

Student Guide

Houghton University

2023-24



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WELCOME TO HOUGHTON UNIVERSITY

It is my privilege to welcome you to Houghton University for the 2023-24 academic year. I am excited to journey together with you as we move forward together into this exciting future while holding firmly to what Houghton has been and will continue to be: a Christ-centered institution committed to nurturing each member's deepening faith within a transformative community called together toward academic excellence.

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 *Vision of our Common Life* and *Commitments in Our 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.

William (Bill) Burrichter, PhD



Interim Vice President for Student Life

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 University 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 University and any applicant, student, student's family member, or faculty/staff member. Houghton University 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 University 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 Katie.breitigan@houghton.edu.

Houghton University Mission Statement

Houghton University 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 University seeks to foster a Christ-centered, multicultural, empowering, and educationally purposeful community that develops students holistically by supporting, celebrating, and sharpening them.

Houghton University Nondiscriminatory Policy

Houghton University is a Christian university 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 university. As a Christian University we strongly affirm that all persons have intrinsic value and should be treated with love, kindness, respect, dignity and grace.

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

Student Life Team

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

- | | |
|------------------------|--|
| • Katie Breitigan, ThD | Director of Residence Life, Dean of Students |
| • Bill Burrichter, PhD | Interim VP for Student Life |
| • David Brubaker, MD | Director of Health Services |
| • Bill Burrichter, PhD | Exec. Director, Center for Student Success |
| • Kim Cockle | Administrative Assistant/PDSO |
| • Michael Jordan, PhD | Dean of the Chapel |
| • Jana Newberry | Director of Student Engagement |
| • Ray Parlett | Director of Safety & Security |
| • Matthew Webb, PhD | Athletic Director |

STUDENT LIFE HOUSING CALENDAR

August

- 25 | New Students move-in
- 26-27 | New Student Orientation
- 26 | Returning Students move-in
- 28 | Classes begin

October

- 6-7 | Homecoming
- 13-17 | October Break (***no classes; halls remain open**)

November

- 22 | Residence halls close for Thanksgiving Break at 8:00 AM
- 26 | Residence halls open from Thanksgiving Break at 2:00 PM

December

- 8 | Classes end
- 11-15 | Finals Week
- 16 | Residence halls close for Christmas Break at 8:00 AM

January

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

February

- 24 | Residence halls close for Winter Break at 8:00 AM

March

- 3 | Residence halls open from Winter Break at 8:00 AM
- 13 | Advising Day (***no classes**)
- 28 | Residence halls close for Easter Break at 8:00 AM

April

- 1 | Residence halls open from Easter Break at 2:00 PM
- 17 | Room Draw
- 29 | Last Day of Classes
- 30 | Reading Day

May

- 1-7 | Finals Week
- 8 | Residence halls close (Unless Commencement housing approved) at 8:00 AM
- 11 | Residence halls close for all Non-Mayterm Students at 6:00 PM
- 13 | Mayterm Move In 2:00 PM

A VISION OF OUR COMMON LIFE

¹ **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 University is a community dedicated to Jesus—dedicated by a larger Christian community, The Wesleyan Church.² Houghton is also a liberal-arts university. 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.³

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.⁴

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.⁵

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.⁶

Houghton is a gentle community.

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

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! ⁸
We make room for each other: speaking what is useful for building up, our words giving grace to those who hear, ⁹ 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. ¹⁰
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, ¹¹ 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. ¹²
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. ¹³
We do not worship productivity. We honor the Sabbath as essential to God's character and our flourishing. ¹⁴ We proclaim that the earth is the Lord's and ours to steward. ¹⁵
We do not worship power and affirmation. Our identity is rooted in Christ, not in praise or shame from others. ¹⁶ We esteem the weak, the poor, and those on the margins ¹⁷
We mourn our world's persistent racism and division. ^{17a} 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. ¹⁸ 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. ¹⁹ 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. ^{20 21}

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. ²²

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, ²³ and the last enemy is destroyed, even death itself. ²⁴

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.²⁵

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.²⁶

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. ²⁷

¹ A Vision of Our Common Life is a liturgical document for the entire Houghton University community.

² Houghton University is owned by The Wesleyan Church.

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

⁴ 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.

⁵ 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.

⁶ 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

⁷ Jude 3

⁸ Colossians 3:11

⁹ Ephesians 4:29

¹⁰ Matthew 25:34-40; The Rule of St. Benedict

¹¹ Ephesians 5:21

¹² 2 Samuel 23:5

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

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

¹⁵ We are charged with caring for all of creation.

¹⁶ 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.

¹⁷ James 2:1-4

^{17a} 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.

¹⁸ Ephesians 5:29-30

¹⁹ Alcohol is not allowed on any of the university properties or at any university 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.

