleged violation, either verbally or in written form. The second option is to use a mediator, a neutral person mutually agreed upon by the two parties. The Title IX Coordinator and Deputy Coordinators are available to assist with the informal process, upon request.
2. **Formal Process.** An individual who wishes to file a formal complaint of sex-based discrimination, including sexual harassment, can do so by contacting the Title IX Coordinator, the Dean of Students or the Director of Human Resources. The complaint must be received within 1 year of the date of the latest incident. Action begins by the complainant signing a complaint report documenting the alleged incident(s). Upon receipt of the complaint report, the Title IX Coordinator will initiate a formal investigation based on procedures found above in *Procedures for addressing complaints of sexual or relationship violence or stalking* (above). When sex-based discrimination, including harassment, is substantiated, the respondent may be subject to such actions as:
  - a. Initial and sustained counseling by a professional counselor;
  - b. Letter of reprimand (a copy of which will become part of the personnel or student record);
  - c. Change in employment status, grade or rank (for employee) or dismissal (for student)

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

### *Training and Education*

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

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

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

conducted annually. Employees receive training appropriate to their professional responsibilities.

### *Climate Assessment, Record-Keeping, and Reporting*

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

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

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

The Title IX Coordinator and the Advisory Committee on Campus Safety annually review, report on and make recommendations for change as specified by New York State law (see <http://codes.lp.findlaw.com/nycode/EDN/VII/129-A/6431>).

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# RESIDENTIAL STUDENT POLICIES

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All students, whether living in the residence halls or other college owned residences, are responsible for adhering to the following policies (*failure to do so may result in a housing fine*):

## *Appliances*

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

## *Bicycles*

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

## *Community Living Options (CLO)*

Students who would like to live off-campus must first apply for and be approved to have a Community Living Option (CLO). CLO application forms are available in January and students are notified in February if they have been approved for the following academic year. The number of CLOs assigned each year is established by the Office of Student Life based on enrollment and housing capacities. Preference is given to students with the greatest number of earned credit hours. **Only after a student is awarded a CLO can he or she then make arrangements directly with local landlords to rent rooms or apartments.** **Note:** when a student elects to leave college-owned housing, the college can no longer take any responsibility for the quality of their accommodations, furnishings, or financial arrangements with landlords. You must be a junior or senior to be eligible to apply for a CLO. Additionally, all students in a CLO must continue to carry a meal plan and are eligible for the lowest plan available.

## *Creation Care (In Residences)*

Caring for God's creation is a high priority at Houghton. One of the best ways students can help promote good environmental stewardship relates to reducing energy use in the residences. Simple actions such as turning off the lights after leaving the room, shutting computers down at night, and using LED lights can make a huge difference in energy consumption. Similarly, electing not

to have a mini fridge is a simple way to make a huge impact. For additional practical creation care suggestions visit: [www.houghton.edu/creation-care/what-can-i-do/](http://www.houghton.edu/creation-care/what-can-i-do/)

### *Decorations*

The use of nails, scotch tape, glue, tacks, pins, duct tape, or masking tape to adhere posters or pictures to your room walls is not permitted. All of these leave damage on the walls and may lead to a fine to repair the damage. Check with the Resident Assistant for details about what materials are permitted for use on your walls. Concerning the content of the pictures or posters that you hang, discretion is advised. 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 [Student Life Housing Calendar](#). Exceptions can be made for those students who are on campus early at the request of faculty or staff for an official college function or program which include, but are not limited to: pre-season athletic training, Residence Life staff, Transition Leaders, Student Government, student teachers and Interconnect (international student orientation). Requests by students not invited by faculty or staff will generally be approved under the following conditions, provided that they are made by the July 31<sup>st</sup> 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 31<sup>st</sup>. Departments will be charged \$25.00 per day per student for requests for early arrival after July 31<sup>st</sup>.

### *Fines*

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

### *Fire Safety (in residence halls)*

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

Fire drill information including escape routes and exits is posted in each residence hall. Each student should familiarize himself/herself with this information. Fire drills are held regularly throughout the year.

