



## 2008-09 Student Handbook

**The Mission of York College**  
*is to provide a quality liberal arts education, equipping students to lead lives of purpose, leadership, and service consistent with Christian ideals.*



### ***Purposes:***

1. To provide students with biblical teachings leading to the development of moral and spiritual values, and appreciation of New Testament Christianity;

York College is committed to the Bible as God's inspired infallible, complete will for humankind. Believing that there is no substitute for personal study of the Bible, York College offers a wide variety of textual studies in both the Old and New Testaments. Other experiences, which influence the students' moral and spiritual development, are daily chapel, devotionals, and numerous aesthetic, athletic and social activities in which attitudes and conduct are based on spiritual principles.

York College is committed to the relevance of the Bible to the moral and spiritual values of modern humankind. It is with this in mind that York College stresses that God's standards as revealed in the Bible are necessary to productive, happy lives and relationships. York College recognizes each student as a person of dignity and worth, and values each student as the center of the educational process.

2. To provide students with quality academic liberal arts programs in the arts, sciences, and professional areas;

Liberal arts education seeks to develop the inner resources of the individual. It is designed to liberate the mind and spirit of the student. A Christian liberal arts education is as much concerned with being as with doing. A person with a liberal arts education will be active for the common good and will bring this perspective to bear upon all experiences and relationships.

The liberal arts offerings at York College are designed to help students become more objective, analytical and critical, to become more articulate and to lay a foundation in the humanities and the social, physical and natural sciences on which to build a continuing education. The liberal arts also promote a sensitivity for the human condition, and a concern for the how and why of human behavior. With this balance, the liberal arts at York College promote a more disciplined and balanced life.

3. To provide students with an environment where tolerance, dialog, and the pursuit of truth are honored, enabling them to mature in spiritual, academic, and community life.

The pursuit of truth is embodied in the very nature of liberal arts. York College believes truth must be pursued in all aspects of life. The significance of liberal arts offerings at York College lies in their being consciously permeated with a Christian world-view.

Properly developed moral and spiritual values will lead each individual to cultivate social skills, function constructively in community affairs and to prepare for wholesome family living. This environment encourages each student to understand oneself and the world, to relate to others, to serve others in local and global environs, and to think independently.

The importance of this purpose in the overall mission of York College may also be seen in its concern for the stability of the family and for integrity in all aspects of life. Higher education in a Christian environment promotes within students a sense of civic, personal, and social integrity.

### **York College Core Values**

#### ***Spiritual***

We believe that God, His word, and His will are sovereign, and that Jesus Christ is His Son.

#### ***Academic***

We strive to develop lives of faith and learning through the pursuit of integrity and academic excellence.

#### ***Individual***

We welcome each student as a meaningful part of York College, encouraging individual responsibility, personal integrity, and spiritual maturity.

#### ***Community***

We value each student and the diversity of our student body, and strive to build a sense of unity and service in communities both on and off campus.

#### ***Health and Wellness***

We support the positive development of the physical and emotional health and wellness of each student.

#### ***The Mission of Campus Life***

The mission of the Campus Life department of York College is to enhance student development, facilitate the building of connections, and provide services that support student success.

### ***Philosophy of Discipline***

York College maintains a Christian discipline, promoting a way of life that is intended to uphold the teachings of Jesus Christ, calling all people to God's truth. Therefore, community life at York is a disciplined life. Community standards reflect biblical principles, traditional Christian teaching and encourage students, staff and faculty to live lives of holiness, honesty, decency and civility. The intent of all discipline is to enhance growth and maturity, especially responsibility for one's own behavior and accountability for one's own actions. Members of our community are called to a high standard of behavior in order to establish and maintain an environment conducive to learning and personal growth. Our desire is that all people reach their greatest potential in Jesus Christ.

### ***Standards of Conduct***

Within the context of York's mission and its determination to be Christ-centered, students are expected to develop and maintain a high standard of personal and behavioral values. These expectations include, but are not limited to, the following:

1. Respect for the personal worth, dignity and rights of others.
2. Respect for the right and necessity of York College to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
3. Respect for York College's longstanding tradition of honesty, moral and ethical integrity, freedom of expression and open inquiry.
4. Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff and faculty who comprise the York College community.
5. Respect for local, state and federal laws and ordinances.
6. Respect for the discipline, policy, procedures and authority established by York College for the systematic management of college activities, the well being of the members of the College community, and the integrity of the institution.
7. Willingness to offer service, support, guidance and friendship to others.
8. Regard for the nature of a moral community by embracing the need to lovingly confront and hold accountable members of the York College community whose conduct falls outside the boundaries of Christian behavior, college policy, and state and federal laws.

### ***Purpose of Disciplinary Responses***

In order to preserve moral community, it sometimes becomes necessary to confront and hold accountable members of the York College family. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. We seek to provide correction and guidance with the goal of redemption of individuals and relationships. Disciplinary responses must always take into account individual situations and potential impact of actions upon the campus community.

The purpose of the disciplinary response is:

- to redirect behavior,
- to protect the rights of others in the community,
- to encourage and teach responsibility, and

- to maintain a Christian environment compatible with the educational mission of the College.

This Handbook enables students to fully comprehend the College's expectations for student behavior and to know in advance the College's disciplinary response to misconduct. It is hoped that all students will consider their individual responsibility to live in accordance with the teachings of Jesus Christ, the policies of the College, and the laws of the local, state and federal government.

### ***General Regulations***

York College will cooperate fully with college security, local, state and federal authorities in their efforts to enforce laws related to alcohol use, drugs, and public health and safety. Students are expected to abide by these laws and regulations and to accept responsibility for their conduct. Violations of local, state and federal laws will be investigated by York College officials when the offenses occur within college jurisdiction. The offenses and investigations may be filed for criminal prosecution through appropriate judicial authorities. Actions involving a student in a criminal investigation or a civil or criminal court proceeding do not free the student of responsibility for violations of college standards of conduct. In cases where the student is charged in both jurisdictions, the College will conduct its own disciplinary review process according to established procedures. In addition, the College reserves the right to initiate disciplinary proceedings in cases where a student has been formally charged with criminal violations, on or off campus, by legal or civil authorities, or who may have otherwise committed an offense that has compromised the security of the College or the integrity of the educational process. This discretion rests with the Dean of Students or the administration of the College.

The Student Handbook is designed to give general notice of the standards of conduct, residence life information, the sections of misconduct, and the College's disciplinary procedures. It is not the intent of this Handbook to define these areas in exhaustive terms. Therefore, the College reserves the right to interpret conduct that is in violation of these regulations.

### ***Off-Campus Jurisdiction***

York College enjoys a longstanding relationship with the York community. This meaningful relationship has been nurtured for over a century and enables students to acquire jobs while attending school, engage in necessary internships related to their academic course of study, and enjoy the benefits of living in a peaceful small town. Students are encouraged to live responsible lives and practice the characteristics of excellent citizenship. In some cases it may become necessary for the College to intervene in instances of student misconduct off campus that adversely affect the ability of students to function well in the College community, at college-sponsored events or in the classroom, or that are in direct conflict with the unique mission of the College. In response to complaints from non-college citizens or agencies, the College will cooperate fully with local authorities in the performance of their duties, but will not have

responsibility for adjudicating the complaint. However, the College does reserve the right to act in any instance should the complaint involve violations of the Sections of Misconduct.

**SPECIAL NOTE:** All policies and regulations of the Student Handbook apply to all students, including students living off campus, on-campus students in any off-campus situation in the York area, and to any student representing York College in academic, social or sporting events, regardless of the location.

### ***Graduation Eligibility***

Students are not eligible for graduation or release of transcripts until the completion of disciplinary proceedings and the performance of all disciplinary requirements. Graduation and release of transcripts will be held until all requirements are fulfilled.

### ***Deadlines for Initiating Disciplinary Procedures***

The College shall not necessarily have any responsibility to process cases of alleged misconduct if the procedures herein are not initiated within 90 calendar days after the day of the alleged misconduct. Decisions to pursue such incident reports will be made by the Dean of Students depending upon the nature and severity of the offense and whether criminal charges are being pressed.

### ***Responsibility for Disciplinary Records***

The Dean of Students, in accordance with the College's Family Education Rights and Privacy Act, retains responsibility for the maintenance, storage and release of student records related to disciplinary proceedings. In most cases, student disciplinary records will remain on record for a period of seven years, at which time minimal statistics may be retained and the full document will be destroyed.

### ***General College Policies and Regulations***

#### ***Academic Information***

More detailed information concerning academics at York College may be found in the current Academic Catalog.

#### ***Absences and Tardies***

The College believes that regular class attendance is essential to learning; however, it provides for necessary absences. Punctuality in all classes is required.

You cannot be absent from any class more than three weeks of a semester. Absences in excess of this amount constitute failure and withdrawal of the student from the course.

The Academic Council may recommend that a student be dismissed from college if he/she fails to function as a serious student.