²⁰ 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.

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

²² Hebrews 12:14

²³ Ephesians 2:14

²⁴ 1 Corinthians 15:26

²⁵ 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.

²⁶ 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.

²⁷ 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.

COMMITMENTS IN OUR COMMON LIFE

Philosophy of Conduct

The Office of Student Life at Houghton University 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 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 University 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 University 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 university 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 University.

The responsibilities of the Houghton University student include, but are not limited to:

- being acquainted with the university Catalog, Student Guide, and other relevant university policies.
- understanding that each individual is responsible for the consequences of his/her behavior.
- upholding the high standards of the Christian faith and the University 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 of Our Common Life*. These behavioral expectations apply to all enrolled undergraduate and graduate students and are to be upheld unless:

1. the university 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 Our 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.

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 university official (e.g. area coordinator, 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 area coordinators, or team captains are not considered university officials for these purposes.

Once a violation has been reported, the student and the university 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.

Responsibilities to the Individual

Drugs and Alcohol

Houghton University complies with the Drug Free Schools and Communities Act which requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The consumption, purchase, distribution, or possession of illegal drugs, cannabis (in all of its various forms), or alcoholic beverages on- or off-campus is prohibited while enrolled as a student. The typical outcome for an alcohol or drug violation is disciplinary probation. Additional offenses elevate the student's possible dismissal from the university

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 university. The university 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 university 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 University 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 university. 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 university computing and network resources will result in disciplinary action. A complete description of the University's Network Usage Policy can be found on [Technology Services website](#).

Tobacco & E-cigarettes

Houghton University is a smoke free environment. The use of tobacco, nicotine, or cannabis (in cigarette or e-cigarette form) by Houghton University 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.

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 (24 of 28 services, as well as 7 Around the Table credits) 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 university housing may be affected if he or she:

- exhibits little or no control in adhering to university 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 University 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 University 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 university, 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, university, 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 (e.g. paint ball guns), pump action (e.g. BB guns or “air soft” guns), or firearm, including black powder weapons
- Any blowgun or similar weapon
- Any type of bow (archery) and ammunition (arrows)
- Any Martial Arts weapon, (e.g. nunchucks, throwing stars, throwing knives)
- Any knife with a blade 3½ inches long or longer and/or 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.

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 university documents or communication should include the student's "name of record" or legal name.

Regarding gender identity and housing please refer to the Residential Student policies section of this guide.

Harassment and Sexual Violence

Houghton University is committed to providing an environment free of all forms of sexual discrimination, including sexual harassment and sexual and relationship violence. Multiple employee and student conduct policies guide the University response to reports of incidents. When a student is alleged to be responsible for such conduct, the University is guided by policies and procedures consistent with multiple laws, including the U.S. Department of Education Title IX law and New York State Law Article 129-B, which are described in our Title IX Policy.

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 University upholds the Wesleyan Church's position on same-sex romantic behavior. 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 University's perspective while also meaningfully hospitable to the students involved. Of paramount importance in this discussion is the university'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 university.

Houghton University 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.

Training of Commitments in a Common Life

The University 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.

STUDENT RESOURCES

Athletics, Intramurals & Recreation

Mission Statement

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

Athletics Eligibility

All Houghton University student-athletes are required to abide by all Houghton University, 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 University 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 Tennis
W Tennis
M Outdoor T&F
W Outdoor T&F
M Volleyball

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: <https://www.houghton.edu/current-students/center-for-student-success/>

Hours of Operation & General Information

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

The Center for Student Success consists of Academic Support and Accessibility Services, Counseling Services, Office of Vocation and Calling, Military and Veteran Support Services and the Writing Center.

Academic Support & Accessibility Services

The Academic Support and Accessibility Services office seeks to promote the academic success of all Houghton University Students through open access to academic support 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
- **Accommodation and Assistive Technology:** Students who provide appropriate documentation may be eligible for academic accommodation. Individual consultation with an academic support specialist is required.

Vocation and Calling

Houghton provides a unique approach to vocational and career planning by engaging with students during their first year of university 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. The Office of Vocation and Calling is located in the Center for Student Success on the first floor of the Chamberlain Center. To make an appointment or learn more log into [Handshake](#) or contact the Center for Student Success at 585-567-9626.

Counseling Services

Mission Statement

The mission of Houghton University 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 university 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 university students. Visit their web site for more information and to schedule an appointment. <https://www.houghton.edu/current-students/center-for-student-success/counseling-services/>.

After Hours Care

In case of an emergency that is psychological in nature, contact your RA or the RD on duty (585-365-3318) for assistance with the next appropriate steps. They have a list of contact numbers to use if needed. Students can also contact campus Safety and Security at 585-567-9333. The National Suicide Lifeline phone number is 988 or Crisis text line is 741741.