Corridors, stairways, landings, doorways and exits are to be kept clear at all times. Items such as boxes, clothing racks, bikes, furniture, sports equipment, and shoes are to be kept out of all the areas listed above.

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

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

## *Guests*

Students may invite visitors of the same biological sex to stay in student rooms free of charge for **3 nights** per semester, per guest. A \$10 fee is charged for each night after the third – not to exceed 5 nights. Guests are not permitted to stay in any college-owned housing beyond a combined total of 5 nights per semester. No member of the opposite gender (including parents, siblings or other relatives) may visit your room at any time – other than during open house hours - unless it is approved in advance with the RD or Asst. RD of the building.

## **Commencement Week**

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

## *Hall Entrances*

For security reasons, all entrances to the residence halls are locked 24/7. Entry is granted with a student ID card. Students who live in a particular building will have 24 hour access with their card. Students who do not live in that building will have access with their ID card from:

- **Sunday-Thursday: 8:00 AM to 11:00 PM**
- **Friday: 8:00 AM to 1:00 AM**
- **Saturday: 8:00 AM to 12:00 AM**

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

## *Hall Lounges*

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

## *Hallway Safety*

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

### *Hall Opening and Closing (Breaks)*

The opening and closing dates for each campus break are printed on the [Student Life Housing 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.

### *Locks*

Residents should keep their rooms and locking drawers locked at all times. The college is not 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. Students are also encouraged to purchase renter's insurance in the event that a family's homeowner's insurance policy insufficiently covers their belongings while in the residence halls.

### *Lofts*

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

### *Mayterm Housing Policy*

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

### *Microwave Usage*

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

## *Musical Instruments*

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

## *Pets*

All animals other than fish are prohibited<sup>5</sup> 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).

## *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
- Microwaves
- Candles
- Incense/potpourri
- Heaters or air conditioners
- [Pets](#)
- [Objectionable posters](#)
- [Items/posters advertising alcohol](#)
- Weapons Explosives/fireworks
- Full-size refrigerators
- Cinder blocks (including those for shelving)
- Hand-built lofts or bunk-beds
- Road signs
- Satellite dishes
- Extension Cords (power strips with surge protectors are permitted)

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

- Coffeemakers (single serve machines are allowed)
- Toasters
- Popcorn poppers
- Hot pots
- Crock pots
- Electric fry pans/griddles

## *Repairs/Maintenance Requests*

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

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<sup>5</sup> Exceptions are made for students with documented approval for “service” and “emotional support” animals. See policy above.

### *Required Residence Hall meetings*

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

### *Room Condition Reports/Room Contracts*

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

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

### *Vacations/Breaks*

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

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

### *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.

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# STUDENT CONDUCT POLICY

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## Responsibilities of Members of the Community

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

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

### *Dean of Students*

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

## Student Disciplinary Assurances and Responsibilities

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

*Assurances:*

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

*Responsibilities:*

1. To be truthful in all student conduct proceedings.

## Student Conduct Committee

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

two (2) students and one (1) faculty/staff member from the Student Conduct Committee can participate. In these cases, gender would not be a limiting factor.

6. The committee shall select its own chairperson. The chairperson must be willing to take on administrative and facilitative functions within the committee for the duration of his/her service in this role.
7. The committee shall hear appeals as defined below. It shall also make recommendations for policy changes and updates through the Dean to the Student Life Council.
8. The committee shall make its recommendation regarding an appeal to the Dean.  
(amended 10/27/2015 by the Student Life Council)