#### ***Scholastic Standing/Difficulty***

The cumulative grade point average (CGPA) is computed by dividing the total honor points earned by the total semester hours attempted, including F grades, but not including

the I, NC, S, or W grades. A CGPA of at least 2.00 is required for graduation in any degree program. To be eligible to participate in co-curricular activities and to avoid being placed on academic probation, students must meet the minimum standards for satisfactory academic progress, which include maintaining at least the minimum cumulative grade point averages (CGPA) shown below:

Hours earned at end of term	Resulting Class Standing	Cumulative GPA
1 to 27	Freshman	1.60
28 to 59	Sophomore	1.80
60 or more	Junior, Senior or higher	2.00

Any student who does not meet these minimum standards will be placed on academic probation and will be limited to not more than a normal load (15 hours). A student who is on academic probation is not permitted to participate in any co-curricular activity, such as athletics, music groups, Songfest, dramatic productions, and student publications or to hold office in any club or student organization. At the completion of the next semester, every student on academic probation will be reviewed. One of the following three actions will be taken:

1. The Vice-President for Academic Affairs will remove the student from academic probation if the student now meets the standards of satisfactory academic progress.
2. Students who have:
  - a. completed at least 12 hours during the semester,
  - b. but not yet completed 60 hours, and
  - c. have not yet reached the required cumulative GPA but have made at least the required GPA for the current term; will be continued on academic probation. (For example: a student with 45 cumulative semester hours at the end of the semester would need to have completed at least 12 hours during the term with a term GPA of at least 1.80.)
3. Any student on academic probation, who does not satisfy either condition above, will be placed on academic suspension. Academic suspension means that the student may not enroll for the subsequent fall or spring semester, and may lose eligibility for federal financial aid. Any student on academic suspension who wishes to re-enroll at York College may do so if one of the following criteria has been met:
  - a. Not having been enrolled at York College for at least one subsequent fall or spring semester, the student may then petition the Vice President for Academic Affairs (VPAA) to be re-admitted on academic probation.
  - b. A student may request an exception to an academic suspension by writing a letter to the VPAA explaining all extenuating circumstances and requesting an exception to the above-stated rules. The Vice President will present the letter to an appeals

committee that will be responsible for approval or disapproval of the student's request. Any student reinstated under this process will be readmitted on academic probation and must limit their academic load to not more than 15 hours. They may also be ineligible for any federal financial aid.

- c. A full-time student suspended at the end of the spring semester may elect to attend the summer session of York College on continued probation. If the student enrolls for at least 6 hours, and achieves the required CGPA at the end of the summer session, the student would be eligible for full-time enrollment on continued academic probation for the fall semester. If those conditions are not met, the academic suspension would continue until the spring semester, at which time the student may petition the VPAA to be re-admitted on academic probation.

Additionally, any student whose term GPA is 0.500 or lower will be placed on academic suspension from the College. Any student in this situation is ineligible to enroll for the following semester and must petition the VPAA for re-admittance after that semester of ineligibility.

### ***Address Changes***

Students are responsible for maintaining current and accurate local and permanent addresses. Any changes of address should be communicated to the Registrar's Office, the York College Post Office and Campus Life.

### ***Alcohol Policy***

In keeping with the spiritual and educational mission of the College, alcohol use by York College students is prohibited. Students found in violation of Section 3-02 of the Student Handbook may be automatically dismissed from the College.

### ***Chapel Policy***

The College desires that students engage Chapel as a significant experience in their educational and spiritual development while attending York College. The mission of Chapel is to provide the York College Community a daily time to build relationships with God and one another through worship, fellowship, and other spiritual disciplines that lead to an understanding and philosophy of life consistent with Christian ideals. The College expects student behavior and attitudes to reflect the purposes of Chapel. Chapel announcements are a primary method by which information is dispersed. Please check the York College Campus Life web site to refer to the Chapel Schedule and announcements.

### ***Chapel Attendance***

Chapel meets every day, Monday through Friday, from 11:00 a.m. to 11:30 a.m. during the fall and spring semesters, except on college approved holidays (Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day and Spring Break). Chapel on the first day of classes during the fall semester is the official Opening Convocation for the College.

Full-time students are required to attend Chapel, except when exempt from Chapel for

one or more days during a given semester for student teaching or for some work related reasons. Non-traditional students with special family needs are exempt from Chapel and students living more than 10 miles from campus, who do not have classes either immediately before or after chapel, are not required to attend Chapel on those days.

Students exempt one or more days per week for some work related reasons have their allowed number of Chapel absences per semester adjusted according to the following scale:

Number of Days Required/Week	Number of Absences Allowed/Semester	Maximum Number of Absences Before Disciplinary Probation
5	10	15
4	9	13
3	7	10
2	5	7
1	3	5

*Chapel Absence Disciplinary Action*

Students who exceed the allowed number of absences will have fines assessed to their student accounts according to the following scale:

1 over	2 over	3 over	4 over	5 over	Additional Absences
\$20	\$20	\$20	\$30	\$30	Disciplinary Probation and possible expulsion

Additional sanctions may include, but are not limited to the following:

- Forfeit institutionally funded scholarships or discounts.
- Not be allowed to participate in club activities. Members of any campus-sponsored organizations will be placed on inactive status. Club officers must relinquish their post.
- Be restricted from participation in other campus activities including Songfest, intramurals, inter-collegiate sports, spring break campaigns, etc.
- Attend chapel the next semester without exceeding the absence limit. If a student exceeds their chapel absence limit in consecutive semesters, the student will be suspended for one semester.

Students continuing to show blatant disregard for chapel attendance policies are subject to dismissal.

Students are required to apply for exemptions each semester, and exemptions must be processed within the first three weeks of any semester, or within two weeks from the beginning date of any reason given for exemption. Chapel exemption forms are available

on the Campus Life website.

### *Attendance Registration*

Attendance for Chapel in the East Hill Auditorium is registered by the Chapel Attendance Coordinator sliding a student ID through the card reader after Chapel each day. Students are responsible for scanning themselves out each day and being aware of their absence total. Students arriving between 11:00 and 11:10 a.m. must sign in and will be counted tardy. Three tardy arrivals are equivalent to one absence. Students arriving after 11:10 a.m. may not receive credit for Chapel attendance.

Should a student forget or lose his or her ID card, he or she is permitted to sign in with the Chapel Attendance Coordinator and will be counted tardy for Chapel on that day.

Disciplinary probation may involve loss of privileges on campus or the loss of participation in activities representing the College. Upper-classmen living on campus may lose curfew privileges. You may check your attendance record at your convenience at the Campus Life Office. Notices will be sent to students via campus e-mail accounts before fines are assessed. If there is some error, contact the Campus Life Office immediately.

### *Excessive Chapel Absence Notification*

Students will receive notifications regarding their Chapel absences. If at any point a student feels there is a mistake concerning their records, the student has 3 working days to address this with the Chapel Attendance Coordinator. Students will receive the following notifications for excessive Chapel absences in their campus e-mail accounts:

- **Reminder:** Warning that the student has only two allowable absences remaining.
- **Warning:** Notifies the student that they have missed all their allowable Chapel absences.
- **Excessive Absence Notification:** Notifies the student that they have missed more than their allowable number of Chapel absences and informs them of assessed fines.
- **Disciplinary Notification:** Notifies the student that they have excessive Chapel absences (above the maximum allowed) and informs them of disciplinary action, which may include, but is not limited to, the loss of campus privileges on campus, the loss of participation in activities representing the College, the loss of curfew privileges, choice of on-campus housing, etc.

Students with excessive Chapel absences may also receive fewer allowable absences the following semester.

If a student believes there is a mistake in the final Chapel absence records, the student must address the issue by the end of Final Examinations each semester.

### *Chapel Etiquette*

Although Chapel is not a replacement for church, it is a place where we honor and worship the Lord Jesus Christ. Please respect others around you as you refrain from the following: talking during chapel, use of either laptop or cell phone, eating or drinking,

lying down, leaving early, and doing homework. Men are asked to remove hats and caps as a sign of respect. Failure to comply with the above guidelines will result in loss of credit. Repetitive misconduct will result in severe disciplinary action. Students are encouraged to be attentive and respectful participants in the Chapel experience. You are encouraged to walk to chapel. However, if you must drive, you are not to use 10th Street to allow a safe walkway for pedestrians.

### ***Class Attendance and Campus Residency***

Students who are living in residence halls, apartments or other campus housing and have stopped attending classes will be asked to vacate their residence unless expressed permission is given by the Dean of Students for students to remain in campus housing.

### ***Club Guidelines***

Any student may consider membership in a social club in accordance with policies and procedures governing social clubs. Interested students should consult the student activities coordinator in the office of Campus Life for current policies and procedures.

### ***Communication***

All York College students are assigned a campus email account and a post office box. Students who live on campus also have voicemail with the phone service to their rooms. Students are responsible for information transmitted through any of these means. Therefore it is important to check campus mail, voice mail, and regularly maintain email accounts.

### ***Computer Usage Policy Guidelines and Procedures***

Developments in electronic and digital communication have profoundly changed the ways that individuals conduct research, store data, and share information and insights. The principle of academic freedom transcends the development of new media of research and instruction. One overriding principle should govern such inquiry: Freedom of expression and academic freedom should be limited to no greater degree in electronic format than in printed or oral communication, unless and to the degree that unique conditions of the new media warrant different treatment. The following policies are to be followed by York College students in the use of electronic and digital communication. All usage of electronic and digital resources at York College is to be conducted within these guidelines and those set forth in the rest of the York College Student Handbook. Campus Computer Services and the office of Campus Life will address any abuse or crime concerning the use of this privilege. Criminal offenses may be referred to the York police department for investigation and possible filing of charges.

### ***Guidelines for Use of Computers***

Access to the York College computer network requires your personal login and password.

- Your computer and the software programs that are furnished with it are powerful tools. Use them responsibly, ethically, and lawfully.