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 University community. They provide the following options for students, both residential and commuting.

Board Plan Requirements & Options

All students, except for university-approved commuters, are required to board in the university 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 may choose the Full access, the 14 meals per week, or 170-block plan.
- Seniors living in townhouses 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 University breaks when residence halls are closed. When using your meal plan, remember:

- Students are required to present Houghton University 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 request a meal plan change through the Housing Office (housing@houghton.edu) 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/dining.html> or the Tuition and Fees website at <https://www.houghton.edu/admission/financial-aid/tuition-and-fees/fee-schedule/>.

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/2021/05/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.

The Highlanders Shop & Printing Press

Location: First Floor of Campus Center

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

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

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



Houghton University Highlanders Shop



thehighlandersshop

Hours of Operation

- **Hours can be found here:** <https://store.houghton.edu/about-us/>

The Highlanders Shop is owned and operated by Houghton University and serves the university community by providing a wide variety of merchandise and services to meet academic and personal needs. You help support the university through purchases made at our store because all proceeds from our operations are returned to the university. 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 University student account. The Highlanders Shop accepts the following: cash, all major credit cards, contactless payment, and personal checks.

Services and Merchandise

General services include helium balloons, care packages and baked goods, gift wrapping, gift cards, dry cleaning, printing needs, special order general books, and cap and gown distribution.

Merchandise includes Houghton University apparel and imprinted items; 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 competitive 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!
- Find great deals on Marketplace items and price match guarantee on new items.
- Select from new, used, ebook, and rental options
- Free shipping offers on select orders over \$49 (not including marketplace)
- Orders are tax free and can be charged to your student account to allow you to use your financial aid.
- Sell back books on the website at any time of the year – you name the price!

The online bookstore is always open, but the earlier you place your order, the more chances you have to find the best deals. **We recommend ordering 2-3 weeks before the term begins.**

The Highlanders Printing Press

[The Highlanders Printing Press](#) is a full-service print shop that services faculty, staff, students, campus clubs, and local communities. We offer high-quality color and black and white printing, specialty papers, and a variety of finishing options. Fast and friendly service and a willingness to help you with all your printing and finishing needs is what you will get!

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

Immigration

International student visas are coordinated by the Administrative Assistant to the 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 University 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 Vocation and Calling, the Director of Campus Hospitality, the Director of Residence Life & Housing, the Intercultural Student Coordinator, 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 university in the days just prior to the beginning of classes. Students will get acquainted with the campus, their new classmates, hear from our university president, 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 university. 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 University'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 Residential Areas are staffed with approximately 40 trained students and professionals to provide leadership and assistance to all residents.

Area Coordinators (ACs)

All residential areas have an Area Coordinator who is a full-time professional staff member trained in the practices of supporting students through supervising student leaders, facilitating hall programming, providing care in crisis, and building management. These Student Life professionals are trained to supervise student staff, oversee maintenance issues for the facility, do crisis intervention and some student discipline.

Assistant Area coordinators (AACs)

The Townhouses, Gillette Hall, Rothenbuhler Hall, and Lambein Hall have an Assistant Area coordinator who assists the Area coordinator in day to day residence area functioning.

Resident Assistants (RAs)

Each floor or townhouse section 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 concerns and maintaining an atmosphere on the floor conducive to successful academic achievement and respect for all residents.

Housing Information

Roommate Selection Forms

After a student is accepted for admission to Houghton University, 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. Once the form is received, the housing process begins. A room and roommate will not be assigned until the form is received.

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 June 15.

Laundry Facilities

Free laundry facilities are available for students' convenience in each university-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. Students under the age of 23 are guaranteed university housing within the limits of available space. University housing is available only to enrolled students at Houghton University. All students who do not have a CLO must live in university-owned housing, with the following exceptions:

- Students commuting from a family member's home. For Houghton University 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 university life
- Student teachers during their one semester of teaching

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

What to Bring to University

Packing for university 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. Use this list as a helpful guide as you think of what to pack: <https://www.houghton.edu/undergraduate/houghton-ny/admission/accepted-students/new-student-orientation-and-information/packing-list-and-residence-hall-supplies/>

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 university community by promoting:

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

Campus Crime

Houghton University continues to be one of the safest places to attend university. Nevertheless, violations of our *Commitments in Our Common Life* do occasionally occur, including, on rare occasions, crime. Houghton University reports crime statistics to the federal registry annually and can be viewed at the following web site: <https://ope.ed.gov/campussafety/#/>

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 University are uniformed officers, employed by the university to protect Houghton University 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 University. They are on duty 24 hours a day 365 days year.