### *Student Conduct Procedures*

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

4. The advisor is permitted to serve only as an advisor and not also as a witness. If the proposed advisor has the potential to be called as a witness, another suitable advisor must be chosen.
  5. An advisor may participate in the hearing insofar as they are asked by the student and the student conduct officer. The chair of the Student Conduct Committee serves as the moderator of appeal hearings and will provide guidance regarding the role of the advisor.
3. Witnesses:
    - a. The student and/or the College may request that up to two (2) witnesses each to speak on the student's behalf or in support of the College's needs during any part of the student conduct proceedings.
    - b. Role of witnesses:
      1. A witness may be requested to attend a portion of the disciplinary hearing to clarify or provide supporting information to a case. The student and the college may call up to two (2) witnesses each.
      2. The Student Conduct Committee may request that a hearing be suspended if additional information is needed and/or if additional witnesses might be helpful in the proceedings. A suspension of a hearing should be exercised with caution to preserve the spirit of a prompt and fair hearing or appeal process.
      3. Witnesses may be requested. But, they cannot be compelled or required to attend a hearing.
      4. Witnesses should receive notice to appear at least 48 hours in advance.
  4. Interim Suspension
    - a. The Dean may place a student on interim suspension in extraordinary circumstances pending final adjudication of the case.
  5. Dismissing a Case
    - a. In cases where insufficient evidence exists to support a reported violation, the Dean or designee may dismiss the case without disciplinary action.
  6. Adjudicating of Cases
    - a. Any student violation of the college's disciplinary policies shall be adjudicated by a Resident Director, the Director of Residence Life & Housing, or in cases where student sexual misconduct/violence is alleged or the alleged violator faces required separation from the college, the Dean may be the initial hearing officer.

## Appeals

Any student conduct decision within the Houghton College community may be appealed provided the request includes one or more of the following grounds for appeal:

1. new information that could significantly alter the outcome of the case is now available
2. the College deviated from its published policies and procedures and thus negatively impacted the outcome or fairness of the student conduct process
3. the required sanctions are substantially disproportionate to the violation.

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

The process for appealing a conduct decision consists of the following:

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

10. Each party shall make their case and then both shall retire from the hearing venue. The Director of Residence Life & Housing or the Dean of Students shall make a decision and report the same in writing to both parties within 2 business days.

**Preparation for the Student Conduct Committee Appeal:**

1. The Administrative Assistant to the Dean will determine the time and place of the hearing based on the availability of committee members and the student(s) participating in the hearing. Scheduling will be communicated via e-mail to all parties. At least 48 hours in advance, the student shall be informed of the time and place of the hearing, of the charges under review against him/her, and of his/her rights, by written notice being placed in the student's CPO box and by e-mail. (The 48-hour period begins when the notice is placed in the CPO box or the e-mail sender is notified through receipt that the message has been delivered). By mutual consent of the chairperson and the student, the notice time can be shortened.
2. The student may utilize a full-time faculty or staff advisor of his/her choosing from within the College community during the hearing.
3. If the appeal involves more than one student, cases may be heard separately (privately) or jointly.

**Student Conduct Committee Appeal Procedures:**

Pre-hearing

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

During hearing

1. The Chair should invite the presenting parties into the hearing room (original hearing officer, appealing student and faculty/staff advisor (if present)).

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

The Student Conduct Committee chair reserves the right to request that any person remain to answer questions about the case. The Chair shall render the committee's recommendation to the Dean in writing via email. Only Student Conduct Committee members should be present during the deliberation.

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

## Disciplinary Sanctions

Discipline is designed to help the student to assume responsibility for him/herself as a mature Christian in today's society. It is intended to be developmental and educational rather than merely punitive. Repeated violations of any type (not necessarily the same type) will result in more significant disciplinary sanctions. Sanctions found herein are not exhaustive or all-inclusive. Sanctions should be a) tailored to protect the student held responsible and members of the learning community from further disruptions and/or harm, and b) address the developmental and educational needs of all students involved in the student conduct process.