- Protect your password. Do not share it with anyone. You are responsible for its security and for any misuse of it by others. Change your password frequently and avoid using any password that could be easily guessed.
- Remember that any files you may have deleted can still exist in trash bins, on the server, on your hard drive, and elsewhere.
- York College codes of conduct apply to the use of computers and software just as they apply to other aspects of life.
- Viewing pornographic sites is prohibited. Internet browsing is monitored, and inappropriate sites may be blocked.
- Be warned that copyright violations can result in criminal prosecution.
- Respect the privacy of others. Make no attempt to access, view, copy, or in any other way violate the privacy of others in what they have on their hard drives, disks, screens or other storage devices.
- Remember that only data stored in your home directory on the file server is protected by York College's backup system.
- Be sure to protect your computer security by logging off the computer whenever you leave your workstation.
- Be sure to protect the safety of your data by saving any work in progress at regular intervals.
- Conserve resources by storing only suitable data and printing only what is necessary.

#### *Guidelines for Use of E-mail*

- The general *Guidelines for Use of Computers* applies to e-mail.
- E-mail is a powerful tool. Use it responsibly, ethically, and lawfully.
- Do not put anything in an e-mail message that you would not want read by others.
- Confidential, sensitive, or harmful information/messages should not be sent by e-mail.
- Do not use e-mail to harass, threaten, harm, or demean anyone or any group of people.
- Send only appropriate e-mails and send them only to those who need the information. Do not waste other people's time (e.g., chain e-mails).
- Respect the privacy of others. Make no attempt to monitor/intercept other people's e-mail.

#### *Computing Procedures*

##### *Games*

- Students needing to use the computers for academic reasons have priority in using the campus computers.
- Microsoft operating system games (Solitaire, Minesweeper, Hearts, and FreeCell) are permitted for use on college computers.
- Internet games that do not install or download anything to the hard drive are also permitted on college computers.
- Other games, which require additional support for the workstations are not allowed.

### *General*

Server tape backups take place from 1:00 a.m. to 4:00 a.m. Any files open during that time will NOT be backed up.

- Class logins will be created for each class taught in the lab and will be tailored for the individual needs of the class.
- Campus networks should not be used for non-York College commercial activities.
- No computer may be set up as a server on the campus networks.

### *Student Users*

Requirements for connecting personal computers to the PantherNet:

- 1) Anti-virus and anti-spyware/adware protection must be registered and current
- 2) Windows updates must be kept current
- 3) The computer name and networking physical (MAC) addresses must be registered and updated if a room change occurs
- 4) Registration is available at <http://www.york.edu/registerpc/>

*Failure to comply may result in access to the system being denied*

- Chat and streaming on the academic network will be limited to designated workstations (currently 4 workstations on the main floor of the library). Chat and streaming are permitted on the PantherNet (residence hall network).
- Peer to peer programs and other methods of illegal file sharing are prohibited.
- Storage space on the server will be limited to 10 megabytes per user. If more space is needed, approval of your professor is required.
- Automated mailbox maintenance is performed periodically as follows:
  - E-mail left in the INBOX longer than 180 days will be deleted.
  - E-mail left in the SENT ITEMS folder longer than 180 days will be deleted.
  - E-mail left in the DELETED ITEMS folder longer than 90 days will be deleted.
  - Journal items will be deleted after 30 days.
  - Printing beyond a base level will incur a charge for each additional page. Printing charges are as follows:
    - \* The first 200 pages printed in a semester will be free.
    - \* Additional printing will cost 5 cents per page.

*Logins are required to access the academic network and the Internet on the PantherNet.*

### *Internet Postings*

Students posting information on Internet resources are advised to protect themselves in the following ways:

1. Avoid posting residential address information
2. Avoid posting phone numbers
3. Be selective with the content of personal information that is posted
4. Be aware that information posted is available to anyone with Internet access – such postings are public

Any information provided to college officials that may self-incriminate individuals for violating federal, state, local, laws or college policies or that harass and/or discriminate against other individuals may result in disciplinary action against the student. This may include information found on personal websites, Facebook, MySpace, Xanga, or other internet-based postings. At a minimum, violators may be asked to remove information from the posting and may result in further disciplinary sanctions, as per the Student Handbook.

### ***Curfew***

Curfew for freshmen and for sophomores is 12:00 a.m. on Saturday through Thursday and 1:00 a.m. on Friday. Residence halls open daily at 6 a.m. Any student who is 21 years of age or has earned 60 hours or more for credit is considered to be an upperclassman. There is no curfew for upperclassmen; however upperclassmen who live on campus are expected to sign out when leaving overnight. Records for eligibility of upperclassmen status are updated at the beginning of each semester, fall break, and spring break. The entire campus is subject to this curfew except for “come and go” traffic of upperclassmen living in the apartments or residence halls. No one is allowed to loiter on campus during curfew hours.

### ***Demonstrations***

York College recognizes the right of students to dissent as long as such behavior does not limit the freedom of others, damage college property or delay the opportunity of the student body, faculty or staff to proceed regularly with their work, school or scheduled activities. Students may use public areas for assembly as long as they do not restrict the movement of traffic. When a gathering requires building space or public areas, clearance must be obtained in advance from the Dean of Students. Such clearance must be obtained at least 48 hours prior to the event, and the College reserves the right to make reasonable restrictions of location, time or format for such events, using the following guidelines:

1. to alleviate potential problems with safety or potential disruption of college activities;
2. to facilitate a free exchange of ideas consistent with the academic environment and the College’s mission; and
3. to comply with local, state and federal laws or ordinances.

The College reserves the right to review, alter or otherwise restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the College’s mission and Christ-centered character. This determination shall be the sole discretion of the president or his designee.

### ***Dress Code***

Personal appearance is important and York College students should dress neatly, appropriately, modestly, and tastefully. The College also requests of parents and friends that they support and observe dress regulations when they are on campus. Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The College also seeks to prepare students for

professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all college-sponsored activities, including athletics and formal events.

1. All students, staff and faculty are expected to dress with Christian appropriateness. Dress should be modest. Personal grooming and hairstyles should reflect self-respect and respect for others. Some extremes are not acceptable, including halter tops, backless tops, low-cut dresses or tops, crop tops/open midriffs, and short and/or revealing skirts and shorts.
2. During work periods, student workers are expected to conform to the dress code set by the department in which they work.
3. Shorts may be worn on campus, during classes and in chapel. However, shorts (and skirts) must be modest and conform to a standard of mid-thigh or longer. Spandex shorts and tights, biking shorts, jogging shorts, and boxer shorts are not acceptable for general campus wear at any time.
4. Athletic clothing appropriate to the sport may be worn while participating in athletic classes/activities in designated athletic areas.
5. Sunbathing is not permitted on campus.
6. Shirts must be worn at all times on campus and shoes must be worn in all campus buildings except the residence halls.
7. Clothing with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of York College is prohibited. This includes clothing with suggestive language/pictures or clothing that advertises alcohol or tobacco products.
8. Each faculty member will announce whether men may wear hats during class. Gentlemen are asked to remove their caps during times of prayer.
9. Individual faculty members may have additional dress requirements or preferences concerning appropriate student attire in his or her classroom.

Implementation and enforcement of the dress code are the responsibility of the entire college community. Questions about the interpretation and enforcement of these standards should be directed to the Dean of Students.

### ***Drug Policy***

In keeping with the Drug Free Schools and Communities Act, York College has implemented a policy prohibiting the unlawful possession, use or distribution of illegal drugs and controlled substances, including steroids. The College upholds local, state and federal laws about the possession, use and distribution of illegal drugs and/or drug paraphernalia. Offenses involving on-campus possession, use or distribution of illegal drugs and controlled substances may be referred to the York police department for criminal investigation and possible filing of criminal charges. Violations of this policy will be assessed the full range of disciplinary responses, including immediate dismissal from the College. Anyone suspected of or reported to have been using illegal drugs or controlled substances, including steroids, will be required to submit to drug testing. Any

student testing positive for any illegal drug or controlled substance, including steroids, or found in violation of Section 3-01 of the Sections of Misconduct, may be automatically dismissed from the College. The College believes that any students involved at any level with illegal drugs and/or controlled substances should return to their families and the supportive environment of their community and church in order to receive appropriate counseling and treatment. Upon documented completion of this process and the recommendation of the Dean of Students, students will be welcome to re-enroll in York College and receive the appropriate follow-up counseling and advising necessary.

### ***Entry, Search and Seizure***

Authorized college personnel have the right to enter any student housing location for routine maintenance, health, or safety inspections. As a courtesy to the students, college personnel will make every effort to notify the occupants regarding entry to their room when they are not present. The Residence Hall Manager may confiscate any inappropriate or hazardous materials. In such cases, the student will be notified regarding the location of their property. Confiscated items that violate the moral principles of the College may not be returned.

The College reserves the right to search any room in campus housing if there is any reason to believe a violation of college Student Handbook, local, state, or federal laws may have occurred. Entry may also be made if it is believed that there may be a risk to the health and safety of the occupant(s). In such instances, designated college officials, with authorization from the Dean of Students, will search a room with or without the consent of the occupying student. When possible, it is desirable for the student to be present when a search is made.