Emergency Notification System

Houghton University 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 University 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 University Maintenance Department, as appropriate, will take immediate action to respond.

Area Coordinators (ACs) 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, university, 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. University insurance covers only university 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 university does not assume liability for vehicles on university 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. 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 university 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. 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.

Chapel & Attendance Expectations

Chapel meets Monday 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 universities. Students are allowed four skips 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.

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 University 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.

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 Council

The Student Council, under the leadership of its officers and through its various working committees, provides an opportunity for students to become directly involved in campus decision making. In addition, its members attempt to resolve campus problems and serve as a communication channel between student organizations and faculty, staff, and administration. The Student Council 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

ACCESS
Black Heritage Club
Catholics on Campus
Climbing Club
Equestrian Society
Fellowship of Christian Athletes
Global Christian Fellowship (GCF)
Gospel Choir
Houghton Heartsong
Intercultural Student Association (ISA)
Lending Paws
Mercy Seat Ministries
MANRRS

Paddle Sports
Pre-Health Professions Club
The Radiance
Salvation Army Student Fellowship (SASF)
Sigma Zeta
Skate Club
Ski Club
Sports Management Club
Ultimate Frisbee, Roaring Sheep
Student Publications:
Houghton STAR (Newspaper)
The Lantern Literary Magazine (literary publication)

Advertising Events

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

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.

Campus Groups – All chartered student organizations and clubs may have a group on the Houghton “hub” or Campus Groups platform. They have the ability to interact with members of their group and make “feed” posts to the Student Engagement group advertising their event. Any misuse of posting on the hub (inappropriate language or misinformation) will be deleted by site administrators.

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 Programs Handbook available here:

<https://www.houghton.edu/wp-content/uploads/2021/02/Student-Programs-Handbook.pdf>

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 University Student Health Center exists in order to enhance the overall mission of the University 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 University sponsored plan and the premium posted to your student account. You may opt out of the university-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

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 university 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 university'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 <https://www.houghton.edu/about/centers-and-institutes/center-for-sustainability/>

Recycling

Recycling at Houghton is simple and easy. 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. 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., but not flimsy plastics, waxed cardboard, Styrofoam, and items with food grease.

Eco Reps

The Houghton University Eco-Rep program provides students with the opportunity to take action on sustainability. Eco-Reps plan events and organize initiatives designed to engage their peers and the university campus in creation care activities.

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 \$25 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 or call 585-593-1738.

Willard J. Houghton Library

Location: Off the Quad, opposite Wesley Chapel

Phone: 585-567-9241; (text) 585-449-6795

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

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

Open Hours:

- **Monday-Thursday: 8:00am to 10:00pm**
- **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 513,000 ebooks and some 56,000 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.

GENERAL STUDENT POLICIES

The philosophy of Houghton University, an educational institution of The Wesleyan Church, focuses on equipping students of all backgrounds for lifelong success as courageous servant leaders. Grounded in the liberal arts, Houghton develops the intellectual, spiritual, and physical capacity of the student through high quality educational and co-curricular activities that are customized to each person. This personalized experience is intentionally curated by attentive faculty and staff to facilitate the acceleration of a student's journey to fulfill their God-given potential.

The lifelong success of a courageous servant leader requires the highest quality preparation to navigate the complexities of our world today. As a Christian liberal arts university in the Wesleyan tradition, Houghton fosters the exploration and development of the range of resources that God has given to lead us into an ever deeper understanding of the Truth, including the Scriptures, Reason, the best of scholarship available today, the experience of God's people through the ages, and the Holy Spirit who was given to "guide us into all Truth." With this Christ-centered focus, Houghton University cherishes and strives to foster a hospitable space of civility and mutual respect where individuals can gain insight and life-giving critique from those whose thinking and experience is different from their own. It is Houghton's calling to steward this place of gracious dialogue for the good of the church, the academy and our world.

Students experience this through a personalized education, which is guided by the wisdom and attentive care of committed faculty and staff. A community of experts guides and supports students on a challenging, rich, and adventurous journey that enables them to realize their God-given potential. As each student comes to this community with unique abilities and calling, these committed believers and subject matter experts foster an intellectually rigorous and customized academic plan that will alter the trajectory of students' lives and those of the family

and society around them. This education reveals the richness of human experience and the natural world, expands vision, and opens minds to previously unimagined possibilities for students' lives.

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 university 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-university 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 university'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

A full-time (enrolled 12 or more credit hours) student must be in good standing in order to:

- Hold office in a university approved student organization, and/or
- Have a role in a Houghton University 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 [University’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 University, 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 university. 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, the difference being that in a withdrawal, 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 University, 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 university-sponsored events must take place on a Sunday due to rescheduling or other unavoidable circumstances, members of the university 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 University 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 university maintains specific policies for complaints relative to course grades and sexual harassment. Please refer to the relevant sections of the University 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 in the Office of Student Life.