Resident Directors, the Director of Residence Life & Housing, and the Dean may impose sanctions 1 – 5. Only the Dean (or designee) may impose sanctions 6 – 9. Cases resulting in sanctions 5 – 9 will remain on file for at least one year after the student graduates or five years if a student does not graduate from Houghton College. Hearing officers may include one or more of the following

sanctions in their decisions. Students are responsible for completing any academic requirements and alone bear the consequences of missed academic work resulting from disciplinary actions. Faculty members are not obligated to accommodate missed assignments or exams, for example, in connection with student conduct proceedings or sanctions.

1. A **Reprimand** is a formal reproof and implies that the student's behavior was inappropriate and is not to be overlooked. A situation requiring a reprimand provides Residence Life or Student Life personnel the opportunity to work with the student in making changes that are necessary for continued participation in the college community. The written reprimand may take the form of a developmental or behavioral contract. It may also include the suspension of open house privileges. The duration of the censure shall be designated in writing. The letter may remain in the student's file until graduation.
2. **Restitution/Fines** may be imposed if the offender is required to reimburse another for damages to or misappropriation of property or pay a financial penalty as a disciplinary sanction. It may take the form of appropriate services to repair or otherwise compensate for damages to personal, public or institutional property.
3. **Community Service** may be imposed to help restore goodwill within the local or regional community. The student may be required to make a significant contribution of time and labor to be completed over the course of a semester or year, or multiple semesters if necessary due to scheduled breaks, study abroad or other compelling circumstances that require community service to span semesters.
4. **Social Restrictions** on privileges may include but are not limited to the following: open house privileges, participation in intramural and/or intercollegiate sports, serving in a selected, elected or appointed student leadership position, participation in theatrical or musical groups or ensembles, acting as a representative of the college, and/or marching in commencement exercises. The nature and duration of restrictions shall be clearly specified.
5. **Disciplinary Probation** may be required after a serious violation or after repeated incidents or violations. The length of a probationary period shall be defined with a specific start and end date. Students held responsible for any additional offense while on probation could face immediate suspension or dismissal from the college. Students on disciplinary probation become immediately ineligible for student leadership positions including, but not limited to leadership as a resident assistant, executive officer in Student Government, intercollegiate athletics captain or chaplain, or club or organization officer. Additionally, students on disciplinary probation are ineligible for independent housing options in the Townhouses, Flats, College Farm House, or Community Living Options (CLO). The Off-Campus Studies Office is also notified of students who are on

disciplinary probation to determine eligibility for participation in off-campus programs. Failure to meet the 2/3 required Chapel attendance is grounds for disciplinary probation.

6. **Suspension** is a temporary separation of the student from the college for a definite period of time. Duration can vary from weeks to a semester or longer. Before students are able to return from suspension, they must request to return through the Admission Office and are encouraged to do so with ample time to register for classes and settle their student account. Suspensions are often followed by a period of probation (see “disciplinary probation” above).
7. **Requested Withdrawal** acknowledges that the student’s behavior likely warrants an administratively imposed dismissal, but allows the student to remain at the institution until the end of the current term. This sanction recognizes that the student does not pose a significant threat to him/herself or the learning environment. But, enrollment beyond the current term is not in the student’s or institution’s best interests. The rationale for such a request shall be given in writing. If re-admission is desired at later term, the student must reapply through the Admission Office.
8. **Deferred Dismissal** permanently severs the student’s connection with the College at the end of the current term. Deferred dismissal aims to minimize the severe academic and financial penalties often incurred with a mid-term dismissal. The deferment process can take two forms: 1) the student may elect to finish out the term, or 2) the student may elect to use it as an opportunity to recommit to the Houghton community. At the close of the term and the deferment period, the Dean may review the deferred dismissal. The impetus for this meeting will rest wholly with the student. Under either scenario, any additional violations during the deferment period will result in immediate dismissal. The deferment protocol will be as follows:
  - a. The student is notified of a deferred dismissal and given one week to decide whether to:
    - i. accept the dismissal and leave at the term’s end;
    - ii. appeal the decision; or,
    - iii. submit a behavioral contract to the Dean.
  - b. Should the student elect option #3, he/she will be required to develop, submit and fulfill all contract terms. Guidelines and suggestions for writing the behavioral contract may be provided by the Dean.
  - c. The student will bring to the deferred dismissal meeting appropriate documentation and witnesses which may include a member of the Residence Life staff, an accountability partner, or mentor who can attest to the agreed upon change in behavior. The Dean will be presented with the ways in which the student has contributed to the community life and will have the opportunity for questions about the student’s motivation to recommit to the College.