### ***Food Service***

All resident students must purchase a meal plan. A choice of meal plans A, B, or C is included in the room and board package for all freshmen and sophomores. Meal plan D is included in the room and board package for juniors and seniors living in the apartments, with the option to upgrade the meal plan to one of the other choices. Meal plans are also available to non-residential students upon request. Residential students who are ill may request a food tray to be brought to their room through their community advisor. Students who need special dietary considerations may contact the Dean of Students or the dining services director. The cafeteria closes for Thanksgiving, Semester Break, and Spring Break.

The student I.D. card is also a computerized meal ticket and must be presented at each meal. Fraudulent use of an I.D. card for obtaining a meal is considered to be theft of services. Good manners, as well as appropriate dress and behavior in the cafeteria are expected of students and guests.

### ***Hazing***

Hazing in any form is a serious offense and will receive the full range of disciplinary response, including suspension and dismissal from the College. Students are advised that “hazing” as defined in the [Nebraska statute](#) on hazing is a crime in Nebraska. The

College holds its students to a higher standard and reserves the right, for its private disciplinary purposes to interpret conduct as inappropriate induction activity whether or not it would be prosecuted as “hazing” under the Nebraska law. Contact the student activities coordinator in the office of Campus Life for clarification regarding appropriate activities for induction and continued membership in campus organizations.

Under the Nebraska statute “hazing” means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with college organizations such as clubs, societies, athletic organizations, etc. It is important to note that the law specifies that [consent is not a defense in hazing cases](#). The law applies whether the hazing occurs on or off campus. A person convicted of the crime of hazing is subject to a fine of up to \$10,000.

Anyone is guilty of hazing who engages in hazing; encourages, directs, aids or attempts to aid another in hazing; intentionally, knowingly or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident or has firsthand knowledge that hazing has occurred and fails to report the incident in writing to the Dean of Students or another appropriate official of the College. An organization may also be guilty of hazing if it condones or encourages hazing, or if an officer or any group of members, pledges or alumni commits or assists in an act of hazing.

#### *York Medical Clinic*

The community of York offers both a well-staffed private clinic and a general hospital. Clinic visits are handled on a cash-only basis and you are advised to carry medical insurance to cover more costly long-term care. The hospital and clinic also accept major credit cards.

#### *For Medical Assistance*

After hours, you may contact the campus nurse through a member of the residence hall staff. There is also a 24-hour help line available through the York Medical Clinic at 362-5555. You may also call 362-6671 to talk with the emergency room nurse. In a life-threatening situation, call 911 for help.

#### *Responsibility for Medical Bills*

York College students are responsible for their own medical bills. The College requires proof of insurance for student athletes and recommends that all students carry personal health insurance. Students who are not insured under their parents’ policy may get information concerning group insurance plans for college students from the campus nurse or the office of Campus Life. Students participating in intramural sports and other campus activities do so at their own risk. The College is not liable for accidents incurred during these activities.

#### *Identification Cards*

Students are issued an official York College identification card at the beginning of their academic enrollment with the College. Students are required to carry their card with them

at all times and to present the card to any college official upon request. Students failing to render an ID card upon request, using an ID card of another student, allowing an ID card to be used by another student, or falsifying information used for identification purposes will be subject to disciplinary response. Any lost or stolen identification card must be reported to the office of Campus Life immediately.

### ***Jobs and College***

Students who are considering working while attending college should understand that college is their first job and additional work will have the impact of taking on a second job. Studies have shown that a part-time job such as a campus work-study position can actually be beneficial to a student, while jobs requiring time in excess of 20 hours per week are detrimental to a student's academic success.

Students are advised to consider the moral implications of the work in which they engage (e.g., it would be inappropriate to work as a bartender.)

### ***Notification of Directory Information***

York College has designated the following items as directory information:

Name, local and permanent addresses and telephone numbers, email address, photograph, full or part time student, date and place of birth, major field of study, classification, high school from which graduated, most recent prior educational institution attended, dates of attendance, degrees, awards and honors received (including Honor Roll), participation in officially recognized activities and sports (including audio and/or video records of such participation), and weight and height of member of athletic teams.

Under the Family Educational Rights and Privacy Act (FERPA), currently enrolled students have the right to request that disclosure of directory information be withheld. To withhold disclosures, written notification including the student's identification number and signature must be received by the Registrar within the Add/Drop period for each term that information is to be withheld. York College assumes that failure on the part of the student to specifically request the withholding of directory information indicates individual approval for disclosure. Questions regarding records accessibility and/or disclosure and/or York College's implementation of FERPA should be directed to the Registrar.

### ***Notification of Rights under FERPA***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise

the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by York College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### ***Notification of Parents***

If a dependent student receives a disciplinary response of probation, suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore,

parents of any student under the age of 21 may be notified should their student be placed on probation for violating the York College alcohol policy. A copy of the disciplinary response may be sent with a letter of explanation. Parents of dependent students may be notified of excessive Chapel absences. The College also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the College. As stated in the current college catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

### ***Pornography***

All materials of a pornographic nature, including magazines, videos, computer games, and the Internet, are considered immoral and therefore not conducive to the mission of York College. In accordance with the search and seizure policy, materials of a pornographic nature may be confiscated by the residence hall manager. The campus mail system falls under the authority of college regulations. Students will be contacted about inappropriate materials that are sent through campus mail and the materials will be handled in a consistent manner with materials in student rooms. Students who struggle with addictions to pornography should seek confidential counseling from the counseling center.

### ***Public Display of Affection***

The expectation of York College is that our students are to be guided by the highest moral principles and rules of good taste in dating as in other social relationships. Mature students who have respect for themselves and their dates will choose appropriate displays of public affection. Administrators, faculty, staff, and resident hall staff are instructed to correct and counsel couples in this regard.

### ***Racism***

York College deplors racism and behaviors associated with expressions of hatred or intimidation. As a Christian institution we find that attitudes and behaviors that demean others are incompatible with the value God places upon each person by creating them in his image and sacrificing His Son to redeem them. Racist behavior is unacceptable and will be subject to the full range of disciplinary action, including dismissal from the College.

### ***Roller Blades and Skateboards***

Skateboards are prohibited on campus. Roller blades may not be used inside of buildings on campus. Students using this equipment outside are expected to be considerate of the safety of others. No ramps or stunt equipment may be used on campus. Failure to follow these guidelines may result in confiscation of equipment and/or disciplinary action.

## *Safety*

Students assume ultimate responsibility for their own safety and security. York College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. In furtherance of these objectives, and in accordance with the Cleary Act, the following information is provided. [View Criminal Statistics](#)

Campus security measures at night include the following:

1. Locking facilities
2. Checking facilities for fire and vandalism
3. Checking facilities for lights, heat, power outages, and water leak problems
4. Monitoring and reporting criminal activity on Campus to the police in emergency situations and to the Dean of Students
5. Summoning the York Police to help with emergency situations, if necessary
6. Contacting the campus crisis management team, if necessary

## *Campus Crisis Team*

York College has a trained crisis team in place with procedures developed to respond to a variety of potential crisis situations. Students may access the crisis team through college faculty or staff or through their residence hall staff. A member of the counseling staff serves as the chair of the crisis management team.

## *Procedures for Reporting Crimes and Other Emergencies*

Students and employees are encouraged to report emergencies directly to the police, fire or ambulance services by dialing 911. In the case of suspicious activity, Campus Security may also be reached at 362-2657 until 2:00 a.m. Residence hall staff is available 24 hours a day if students have safety concerns. In addition students and employees are encouraged to follow up with concerns by reporting crimes and/or safety concerns to college administrative personnel who can address these issues and keep records of incidents.

Incidents in the residence halls should be reported directly to the community advisor, residence hall manager, or the Dean of Students. Incidents reported to the community advisor must be reported to the residence hall manager who will communicate with the office of the Dean of Students, and file a follow-up written report with that office.

Anyone wishing to report an alcohol party taking place off campus may call Crime Stoppers anonymously at 362-2999. On campus violations may be reported to security or residence hall staff members. Criminal actions or concerns in other campus facilities should be reported to the Dean of Students, or to the Vice President of Finance and Operations.

## *Personal and Sexual Assault*

Victims of threatened or actual personal and/or sexual assault by another York College student have the following options available to them:

1. File criminal charges against the suspect. If the incident occurred within college jurisdiction, the victim should contact the Campus Life office for assistance in filing charges through the York Police Department. Offenses occurring off campus will be investigated through the appropriate police department. In either case, criminal charges being filed will require the student to be interviewed by police investigators and prosecuting attorneys. Students may be required to give testimony in court proceedings.
2. File a civil lawsuit or request a restraining order. (A private attorney can assist students with these options.)
3. File a complaint against the student with the Dean of Students. Students choosing this option can expect the following:
  - a. to be interviewed by a Campus Life representative, who will assist the student in developing a written statement and explain the student's rights in the disciplinary process;
  - b. to be notified in writing if the case proceeds to a hearing following the preliminary investigation by college officials;
  - c. to give testimony and to answer questions about the case in front of a disciplinary board or hearing officer;
  - d. to be accorded the rights expressed in this Handbook.
4. Inform the Dean of Students without filing formal charges. In this case the College may:
  - a. discuss with the accused student the potential disciplinary responses if charges were to be filed; and
  - b. keep a record for future reference without informing the accused student of the report.

Students may pursue these options concurrently or separately. The choice always belongs to the individual student in consort with the student's parents and/or family members. Personal counseling is available to any victim of crime in the College Counseling Center. The College can only pursue disciplinary action if formal charges are filed; however, every consideration will be afforded students to assure their safety and well being. An outline of the hearing process may be obtained from the Dean of Students office.