Disability Grievance Procedure

It is the policy of Houghton University 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 Committee¹. 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 University.

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

Service Animal Policy

Houghton University 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 University that service animals assisting individuals with disabilities are generally permitted in all facilities and programs on the Houghton University 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-

¹ 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.²”

Restrictions of Service Animals in a Houghton University Facility or Program

A service animal may be required to leave a Houghton University 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 University 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 585-567-9622.

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 animal³) 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 University Academic Services Office by writing Sharon Mulligan at sharon.mulligan@houghton.edu or by calling 585-567-9622.

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

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

³ 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.

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 university and facilitate the use of service animals by students on campus. The Academic Services Office will assist the university 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 University [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. The handler is responsible for complying with the Alleghany County/Town of Caneadea dog control and licensing laws. Documentation may be required.

Leash: Dogs must be on a harness, leash, or tether at all times, unless impracticable or unfeasible due to owner/keeper's disability, or unless such a restraint would interfere with the animal's ability to safely and effectively perform its duties.

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper.

Cleanup Rule: The owner/keeper of a service animal is responsible for independently removing or arranging for the removal of the service animal's waste.

Care: The handler is responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities with the care of a service animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.

Health: Animals housed in University 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 university 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 university 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 585-567-9622.

Other Resources

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

Frequently Asked Questions about Services Animals and ADA:
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.

SEXUAL DISCRIMINATION & VIOLENCE

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>.

In compliance with Title IX, Houghton University does not discriminate on the basis of sex in the education programs or activities that it operates. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.) and its implementing regulations (34 C.F.R. Part 106) prohibit discrimination on the basis of sex in education programs and activities. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Education Program or Activity receiving Federal financial assistance. Title IX requires that universities maintain an environment free from Title IX Sex Discrimination for all faculty, staff, and students. Under Title IX, discrimination on the basis of sex is Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Title IX also prohibits Retaliation.

Title IX Sexual Harassment is also prohibited by Title VII of the Civil Rights Act of 1964 and by the New York State Human Rights Law.

Title IX Coordinator

The University has, in accordance with Title IX, appointed a Title IX Coordinator and a team of Deputy Coordinators who assist the Title IX Coordinator. The University's Title IX Coordinator is the individual designated by the University President with responsibility for carrying out the University's responsibilities under Title IX, including receiving reports of alleged violations of Title IX, overseeing the University'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 University's related policies and procedures. The Coordinator oversees compliance with all aspects of Title IX, including reviewing the University's disciplinary procedures to ensure a prompt and equitable adjudication of complaints, and coordinating education and training programs for all Houghton University 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 Dr. Natasha Davis at Library 321, or by calling (585) 567-9454 (x4540 on campus). Please refer to the Houghton University [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 University 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: Katie Breitigan (585.567.9221)
- o Associate Director of Employee Engagement: Michelle Miller (585.567.9321)
- o Athletics Department Senior Women's Administrator: Deanna Hand (585.567.9563)

Investigations of Non-Title IX Violations

Houghton University is committed to responding effectively to allegations of inappropriate behaviors including domestic violence, dating violence, sexual assault and stalking. Anyone within the community who becomes aware of an incident of this type of sexual harassment should contact the Title IX Coordinator immediately. The Title IX Coordinator will work with the reporting individual to determine the appropriate process for responding to the situation in a manner that eliminates any further harm to the community, provides support for those impacted, and which is guided by a thorough and equitable investigation of the allegation. Examples of alleged violations of this type that may not qualify for a Title IX process but which are prohibited by Houghton University include, but are not limited to, those that are alleged to have occurred outside the United States, such as while on a study overseas program, and those that occur off-site from the University or outside of a Houghton University education program or activity.

The process for addressing non-Title IX allegations of sexual misconduct involving domestic violence, dating violence, sexual assault or stalking by a student will be parallel to those noted in the Student Guide's "Student Conduct Policy" with the following exceptions:

- o the Title IX Coordinator will oversee the process and serve as the Investigator;
- o the Dean of Students will serve as the Decision-Maker; and
- o an appeal of the findings of the Decision-Maker may be made to the faculty and staff members of the Student Conduct Committee, who will review all relevant information and make a recommendation to the Vice-President of Finance for a final decision on the appeal.

Title IX FAQ's

What is Title IX?

Title IX of the Education Amendments of 1972 is a federal law that provides: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance." This law provides multiple protections for individuals to work to provide a safe and equitable learning environment free from gender-based discrimination.

What does Title IX cover?

Title IX provides protection from discrimination based on sex in ANY educational program. If you feel you are being discriminated against based on your gender and you wish to talk to someone about it, please contact any member of the Title IX team.