- d. To the extent possible, the decision is based on the evidence and the testimony of the student demonstrating changed behavior and a restored commitment to the College. Should the Dean decide to dismiss the student, the decision will be effective at the close of that term.
9. **Dismissal** requires that a student immediately leave Houghton College for an indefinite period or a duration to be determined by the Dean. If after a specified dismissal expires, the student may return to Houghton College but must reapply through the Admission process. Such action is noted on the student's permanent record.

## Informing Parents/Legal Guardians

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

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

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

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

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# GENERAL COLLEGE POLICIES

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## Network and Technology Usage

### *Campus-Wide E-mail Policy*

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

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

### *Internet Piracy*

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

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

# Pedestrian Safety Policy

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

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

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

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

# Solicitation Policy

## *Sales Promotion Programs (off-campus sponsors)*

- The sale of merchandise involving an outside or off-campus agent of the product, company and/or agent and financial arrangements (contracts) must have the approval of the Director of Student Engagement (office in the Student Life Office Suite).
- 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 ensure 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.

## *Solicitation and Fund-Raising (Houghton College group or individuals)*

- Soliciting door to door in college residence halls or college-owned houses is prohibited. For any soliciting to be done in residence halls, permission must be obtained from the 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.

## *Individual Sales or Promotion in the Residence Hall/College-Owned Houses*

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

# Student Employment

Students must take the following steps to be qualified to work on-campus:

1. Students must have a valid Student Employment Card (red card) issued by the payroll office before they can begin work. Once issued, a Student Employment Card is valid for work in multiple departments.

2. Procedure for obtaining a Student Employment Card (SEC or 'Red Card'):
  1. The payroll office must receive notification from an approved Supervisor that the student has been made an employment offer and should be issued a SEC. Notification is in the form of an employee hire card (which is blue) signed by the supervisor or by an email.
  2. Students must bring the following items to the Payroll Office in order to receive their SEC: (please refer to I-9 form for complete list of acceptable documents)
    - i. Valid photo ID such as a current driver's license, unexpired college ID card, etc; AND Social Security Card or birth certificate (Original or certified copy required – no copies, faxes, duplications will be accepted);  
OR
    - ii. One acceptable Employment Eligibility Document such as:
      1. Current passport
      2. Permanent Resident Card or Alien Registration Receipt Card
      3. Unexpired foreign passport with a temporary I-551 stamp
      4. Unexpired Employment Authorization Document that contains a photograph
  3. All student workers must complete and have on file in the Payroll office the following:
    1. Form W-4 for Federal Tax Withholding
    2. Form I-9 for Employment Eligibility Verification
    3. Direct deposit form
  4. International Students should contact the Office of Student Life to be certain all other required paperwork is completed.
  5. Under no circumstances is a student allowed to begin work until they have received their Student Employment Card.
  6. A student's hours worked will not be processed by payroll without a completed timecard. A completed timecard consists of student name, ID number, pay period ending date, start and end times, and supervisor stamp & signature. Time cards submitted after the deadline will not be processed until the next scheduled payroll.
  7. It is the student's responsibility to submit the hours worked to their supervisor for approval. The supervisor will determine who should submit the approved timecard to the Payroll Office, according to the pay schedule found at <https://www.houghton.edu/students/student-payroll/>
  8. Timecards should be reviewed and signed by both the student and supervisor to ensure accuracy.
  9. Changes to your personal information (such as name, address, etc.) must be reported to the Payroll Office as soon as possible.