**SPECIAL NOTE:** Victims of stranger or acquaintance rape should immediately phone 911 before showering, changing clothes or destroying evidence in any other way.

### ***Sexual Harassment***

Sexual harassment is a serious violation of the Standards of Conduct. Engaging in sexual harassment of any college employee or student is a violation of Title VII, Section 703 of the Civil Rights Acts. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other physical and expressive behavior of a sexual nature in which:

1. submission to such conduct becomes a term or condition of an individual's employment or education;
2. submission to such conduct becomes a basis for academic or employment evaluation; or

3. the conduct creates a hostile or demeaning employment or educational environment.

Employees experiencing or witnessing harassment in the workplace should immediately report these situations to the vice president of finance. Students should immediately report such behaviors to the Dean of Students. Appropriate disciplinary responses, including suspension and dismissal or termination of employment, will be assessed against anyone found to have violated this policy. Students or employees reporting incidents of sexual harassment will be treated with compassion and confidentiality. Personal counseling is available in the College counseling center.

### ***Smoking and Smokeless Tobacco***

Students should be aware of the many physical dangers associated with the use of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco products (including smokeless tobacco) is strictly prohibited on the York College campus and other college property and at all college-sponsored activities, including sporting events, both on and off campus. As part of the College disciplinary response, fines will be assessed for all violations of this policy that cause damage to facilities. Smoking in the residence halls and in the campus apartments is a serious violation of this Handbook. The safety of all residents requires that students and their guests respect this policy. Students should be aware that they will be held responsible for the actions of any of their visitors or guests.

### ***Solicitation***

Privately-owned business enterprises may not be operated on campus. The Dean of Students must approve solicitation by any individual student, student group or outside entity, including advertisements, donations, patrons or any other type of financial support for any York College or outside activity.

### ***Stalking***

Stalking is a serious offense of the Sections of Misconduct and will receive the full range of disciplinary response, including dismissal from the College. The College upholds the definition and the law for stalking as found in the Nebraska State Statutes, Section 28-311.03. Violations may result in referral to the York police department for criminal investigation.

### ***Statement of Student Role in York College Decision-making***

York College students are encouraged to seek involvement in campus committees and organizations, and to participate in the process of helping to continually improve York College and its efforts to fulfill the mission of providing a quality liberal arts education leading to an understanding and philosophy of life consistent with Christian ideals. The Student Association offers excellent opportunities for students to be involved in activities and conversation which help to shape the York College campus culture. Besides the internal committees in student government, such as the food committee and the activities committee, there is student representation on the following college committees: chapel, curriculum, songfest, student life, and technology. If you are interested in being

considered as a member of a specific committee, or you would like to become more significantly involved in student focus groups and other areas of the College that provide on-going feedback for improvement, register your name and request with the Dean of Students in Middlebrook Hall.

### ***Theft or Loss of Personal Property***

The College is not liable for the theft or loss of personal items housed in campus facilities or taken on college property. Students are encouraged to take every precaution against theft, such as locking their doors, identifying personal property and carrying private property insurance. Most students are covered for loss or theft by their parents' homeowner's insurance policy. If this is not the case, students are strongly encouraged to consider a renter's insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be initiated with the Dean of Students.

### ***Vehicles on Campus***

The possession and operation of an automobile is a privilege at York College. Parking is available for students living on-campus and off-campus, as well as for staff and faculty. All student vehicles must be registered and parking permits are available from the office of Campus Life. Students are expected to follow Nebraska State driving regulations while on campus. Driving on the grass or sidewalks is prohibited.

### ***Parking***

There is plenty of parking available to students within walking distance to housing, classes, activities, and services.

The following parking restrictions and regulations are subject to a fine:

1. No parking in an area not designated for parking
2. No parking on campus without a valid permit
3. No parking in more than one marked space
4. No parking in a traffic lane
5. No parking in an area designated "No Parking"
6. No parking blocking a dumpster
7. No parking on sidewalk
8. No parking between Midnight and 6am in area designated "No Overnight Parking." There is no overnight parking allowed in the library parking lot, the lot south of the old church, the Mackey parking lot, the paved areas behind Sack Hall, and the north half of the lot behind McGehee.
9. No parking in a disabled zone without a valid disabled parking permit
10. No parking in a red zone or fire lane
11. No parking in an area designated for Faculty / Staff
12. Vehicles are not permitted on grass or mulched area

Cars parked in violation of College policy may be towed at the discretion of Campus Security. All towing and impound costs are the responsibility of the vehicle owner. All fines will be automatically added to the student's account.

### ***Violence***

York College prohibits and will take decisive action to eliminate all forms of violence. These may include verbal harassment, any act of physical assault, any threat to harm or endanger the safety of themselves or others, behaviors or actions interpreted by a reasonable person as acts of aggression, any threat to destroy or the actual destruction of property. Such conduct is subject to disciplinary action up to and including dismissal.

### ***Weapons***

Nebraska state law prohibits the carrying of concealed weapons on college campuses or at college-sponsored events. Firearms of any kind are not permitted on college property, including parking lots, regardless of a gun license. Anyone found on college property (other than police officers) carrying or possessing a handgun or other firearm will be subject to college disciplinary response and any applicable local or state laws. Personal arrangements for storage of firearms off campus should be made for the purpose of hunting. City ordinance prohibits the firing of any air gun, including pellet guns, paintball guns, and BB guns. Students are not allowed to possess or fire any air gun on college property, including parking lots, or at any college activity off campus except in authorized firing areas.

### ***Withdrawal from the College***

Students deciding to withdraw from the College will initiate this process with the assistant dean for student success and transitions. To withdraw from specific classes, but not from the College, students should consult the Adding and Dropping Courses section of this Handbook. Refunds of tuition and fees are clearly articulated in the refund policies of the academic catalog. It is the responsibility of each student to obtain, read and comprehend the purpose, policies and procedures of the Student Handbook. As stated in the Application for Admission, the signing of the application commits the student to upholding the ideals of York College and personally maintaining the highest possible moral, spiritual, and academic standards. The College reserves the right to make changes to the Student Handbook at any time. Such changes will be communicated with students by means of email and/or Chapel announcements and will be updated on the Campus Life web site, which serves as the official Student Handbook. Ignorance of York College policies and procedures will not excuse misbehavior or be acceptable as a defense in judicial hearings. The College reserves the right to deny the enrollment of any student whose attitudes and actions do not represent the Christian mission of the College.

### ***Housing***

Students may make off-campus housing arrangements if they meet one of the following criteria:

1. 23 years of age before the first day of class for the semester
2. Married or parenting children
3. Completed 120 hours of college
4. Plan to live with relatives who are married. If single, they must be 30 or older.
5. Invited to live with a York College faculty or staff member as a supervised family member.

6. Student teacher with placement 20 miles or more from York who wish to reside in the community where they are teaching.
7. Medical circumstances prescribed by attending physician. Documented medical cases will be reviewed and determined by the Dean of Students based on documentation submitted.

Students choosing to live off-campus must complete an application for off-campus housing and receive approval from the Campus Life office prior to securing off-campus housing. No off-campus housing applications will be approved for more than four students residing at the same address.

### ***Residence Life***

York College is a residential college. All full time students must live on campus unless they meet the criteria for living off campus and receive prior approval from the office of campus life. Non-traditional students, such as pregnant women, guardian parents of children, and students over the age of 28 will not be permitted to live in traditional student housing. Part-time students must make special arrangements to be allowed to live in the residence halls. Resident students, their guests and non-resident students visiting the living areas are subject to the following policies and procedures.

### ***Upper-class Housing***

Upper-class housing is available to students who are 21 years of age before the first day of class for the semester or have already completed 60 hours of college. Upper-class housing is a privilege. Violations of the Student Handbook, repeatedly failing Health and Safety Inspections, and excessive Chapel absences may result in the loss of upper-class housing privileges.

Each apartment has 4 single occupancy bedrooms, 2 baths, and a shared kitchen and living room area. Each bedroom has its own phone number. The bedroom window size and floor dimensions vary. The student apartments are fully furnished; however, students may wish to bring some small items to personalize their living space. Beanbag chairs or inflatable chairs are allowed, while recliners and couches are not. Students may bring lamps, storage containers, and decorations as long as they can be moved to the apartment without potential for causing damage to the building.

### ***Sophomore Honor Wings***

There are a limited number of upper-class apartments available to sophomores who meet each of the following requirements:

1. Minimum cumulative GPA of 3.5
2. Completed 30 hours of college
3. Lived on campus for at least one semester
4. In good standing with the Office of Campus Life

Sophomores accepted into Honor Wings will still be required to purchase a meal plan (A, B, or C) and will continue to have curfew restrictions. Application forms to live on one of the Sophomore Honor Wings are available in the Residence Life office.

### ***Early Check-In***

The Residence Halls open on the Saturday prior to the beginning of class each semester. Early check-in is discouraged; however, if students must arrive early, a fee of \$25 per night will be charged from the time the student moves in.

### ***Housing Inventory***

All students will receive a room/apartment inventory upon moving into campus housing. Students should make any additions or corrections to the inventory, sign it, and return it to the Residence Hall Manager within 24 hours of moving in. Students who do not turn in an inventory will be responsible for all damage and/or cleaning charges assessed when they move out. Charges will be billed to the student's account.