Title IX also protects from other discriminatory practices as well including:

- Dating Violence
- Domestic Violence
- Sexual Assault
- Sex Harassment
- Sexual Violence/Non-consent
- Stalking

For more information on Title IX, please see the Department of Education's Website at:

http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

How can I report a Title IX issue?

Houghton University strongly encourages anyone who has information about a potential violation of Title IX, including Retaliation, to report to the Title IX Coordinator and/or Title IX Deputy Coordinators. Any person may make a report of a potential Title IX policy violation. If you believe you have information on a Title IX concern and wish to file a complaint with the University, you are encouraged to contact the Title IX Coordinator and/or Title IX Deputy Coordinators in person, by mail, by telephone or by electronic mail. Reports by mail, telephone or electronic mail can be made at any time, including outside of regular business hours.

A report does not constitute a formal complaint. Members of Houghton University's community can find a formal complaint form online at <https://www.houghton.edu/students/titleix/>. A completed formal complaint can be completed and submitted through electronic mail, mail or in-person.

How will the University respond to a report?

When a report of an alleged Title IX violation is submitted, the Title IX Coordinator will initiate the Title IX/Sexual Misconduct investigation process. All parties involved will be expected to participate in the investigation. The Title IX grievance process is designed to provide all parties with a decision upon completion of a fair and thorough investigation.

While an investigation is ongoing, what supportive measures are available to me?

During the investigation, the University will take reasonable steps to provide an equitable and safe environment should they be necessary. Possible remedies include and are not limited to:

- Academic extensions or adjustments
- Campus escort services
- Changes in housing
- Counseling
- Increased security or monitoring of certain areas of the campus
- List of supportive resources available both on and off-campus
- Modifications of class or work schedules
- Mutual restrictions, in the form of No Contact Orders, on contact between the Parties

How long will an investigation take?

Title IX investigations can be complex or straight forward, which can create variations with the timeline. As a result, it is not possible to provide a strict timeline for every case. The University is committed to a complete and impartial investigation of reports of Title IX related issues.

Retaliation for filing a report concerns me, what should I do?

Title IX prohibits retaliation for reporting parties and any individuals participating in an investigation. The University will take steps to prevent retaliation but will also take responsive action if it occurs. If you believe you are experiencing retaliation for filing a report, please contact the Title IX coordinator immediately.

What do I do if I believe a friend or myself have been subjected to sexual misconduct?

You should make a report of the facts of the incident(s) in a timely manner by contacting the Title IX Coordinator and/or Title IX Deputy Coordinators. The University will not tolerate sexual misconduct of its students or employees and will investigate all allegations. Where violations occur, steps will be taken to end it immediately and remedy the situation.

What if I'm not sure if my experience truly constitutes sexual misconduct?

If you are unsure of whether it was a violation, you should contact the Title IX Coordinator who will help clearly define acts that constitute misconduct, and provide information regarding options.

What if I want to report something, but I know I broke a rule under Houghton University's Student Code of Conduct?

The university encourages the reporting of harassment whenever it occurs. Houghton University recognizes that students who have been drinking or engaging in consensual sexual behavior at the time of an incident of sex discrimination, including sexual and relationship violence, may be hesitant to report the incident for fear of the potential consequences for their own conduct. A bystander reporting in good faith to Houghton University officials or law enforcement will not be subject to campus conduct action for violations of relevant policies occurring at the time of the violation.

Will the complaint remain confidential?

Before reporting, it is important to know that different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles. For more information, please see page 6 of our Title IX Policy at: https://www.houghton.edu/wp-content/uploads/2023/05/Houghton-University-Title-IX-Policy_20230510.pdf . We encourage you to contact one of the Title IX Coordinator or a Title IX Deputy Coordinator because they are best equipped to help. Please rest assured that if you contact one of them, only people that need to know will be told.

Will my parents be told?

No, not unless you tell them. Whether you are the complainant or the accused, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by the student. The University also reserves the right to inform parents where permitted by FERPA, including in a life threatening situation.

Do I have to name the perpetrator?

While you are not required to name the alleged perpetrator, without the name of the accused, the university is limited in its ability to respond to allegations, offer certain remedies for the complainant, and to sanction the accused. Sometimes victims are hesitant to report for fear of retaliation. Houghton University enforces a policy of no retaliation.

If you have any additional questions or concerns, they may not be covered here on this page, please contact the Title IX Coordinator, Dr. Natasha Davis at natasha.davis@houghton.edu.

RESIDENTIAL STUDENT POLICIES

All students, whether living in the residence halls or other university 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, Rothenbuhler, Lambein, and the Townhouses. To obtain a key, if needed, see your area coordinator. 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.