10. Direct Deposit is the preferred method of payment at Houghton College. Forms can be picked up in the Payroll Office or are available on the Student Payroll website here: <https://www.houghton.edu/wp-content/uploads/2019/02/direct-deposit-2016-1.doc>

## Van Dyk Lounge (Campus Center)

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

1. Any activity proposed for the Van Dyk lounge must be approved by the Director of Student Engagement. During the summer, approval must be requested to the Director of Conferences and Events.
2. Once the activity is approved, space reservations for use of the Campus Center Lounge must be made through the Welcome Center.
3. The following rules apply for moving furniture in the lounge:
  - Soft furniture may be moved carefully with two people picking up each piece.
  - Large tables must be moved by facilities staff only.
  - Allow 1-week notice for custodial staff assistance.
4. If food is to be served in the lounge area, the serving tables should be set up on the tile and not on the carpeted area.
5. If any loud music is to be played, it should be set up on the Quad side of the lounge and kept to a reasonable level so as not to disturb the Staff work areas near the elevator.
6. Sales may occur at the tables at the foot of the stairs. No furniture may be moved to make way for sales. All sales and fund-raising activities must be pre-approved according to the [Campus Center solicitation policy](#).
7. **LIABILITY:** Sponsoring groups assume all financial responsibility for damages or loss resulting from such events and activities.
8. The fireplace may only be lit when the outside temperature is below 40°F.

## Vehicle Use Policy

1. All drivers must be 21 years or older to drive college-owned vehicles.\* All drivers must go through driver training to be approved to drive college-owned vehicles. (\*Please see Driver Approval Policy for details.)
2. All drivers must have a “college business” purpose for use. Drivers must also have an account number that will be billed for the mileage. Student’s requesting use of vehicles will need approval from a faculty member or an advisor of their organization.
3. Reservations must be made in advance online at: <http://www.houghton.edu/campus/campus-services/college-fleet/reservations/>
  - a. Driver’s Name

- b. Vehicle Preference (Car, Mini-Van, Van)
- c. Vehicle Pick-up and Return dates and times (*not* “morning” or “all day”)
- d. Destination
- e. Sometimes you will be asked the purpose of the trip. This is to establish priority if necessary when the fleet is in high demand.
- f. Account number to be charged

## Video/Motion Pictures Policy

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

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

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

### **Viewing Standards**

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

### **Educational Usage**

While we are a small academic community, most instances for showing motion pictures require the purchase of public viewing rights (i.e. via Swank Motion Pictures or other licensing companies). Exceptions may be granted for educational viewings that are limited to credit bearing, educational activities. Such exceptions must be requested in advance to the college employee responsible for the program (Student Engagement, faculty teaching the class, etc.).

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

### **Private Viewing**

(Residence Hall and College Owned Housing)

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

Some legal guidelines, however, apply:

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

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

### **Public Viewing**

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

## **Writing Bad Checks**

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

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# GENERAL INFORMATION

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## Campus Phone Numbers

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

Accounting Office	Luckey Building, lower level	3220
Admission Office	Fancher Hall, main floor	3530
Advancement Office	Luckey Building, 2 <sup>nd</sup> floor	3400
Alumni Engagement	Campus Center, main floor	5460
Athletics Main Office	Kerr-Pegula Field House	6450
Audio-Visual	Chamberlain Center, 1 <sup>st</sup> floor	4740
Big Al’s Snack Shop	Campus Center, lower level	3990
Campus Store	Campus Center, main floor	6200
Career Services	Chamberlain Center, main floor	6220
Academic Services	Chamberlain Center, main floor	2620
Community Engagement	Campus Center, main floor	2100
Conferences & Events	Campus Center, main level	6470
Counseling Services	Chamberlain Center, main floor	6220
Custodial Services	Fiegl Maintenance Building, Rt. 19	4860
Dean of the Chapel	Campus Center, main floor	2280
Dining Services	Campus Center, 2 <sup>nd</sup> Floor	2600
Equestrian Program	Equestrian Center (“Farm”)	(585) 567-8142
Finance	Luckey Building, lower level	3120
Health Center	Gillette Hall, lower level	4830
Help Desk (tech)	Campus Center, lower level	3490
Human Resources	Luckey Building, 1 <sup>st</sup> floor	3210
Immigration Services	Campus Center, main floor	2200