### ***Keys***

If you lock yourself out of your room a residence hall staff member can let you in. As a courtesy, the first time a staff member unlocks your room is free of charge. Thereafter \$1 will be charged each time that a staff member lets you back into your room. There is a \$25 charge for replacing a lost key for the residence halls or an apartment mailbox key. There is a \$75 charge for replacing a lost apartment key. Duplication of keys by residents is prohibited. Unauthorized possession of York College keys is a serious offense.

### ***Proximity Readers***

Proximity readers are issued to students to give access to the outside doors of their residence halls. Correct use of the readers to scan in and out of the building after curfew helps to ensure the safety of all residents. Misuse of this system may result in disciplinary action. There is a \$25 charge for lost proximity readers.

### ***Room Care***

Residents are responsible for keeping their rooms and living areas clean. Food must be stored in sealed containers to prevent attraction of bugs. Trash should be emptied into the dumpsters outside of the building on a regular basis. Do not empty your personal trash into the bathroom trashcans.

### ***Personalizing Rooms***

You may make your room personal and attractive and give it your own special touch. However, all decorations should be tasteful and are subject to approval by the office of Campus Life. Use only sticky-tack type adhesive or 3-M Command adhesive products when hanging items on the wall.

The following items are prohibited in campus housing:

- a. Open flames, unshielded halogen bulbs, open element appliances such as toasters or any kind of incendiary device such as candles with wicks or incense
- b. Weapons, firearms, fireworks or ammunition including paintball guns, BB guns, pellet guns, etc.

- c. Posters that sexually exploit, promote racism, or degrade men or women in any form
- d. Signs, containers, or posters that advertise or support the alcohol or tobacco industries
- e. Official highway or street signs are not permitted in student housing
- f. Window air conditioners or TV satellite dishes
- g. Extension cords

### ***Loft Guidelines***

#### *What is a loft?*

Lofts provide a convenient way to maximize the use of space in your room. Lofts are usually constructed of wood and must be free standing to avoid damage to the College furnishings and wall space.

#### *Guidelines*

If you intend to build your own loft, you must use the following construction guidelines and specifications. These guidelines and specifications must be followed exactly—for your safety and the safety of others—they are not negotiable.

#### *Liability*

Please understand that there are dangers and hazards in the construction, assembly, use and disassembly of a bed loft. The student assumes all related risks and responsibilities. Students will be required to pay the repair or replacement costs of any college property lost or damaged as a result of loft construction or use. Residential Life does not sell or endorse lofts sold by private vendors. Some lofts may or may not fit our residence hall rooms. Room dimensions vary from hall to hall so check with the residence hall you are assigned to ensure a loft you purchase fits your room. The College will not provide installation and construction services of any personal lofts and at no time accepts the responsibility for the loss of or damage to any loft, or parts thereof, that have been erected in the residence halls. York College assumes no responsibility for any injuries that may occur from using a loft.

#### *Specifications*

The loft must be totally self-supporting and free standing, with no attachments to walls, ceilings, floors, shelves, woodwork or university furnishings. No nails, bolts or screws can be used in room walls, ceilings, floors or college-owned furnishings. All residence hall furnishings, including the bed springs and frames provided must remain in the residence hall room; therefore most loft structures are built to hold the bed frame intact. A ladder or some safe way of getting onto the loft structure must be included in all loft systems. Nails/screws may be used in the construction of ladders. Side rails are encouraged since they provide extra assurance from injuries caused by accidentally falling out of the bed. Loft systems must be built and located so that they do not interfere with access to heating, ventilation or air-conditioning units, thermostats, plumbing, pipe chase doors, sinks, or fire sprinklers. Residents are cautioned to take all possible precautions against damage to walls, paint, floor tile, woodwork, and other furniture. Damages will be charged to the resident. Flammable decorative materials, such as paneling, netting, curtains, etc., are not to be attached to the loft. The wood used in the construction of the loft must be flame retardant. No PVC pipes allowed. Due to fire regulations, lofts may not block any room windows or doors. You must keep a 2.5'

clearance/access between the loft and all windows, and doors must be able to swing fully open. In the interest of personal safety, the height from the top of the mattress to the ceiling may be no less than 30”.

#### *Putting it up*

If you plan to build a loft, we suggest that you wait until you arrive on campus to do so. The height of the ceiling and the location of room fixtures and furnishings often cause problems when you try to fit the loft into place. If you build it ahead of time, be prepared to make modifications to your loft when you arrive on campus. All painting/staining or fireproofing must be completed before you bring the lumber or materials on campus. Before, during and after construction, building materials may not be stored in public areas, hallways, lobbies or other areas outside the immediate area of the builder’s room. All wood scraps, trash, sawdust, etc. must be taken directly to disposal sites outside the building and not left in the hallways or deposited in hall trash cans. Builders who fail to clean up property will receive a bill for cleaning services. All college owned furniture and equipment must remain in the student’s room.

#### *Taking it down*

All materials must be removed from York College property. You must put the room and furnishings back to the way they were when you came, and they must be clean. Bed frames must be put back together and fully secured. If you do not take apart your loft and dispose of it according to the guidelines, the Housing office will charge you to have it removed. If you discard your loft, please use the disposal sites on campus.

#### *Possible Fines/Charges*

1. Students will be required to pay the repair or replacement costs of any York College property lost or damaged as a result of loft construction or use.
2. All wood scraps, trash, sawdust, etc. must be taken directly to disposal sites outside the buildings and not left in the hallways or deposited in hall trash cans. Builders who fail to clean up will receive a bill for cleaning services.
3. If you do not take apart your loft and dispose of it according to the guidelines, the Residence Life office will charge you to have it removed.

#### ***Fire Safety***

As a safety measure, the residence halls are equipped with functioning smoke alarms. These smoke alarms must not be tampered with in any way (i.e. removing the battery, disconnecting, etc.) The residents of each room are responsible for their alarm. A \$25 fine will be assessed to the residents of any room with a disabled alarm. Hallway and fire doors are never to be propped open except during moving time.

#### ***Pets***

Residents are not allowed to keep pets of any kind (except fish in a clean, odor-free aquarium) on campus. If any other pet is found it must be removed within 24 hours. A \$100 fine will be charged to the student for each infraction of the pet policy.

#### ***Kitchens & Common Areas***

Kitchens and common areas are provided for your convenience in each residence hall. Care should be taken by all residents to maintain these areas. The use of these areas may

be restricted by the residence hall manager if these areas are not being properly used or maintained.

### ***Laundry Facilities***

Laundry rooms are available in each residence hall and apartment building. There is a coin changing machine in each building for the convenience of the students. Please contact the residence hall staff if you have problems with the equipment.

### ***Maintenance Requests***

Residents should report needed repairs and insect problems to their resident assistant or residence hall manager immediately. Please inform your resident assistant if problems persist.

### ***Community Responsibility***

All residents in the residence halls are jointly responsible for the protection of its furnishings, and its equipment. When the College cannot identify the person(s) responsible for damages, students may share in the payment for those damages, including charges for labor and material. Charges for damages will be assessed as they occur throughout the semester and will appear on your financial account with the minimum charge being \$5. Disciplinary action will be taken when appropriate.

### ***Personal Property***

The College neither assumes responsibility for nor is liable for any loss or damage to a student's personal property. Residents are advised to keep their doors locked to help prevent theft. Bicycles may be locked to a bicycle rack. Report any theft to your resident assistant or residence hall manager. Students are encouraged to purchase insurance to cover any possible losses.

### ***Dress***

During the daytime, maintenance or support service people may be in the residence hall. Please be considerate of other residents and guests at all times with regard to your dress. It is important to be properly dressed when in the hallways, studies, game rooms and parlors.

### ***Visitation***

There is no visitation of the opposite sex permitted in the residence hall rooms except during residence hall open houses arranged through Campus Life or by special permission of the residence hall manager. Parlor hours for visitation in each residence hall are posted in the parlors. Students living in the campus apartments may host guests of the opposite sex in the public areas of their apartments from 3:00 pm until 11:30 pm Monday through Thursday and until 12:30pm on Friday nights; from 11:30am to 11:30pm on Saturdays and Sundays. The common spaces on the first floor of the building are open to guests of students living in the apartments 24 hours per day. Members of the opposite sex are not allowed in apartment bedrooms.

Non-residents must enter / exit through the main lobby doors unless accompanied by a resident. All persons entering or leaving the building are to remove hoods or otherwise refrain from covering their face.

### ***Guests***

Guests of the same gender are welcome to stay up to 3 nights free of charge. After the third night, they will be charged \$10 per night and may stay two additional nights for a total of five nights on campus. Guest fees should be paid to the residence hall manager. Students must inform their resident assistant or residence hall manager of guests staying in the residence hall. Guests who need to stay longer than five days must get permission from the office of Campus Life.

### ***After Hours Violations***

Curfew violations will be satisfied through community service and/or fines. One hour of community service will be assigned for each 15 minutes past curfew that a student is late. Failure to complete assigned community service within 30 days will result in a \$10 charge for each hour of community service remaining. This charge will be added directly to the student's account.

### ***Overnight Check Out for Freshmen & Sophomores***

Freshmen and sophomores may check out to a home of a married couple or a single person of the same gender.