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.

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 university 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 university-owned housing prior to the official university 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 university function or program which include, but are not limited to: pre-season athletic training, Residence Life staff, Transition Leaders, Student Government, student teachers and Interconnect (international student orientation). Requests by students not invited by faculty or staff will generally be approved under the following conditions, provided that they are made by the July 31st deadline. Students in these categories will be responsible to provide their own meals before the start of the semester:

- ***Sibling(s) of an approved student and do not live within 75 miles of Houghton's Main campus.*** Students in this category will be charged \$25.00 per day that they are in campus housing prior to the official opening of university 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 university 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 university responsibilities.
- ***Dropping off personal belongings*** before a student begins living in university housing.
- ***Unapproved early arrivals:*** students showing up to campus without prior permission and desiring to stay in university 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 university residences open.*** It is the student's responsibility to arrange housing for the full extent of the summer.
- ***Students returning for non-university 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 university business must submit a list of students for approval by July 31st. Departments will be charged \$25.00 per day per student for requests for early arrival after July 31st.

Fines

The Area Coordinator 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 University. 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 university personnel will dispose of any items left in these areas. Stairwell doors and other fire doors are to remain closed at all times.

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

Gender Identity and Housing

The housing facilities at Houghton University are single-gendered buildings. For example, Rothenbuhler and Lambein house only male students and Gillette houses only female students. Each Townhouse unit will house only male or female students. The university will house students according to their gender assigned at birth. Students who are unable to live in the assigned housing facility should contact the Dean of Students.

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 university-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 university 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 university 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 university 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 Assistant Director of Housing of their plans by emailing housing@houghton.edu. 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 university 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 university. 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 university-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 university 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 university 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.

Open Hours

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

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

Townhouses (Co-ed):

Friday 8:00 AM - 1:00 AM

Pets

Prohibited Items

- 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)

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

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- Electric fry pans/griddles

Repairs/Maintenance Requests

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

Required Residence Hall meetings

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

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 university 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 university 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

University 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.

STUDENT CONDUCT POLICY

Responsibilities of Members of the Community

Each member of the Houghton University 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: Area coordinators, 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 University By-Laws as the administrator responsible for non-academic student conduct policies including due notice, hearings, and appeals processes. Hearings may be conducted by Area coordinators, 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 university 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 university 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 Council shall elect two members from the student body. Both genders must be represented; one shall have served previously; only one may be a senior.
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 one student. 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 university. In these cases, gender would not be a limiting factor in determining a quorum.

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. All pertinent sources of information shall be consulted in order to determine the validity of the initial information.
 2. No individual involved in the process other than the conduct 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.
3. Interview
 - a. If the information and initial investigation are credible, and indicate that a student may have committed a violation of a section of the Student Guide or *Commitments in Our Common Life*, the student will be required to attend a conduct interview.
 - b. Conduct interviews last between 20- and 60-minutes and are an opportunity for a student to provide information regarding the alleged incident. The conduct officer will first remind the student of their rights and responsibilities, pray with the student, read the report and accompanying information, and ask the student questions aimed at giving additional information for the conduct officer to consider as they seek to determine whether a violation occurred.
 - c. The student may invite a full-time faculty or staff advisor from within the university community (excluding parents or direct family members) to assist the student during all phases of the investigation and in the interview as an advisor.

1. A student is able to select his/her own advisor from within the University 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.
- d. The student and/or the University may request that up to two (2) witnesses each to speak on the student’s behalf or in support of the University’s needs during any part of the student conduct proceedings.
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 university may call up to two (2) witnesses each.
 2. The conduct officer or 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 required to attend a hearing.
 1. 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 university’s disciplinary policies shall be adjudicated by a Area coordinator, 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 university, the Dean may be the initial hearing officer. The

standard of evidence used in adjudicating conduct cases is measuring the preponderance of evidence. In this, a case is decided by the conduct officer deliberating the question: based on the information available, is it more likely than not that the student was responsible or not responsible for a violation of our community standards? The conduct officer's decision will be given in writing to the student, along with a rationale for the decision.

Appeals

Any student conduct decision within the Houghton University 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 University 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 be made in writing and 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 Area Coordinator may be appealed to the Dean of Students. A decision made by the Dean of Students may be appealed to the Vice President for Student Life (VPSL) who serves as the final appeal officer.
2. 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.
3. The Student Conduct Committee will convene on decisions appealed to either the Dean of the VPSL. After consideration, the Student Conduct Committee shall render in writing a recommendation to the Dean or VPSL for final decision on the case. The Dean or VPSL 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 or VPSL—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 university, the VPSL will consult the decision beforehand with the President of the university.
6. Once rendered, the decision of the Dean or VPSL is final and without further appeal.
7. If the Dean or VPSL decision differs from the Student Conduct Committee's recommendation, the Dean or VPSL shall explain the rationale to the Committee within 24 hours of the decision.
8. Those present at the hearing shall include the student requesting the appeal, an advisor of his/her choosing, the original University 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).
9. Each party shall make their case and then both shall retire from the hearing venue. The Student Conduct Committee will then deliberate and reach a decision.