Intramurals Office	Kerr-Pegula Field House	4890
Java 101 Coffee Shop	Campus Center, lower level	6660
Library	<i>Circulation/reference desk</i>	2420
	<i>Cataloging/periodicals</i>	2440
Mailroom	Campus Center, lower level	2490
Maintenance	Fiegl Maintenance Building, Rt. 19	4800
Marketing & Comm.	Fancher Hall, top floor	5540
Ministry Resources	Fancher Hall, top floor	6650
Nielsen Ctr Gym	Nielsen PE Center, main floor	6450
Off Campus Studies	Chamberlain Center, 4 <sup>th</sup> floor	6340
Payroll	Luckey Building, lower level	3190
Post Office	Campus Center, main floor	2490
President's Office	Luckey Building, 1 <sup>st</sup> floor	3100
Provost's Office	Luckey, 1 <sup>st</sup> floor	3150
Purchasing Office	Luckey Building, lower level	3300
Quick Print	Campus Center, lower level	4710
Registrar's Office	Fancher Hall, lower level	3500
Residence Halls	<i>Gillette Hall desk</i>	3700
	<i>Lambein Hall desk</i>	2500
	<i>Rothenbuhler Hall desk</i>	2700
	<i>Shenawana Hall desk</i>	4300
Room Reservations	Campus Center Conference Rooms	2200
	Daytime classroom use (Registrar)	3510
	Dining Rooms (Dining Services)	2600
	Evening classroom use (Conferences)	6470
	Gillette Hall Rec. Room (Gillette)	3700

	Recital Hall (Music Office)	4000
	Ropes Course/Lean-to permits (EPIC)	3890
	Van Dyk Lounge (Campus Center)	2000
	Wesley Chapel (Music Office)	4000
	Summer Room Reservations (Conferences)	6470
Residence Life & Housing	Campus Center, main floor	2270
Safety & Security	Campus Center, main floor	3330
Student Financial Services	Fancher Hall, lower level	3280
Student Life	Campus Center, main floor	2200
	Dean of Students	2210
	Holiday/Breaks Transportation	2200
Student Payroll	Luckey Building, lower level	3190
Student Engagement	Campus Center, main level	2240
Sustainability	Chamberlain Center, 3 <sup>rd</sup> floor	5570
Technology Services	McMillen House	2870
Title IX	Chamberlain Center	4540
Welcome Center	Campus Center, main floor	2000

## Area Services and Resources

Services (585 area code unless otherwise noted):

Community Bank, N.A.	567.4763
Fillmore Pharmacy (Fillmore)	567.2228
Houghton Dental Center	567.2241
Houghton Wesleyan Church	567.2264
Inn at Houghton Creek	567.8400
Shop & Save (Fillmore)	567.2701

Southern Tier Community Health Center Network, Inc.	567.4248
United States Post Office	567.8783
<i>Area Restaurants</i>	
3 Bums	365.2867
Ace's Country Cupboard (Belfast)	365.2692
Beef 'n' Barrel (Olean)	716.372.2985
Charcoal Corral (seasonal, Perry)	237.5270
Glen Iris Inn (seasonal, Portageville)	493.2622
Hometown Cafe & Cream (Belmont)	268-8101
Jimmy's Corner Café (Belmont)	268-7100
L'Italia (Wellsville)	593.2223
Maple Tree Inn (seasonal, Fillmore)	567.8181
Marino's (Hornell)	607.324.5896
DeRock's Riverside Restaurant	567.2131
Turfside Restaurant & Golf (seasonal, Rushford)	437.2658
The Lumberyard Restaurant (Perry)	237.3160

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## GENERAL UPDATES AND REVISIONS

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