1. You must sign out using the online forms found on the [Residence Life website](#). Students may not check out more than 2 nights per week unless it is cleared by the hall manager for special circumstances.
2. Failure to check out properly will result in a warning for the first violation and a minimum \$20 fine for each occurrence thereafter.
3. Abuse of this privilege in excess of 2 nights per week, signing out and then returning to the residence hall to avoid getting late permission, improper use of your electronic key or lying about where you are staying for the night may result in the loss of this privilege for the semester.
4. Abuse of this policy may result in notifying parents of student's practice of continuous or fraudulent sign out.

### ***Late Permission***

Late permission may be granted on occasion by the Residence Hall Manager for college-related activities, work obligations or special circumstances. We encourage you to find a job that will not require you to be out after hours. If you need to be out after hours, it is your responsibility to make arrangements for late permission.

### ***Quiet Hours & Courtesy Hours***

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, relax, or host visitors without distracting noise from neighbors. Typically, residence hall staff will use the "two door" rule. If noise can be heard two doors from the room making the noise, it is too loud.

Official Quiet Hours are 10:00 p.m. – 10:00 a.m. Excessive noise (loud stereos, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other students and is unacceptable at York College. Those students with stereos are encouraged to use headphones. Speakers are never allowed to be placed in windows.

It is your right as well as your responsibility to let offenders know if their activity is disruptive. If the problem persists, contact your RA or Residence Hall Manager.

1<sup>st</sup> Violation: Reminder

2<sup>nd</sup> Violation: Warning

3<sup>rd</sup> Violation: Disciplinary action may include loss of speakers or noise device for 3 days or 5 hours of community service.

4<sup>th</sup> Violation: Disciplinary action may include banning of the sound system or noise device from campus, community service or suspension.

Periodically, activities approved by the Residence Life Coordinator may receive exemption from the quiet hours guidelines.

### ***Room Changes***

There is a \$25 fee to change rooms unless waived by the office of Campus Life. The room change process begins at the Residence Life office and must be completed in 3 working days.

### ***Holiday Residence Hall Policy***

The residence halls close at Christmas and Spring Breaks. You must make other living arrangements at these times. Check the College calendar for times that the cafeteria and/or residence halls are closed.

### ***Holiday Apartment Policy***

The campus apartments will remain open to students living there who make arrangements to stay on campus during holidays, breaks, or summer vacation. Please check with the Residence Life Coordinator for specific information regarding additional charges for summer occupancy and to make special arrangements.

### ***Deposit***

The room deposit/reservation fee of \$75.00 to \$100 is fully refundable if housing requests are completed by August 1 for the fall semester and December 1 for the spring semester. Student who leave the residence hall and do not intend to live there in the future must request the return of their deposit in writing to the Residence Life office. Allow at least four weeks to process refunds. Deposits will not be refunded if you have an outstanding balance on your student account. It will be applied to the existing balance.

### ***Student Housing Final Exit Procedures***

1. Clean your room and return it to its original condition.
2. Complete a room inventory with housing staff.
3. Turn in your room key and proximity reader to your residence hall manager.
4. Exit the residence hall before the deadline.

Charges for damages, cleaning, failure to exit by the deadline, and / or improper exit procedures are added to the student's account. Assessments for materials and labor to make repairs will be made in conjunction with campus facilities.

### ***Residence Hall Rooms***

Rooms, unless specified, are furnished for two students, each student having a bed, a dresser, a desk, and a chair. This furniture may not be removed from the room or disassembled. A limited number of private rooms with single furniture are available in each residence hall. Rooms are also equipped with mini-blinds. Anything used in decorating should not deface the room in any way.

### ***Apartment Furnishings***

The student apartments are fully furnished; however students may wish to bring some small items to personalize their living space. Bean bag chairs or inflatable chairs are allowed, while recliners and couches are not. Students may bring lamps, storage containers, and decorations as long as they can be moved to the apartment without potential for causing damage to the building.

### ***Open Rooms***

Students requesting double occupancy rooms who are not assigned a roommate may choose to pay for a private room or remain open to a new roommate at any time or relocation at semester.

### ***PantherNet Computer Services***

Internet service and connection to the York College network are provided to students living on campus as part of the housing package. These services are managed and monitored in order to support the mission of the College. See the Computer Usage Policy for further details and PantherNet registration and usage requirements.

### ***Cable Television***

Basic cable service is provided to students living on campus as part of the housing package. York College reserves the right to block channels that may be inappropriate. Students may purchase additional channels by contacting the cable company; however, subscribing to channels containing pornographic materials will be considered to be a violation of the student code of behavior.

### ***Sections of Misconduct***

1. *Section One violations.* These violations will result in disciplinary warnings with or without additional conditions or alternative requirements. They include, but are not limited to, the following:

- 1-01** Violations of the quiet hour policy in college residences halls, apartments, or other incidents of minor disturbance of the peace
- 1-02** Violations of curfew policies for freshmen and sophomores

- 1-03** Violations of general residence life policies including, but not limited to, checkout procedures, cleanliness, burning of candles and/or incense, and misuse of residence hall equipment and/or furnishings
- 1-04** Engaging or threatening to engage in behavior that would cause minor damage to college property or to the personal property of others
- 1-05** Violation of dress code principles
- 1-06** Gambling in any form
- 1-07** Use of profanity, vulgarity or obscenity in any form
- 1-08** Possession and/or use of pornography of any kind
- 1-09** Failure to respond to a summons to any administrative office or to appear at a college disciplinary hearing (including mediation/arbitration)
- 1-10** Failure to present official York College identification cards upon request of college authorities, including all administrators, deans, members of the faculty, operators of college installations, security officers and residence hall and apartment staff.
- 1-11** Failure to accurately list with the College a current place of residence and to promptly inform the College of any subsequent changes in the listing
- 1-12** Knowledge of a violation of certain college policies or of students who are in violation of certain college policies without notifying proper college officials
- 1-13** Use of tobacco in any form on campus or at any college-sponsored event
- 1-14** Displaying any alcoholic beverage paraphernalia or items associated with the promotion of drugs, including but not limited to, bottles, cans, personal photographs, posters and T-shirts.
- 1-15** Minor instances of disorderly conduct during Chapel or any other public assembly or class
- 1-16** Students are not permitted on any college rooftops. Damage resulting to buildings as a result of people being on rooftops is the responsibility of those involved.
- 1-17** Other violations of college housing policies, general college policies, or parking/safety regulations

*2. Section Two violations.* These violations will result in a minimum disciplinary response of probation on the first occurrence or suspension/dismissal on the second occurrence, with additional conditions or alternative requirements. They include, but are not limited to, the following:

- 2-01** Failure to comply with disciplinary decisions, conditions of probation (including terms of mediation/arbitration), or the directive of a college official acting in the performance of his or her duties.
- 2-02** Lying to a college authority, including all administrators, deans, members of the faculty, operators of college installations, security officers, and residence hall and apartment staff
- 2-03** Failure to observe requirements concerning Chapel attendance
- 2-04** Engaging or threatening to engage in behavior that would cause major damage to college property or to the personal property of others

- 2-05 Engaging or threatening to engage in behavior which poses a danger of causing physical and/or emotional harm to self or to others, including hate speech and sexual harassment.
- 2-06 Continued violation of dress code principles
- 2-07 Misuse of fire or safety equipment, that is using such equipment for other than its intended purpose under circumstances justifying that use. Automatically includes fines for such misuse of fire extinguishers.
- 2-08 Possession or use of fireworks or chemicals which are of an explosive or corrosive nature; automatically includes fines for possession or use of such agents
- 2-09 Unauthorized possession or use of college keys
- 2-10 Unauthorized entry or use of college buildings, facilities, equipment, supplies or resources. Unauthorized entry into one of the residence halls or apartment buildings while concealing one's face, such as with a hood, mask, etc
- 2-11 Misdemeanor theft
- 2-12 Possession of stolen property
- 2-13 Forgery, alteration or misuse of college documents, forms, records, identification cards or meal tickets/plans.
- 2-14 Spending the night with a member of the opposite sex and/or sexual immorality, premarital, extramarital or homosexual
- 2-15 Continued possession and/or use of pornography of any kind
- 2-16 Unauthorized use of the passwords or computer codes of a department or another individual
- 2-17 Violation of law or college policy for computer use
- 2-18 Failure to meet financial obligations to the College
- 2-19 Theft of services, including failure to meet financial obligations for professional services and rental agreements
- 2-20 Violations of the visitation policies of residence halls and apartments, including entering side doors of the apartment buildings without a resident escort.
- 2-21 Repeated violations of curfew policies for freshmen and for sophomores
- 2-22 Attending any establishment or event at which the principal purpose(s) is known to be the sale and/or consumption of alcoholic beverages or the sale and/or consumption of alcoholic beverages and dancing, including dance clubs, private parties and bars.
- 2-23 Possession, purchase or consumption of alcoholic beverages on or off campus or at college-sponsored events or activities; presence at an alcohol party constitutes possession; failure to submit to a breathalyzer test at the request of a residence hall manager or other designee of the Dean of Students constitutes admission of alcohol use

***Note: Second violations of possession or consumption of alcoholic beverages on or off campus or at college sponsored events or activities, including second violations occurring after first-violation probations have been completed, will automatically result in dismissal from the College.***

**2-24** Providing alcohol to minors

**Note: Second violations of providing alcohol to minors, including second violations occurring after first-violation probations have been completed, will automatically result in dismissal from the College.**

**2-25** Possession, distribution or sale of drug paraphernalia

**Note: Second violations of possession of drug paraphernalia, including second violations occurring after first-violation probations have been completed, will automatically result in dismissal from the College.**