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.

Area Coordinators, the Director of Residence Life & Housing, and the Dean may impose sanctions 1 – 5. Only the Dean (or designee) may impose sanctions 6 – 10. Cases resulting in sanctions 5 – 10 will remain on file for at least one year after the student graduates or five years if a student does not graduate from Houghton University. 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 **Warning** is a formal reprimand and implies that the student's behavior was inappropriate and is not to be overlooked. A situation requiring a warning provides Student Life personnel the opportunity to work with the student in making changes that are necessary for continued participation in the university community. The written warning may take the form of a developmental or behavioral contract. It may also include the suspension of open house privileges. 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 university, 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 university. 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, University 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 from Campus** is a temporary separation of the student from the university for a definite period of time while maintaining their enrollment. Duration can vary from weeks to a semester or longer. Students suspended from campus must remain off-campus for the duration of this period but may continue to remain enrolled, learning remotely

during that period. Suspensions are often followed by a period of probation (see “disciplinary probation” above).

7. **Suspension** is a temporary separation of the student from the university 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).
8. **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.
9. **Deferred Dismissal** permanently severs the student’s connection with the University 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 University.

- 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 University. Should the Dean decide to dismiss the student, the decision will be effective at the close of that term.
10. **Dismissal** requires that a student immediately leave Houghton University 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 University but must reapply through the Admission process. Such action is noted on the student's permanent record.

Informing Parents/Legal Guardians

The university 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 university, 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 university 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 university 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 university on the student, and names of other students (such as victims or witnesses) upon the written consent of each such other student.

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

GENERAL UNIVERSITY POLICIES

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 University 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 University network, or any and all of its resources. Any individual found sharing copyrighted materials using Houghton University 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 University are intended for pedestrians. Motorized vehicles (including but not limited to: motorized scooters, electric bicycles, mopeds, and hoverboards) are not allowed on university sidewalks or in university 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 university-owned vehicles) are not permitted on campus sidewalks at any time.
3. Houghton University 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 university 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 University group or individuals)

- Soliciting door to door in university residence halls or university-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/university-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/University-Owned Houses

- The residence hall/university-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/university-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 university 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 University. Forms can be picked up in the Payroll Office or are available on the Student Payroll website here: <https://www.houghton.edu/current-students/student-payroll/>

Van Dyk Lounge (Campus Center)

The lounge is first and foremost for the use and enjoyment of Houghton University 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 university-owned vehicles.* All drivers must go through driver training to be approved to drive university-owned vehicles. (*Please see Driver Approval Policy for details.)
2. All drivers must have a “university 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: [Online Reservation Form](#)

- 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 university students; however, not all programs and movies are beneficial to the type of community we strive to create at Houghton University. 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 University.

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 university 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 University'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 University 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 university 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 university distributing companies.

GENERAL INFORMATION

Campus Phone Numbers

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

Accounting Office	Luckey Building, lower level	3220
Admission Office	Fancher Hall, main floor	3530
Advancement Office	Luckey Building, 2 nd floor	3400
Alumni Engagement	Campus Center, main floor	5460
Athletics Main Office	Kerr-Pegula Field House	6450
Audio-Visual	Chamberlain Center, 1 st floor	4740
Big Al’s Snack Shop	Campus Center, lower level	3990
Campus Store	Campus Center, main floor	6200
Career Services	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 nd Floor	2600
Equestrian Program	Equestrian Center (“Farm”)	(585) 567-8142
Finance	Luckey Building, lower level	3120
Health Center	Gillette Hall, lower level	4830
Help Desk (tech)	Campus Center, lower level	3490
Human Resources	Luckey Building, 1 st floor	3210
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 th floor	6340
Payroll	Luckey Building, lower level	3190
Post Office	Campus Center, main floor	2490
President's Office	Luckey Building, 1 st floor	3100
Provost's Office	Luckey, 1 st floor	3150
Purchasing Office	Luckey Building, lower level	3300
Quick Print	Campus Center, lower level	4710
Registrar's Office	Fancher Hall, lower level	3500
Residence Halls	<i>Gillette Hall desk</i>	3700
	<i>Lambein Hall desk</i>	2500
	<i>Rothenbuhler Hall desk</i>	2700
	<i>Shenawana Hall desk</i>	4300
Room Reservations	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 rd 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

GENERAL UPDATES AND REVISIONS

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