3. *Section Three violations.* These violations may result in dismissal from the College for one or more semesters, including indefinite dismissals, on the first occurrence. These include, but not limited to, the following:

- 3-01** Possession, use, distribution or sale of illegal drugs, including controlled prescription drugs and steroids; failure to submit to blood and urine tests (at the student's expense) for the purpose of determining consumption or use of drugs is considered to be admission of use; The Dean of Students or designee has the authority to request such testing. A drug related felony conviction might disqualify a student from receiving future federal financial aid.
- 3-02** Hosting an event or private party (or otherwise allowing such an occasion to occur) at a student's residence, whether apartment, house or other facility, or at any other location, public or private, at which York College students are in violation of possession or consumption of alcoholic beverages.
- 3-03** Second violations of possession or consumption of alcoholic beverages on or off campus or at college sponsored events or activities, including second violations occurring after first-violation probations are fulfilled
- 3-04** Participation in hazing
- 3-05** Intentionally causing physical or emotional harm to another person (including, but not limited to, hazing) on or off campus or at college-sponsored events or activities, unlawful detention of another person against his or her will, or seriously threatening harm or harassment, including stalking.
- 3-06** Rape, sexual assault or other non-consensual sexual activity
- 3-07** Repeated cohabitation and/or sexual immorality, including homosexual behavior
- 3-08** Arson or attempted arson
- 3-09** Felony theft
- 3-10** Intentionally giving a false warning of a campus emergency, including the pulling of fire alarms; a false fire alarm is considered a felony and may be punishable by incarceration and up to a \$1000.00 fine
- 3-11** Possession, use or discharge of any weapon on campus or at college-sponsored events or activities

3-12 Intentionally interfering with college events, business activities or educational functions

**SPECIAL NOTE: Repeated, aggravated, or multiple violations of any section of misconduct will result in additional disciplinary responses, especially in cases where the infractions occur during a disciplinary probation. A student's entire disciplinary record will be considered when decisions related to disciplinary responses are made. Terms of any disciplinary response will be set at the conclusion of disciplinary hearings. In most cases the terms will extend to at least the end of the academic semester. The Dean of Students or appropriate designee has responsibility for setting such terms and may extend, reduce or otherwise alter the term according to the severity of the situation and potential impact upon others.**

**Disciplinary Responses**

1. Section One violations of the *Student Handbook*:

Disciplinary responses range from an informal warning to a written formal warning and documented service restitution. Community service, fines, restitution, accountability agreements or other requirements may be added to either type of warning.

2. Section Two violations of the *Student Handbook*:

Disciplinary responses range from disciplinary probation (as allowed by the Federal Education Rights and Privacy Act [FERPA], parents may be notified; other appropriate school officials will be informed) to suspension from the College (as allowed by FERPA, parents may be notified; academic advisors, professors and other appropriate school officials will be informed). Probation and/or suspension sanctions generally will be assigned for a period of 10 to 16 weeks (a full semester). Community service, restitution, loss or reduction of college scholarships, fines, restitution, medical or psychological counseling/treatment, drug and/or alcohol testing and/or assessment, accountability agreements, or other requirements may be added to either of these disciplinary responses.

3. Section Three violations of the *Student Handbook*:

Dismissal from the College for at least an academic semester or for an indefinite period of time as determined by the Dean of Students according to certain guidelines (as allowed by FERPA, parents will be notified; academic advisors, professors and other appropriate school officials will be informed).

**Note: In cases where dismissal from the College is deemed to be the appropriate action, it is important for students to understand that the College is still acting toward their long-term good by allowing them to take responsibility for their own behavior and to be held accountable for their own actions. Community service, loss or reduction of college scholarships, fines, restitution, medical or psychological counseling/treatment, drug and/or alcohol testing and/or assessment, accountability agreements, or other requirements may be added as conditions of re-admission.**

*Definitions and Procedures of Disciplinary Responses*

*Informal warning:* An official verbal notice of misbehavior with encouragement to refrain from subsequent misconduct.

*Formal warning:* An official written notice of misbehavior documented in a student's disciplinary record with an understanding that subsequent violations will result in probation.

*Probation:* An official agreement that informs the student that any subsequent misconduct, during or after the probation term, will result in additional discipline, including but not limited to, suspension or dismissal from the College. The Dean of Students or designee determines the terms of probation, including length of probation, appropriate to the offense. As allowed by FERPA regulations, parents/guardians may be notified of this decision.

*Suspension:* An official sanction that prohibits a student from attending the College, residing in or entering college-owned or operated housing, or participating in any college activities, sports, social and academic organizations, or trips for a set period of time, usually one academic week. Any classes missed due to a suspension will be unexcused and subject to the policies and procedures of the faculty. Notification of suspensions will be sent to appropriate college officials, parents or guardians, including the student's academic advisor, department chair and college dean. Further misconduct during this suspension will result in automatic dismissal from the College.

*Dismissal:* An official decision to terminate a student's enrollment or registration at the College for the remainder of the academic semester in which the offense occurred or for additional semesters as warranted by the circumstances of the offense. In the case of dismissal, the College will make monetary reimbursements for tuition, housing or any other college fee according to the reimbursement policy of Student Financial Services. Notifications of dismissals will be sent to appropriate college officials, including the student's academic advisor, parents or guardians. Students who wish to return to school after the dismissal period has ended must submit a request in writing to the Dean of Students prior to registering for the semester in which they desire to re-enroll. This written request should include a discussion of action steps completed to comply with specific requirements of the dismissal and a statement of intent to comply with the attitudes and behaviors expected of York College students. Additional documentation and/or assessments from professionals may be required for consideration of re-admission.

*Additional Requirements and Conditions:* The College reserves the right to impose additional requirements and conditions in the disciplinary process as determined by the Dean of Students. Such requirements may include, but are not limited to, the following:

1. fees, fines and/or restitution;
2. loss or reduction of college scholarships for subsequent semester(s);
3. on-campus and/or community service;
4. accountability agreements with York College staff or faculty;
5. participation in educational programming;

6. medical or psychological counseling/treatment and/or assessment by York College or off-campus professionals, including drug and alcohol testing and/or assessment;
7. restrictions on participation in campus activities, residence visitation, parking privileges, contact with individuals or groups on campus, or positions as elected campus leaders; and

Additional requirements and conditions will in most cases be assessed along with normal disciplinary responses (i.e. warnings, probations, suspensions and dismissals). Violation of these additional requirements will most likely result in a more serious disciplinary response, up to and including suspension or dismissal, as determined by the Dean of Students without further hearing or review.

***Summary Disciplinary Responses:***

Suspensions and dismissals may be imposed without the hearing process outlined in this section should the Dean of Students determine that serious misconduct has occurred and/or that the student's continued presence on campus presents unreasonable risk of danger to himself or herself and/or the campus community as a whole. In these cases a student must leave the campus immediately. Other disciplinary responses, listed under additional requirements and conditions, may also be imposed on a summary basis at the discretion of the Dean of Students. A hearing, in accordance with the Student Handbook, will be conducted to determine whether the student should be reinstated and the summary disciplinary response removed. The general guidelines for this process are set forth in the section on Special Administrative Evaluations.

***Decisions of Disciplinary Responses:***

Authority for determining and imposing disciplinary responses, requirements or conditions ultimately rests with the Dean of Students. In many cases residence hall managers or the sponsor of student organizations will make or recommend these decisions regarding section one violations, acting under the supervision of the Dean of Students. Primary consideration will be given to the seriousness of the offense, intent and the prior disciplinary record of the student when deciding on appropriate disciplinary responses. Whereas the prior disciplinary record is not considered in determining accountability for the incident in question, patterns of behavior will influence actions necessary for correcting a student's conduct and protecting the integrity of college policies and procedures. Other considerations will always include a student's attitude during the disciplinary process, a student's cooperation during the incident being reviewed, and recommendations by college officials.

***Disciplinary Process***

Incident reports alleging behaviors listed in the Sections of Misconduct or other violations of the Student Handbook will be forwarded to Campus Life from college officials, and from other members of the College community, including students, staff and faculty. If the College receives reports, complaints or other information possibly involving violations of the Student Handbook from local, state and federal agencies, they will be forwarded to Campus Life and investigated. A preliminary review of the facts

of the case will be conducted to determine whether sufficient evidence exists to warrant a hearing. Students will be summoned to a meeting where allegations will be reviewed and a disciplinary response will be determined. The disciplinary response will become part of the student's official disciplinary file, and immediate enforcement will follow.

### ***Non-disciplinary Process/Administrative Agreements***

In keeping with the redemptive nature of York's disciplinary philosophy, students who come forward confessing an addictive lifestyle (including, illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography and Internet abuse) will be afforded an opportunity to submit to a range of possibilities outside the disciplinary process, including counseling or medical treatment. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must take the first step by discussing his or her situation with the Dean of Students in order to negotiate an appropriate response. Once a violation is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.
3. The student must understand that in cases where the behavior is repetitive, self-destructive or endangering to others or involves legal issues, the College has the responsibility to take appropriate action, including suspension or dismissal from the College.

**SPECIAL NOTE: The College maintains the right to require the student to enter into professional counseling and/or medical treatment if the behavior in question warrants such a response, as indicated by the Special Administrative Evaluation.**

### ***Deliberation/Standard of Proof***

In deliberating disciplinary responses, the Dean of Students or an appropriate designee will make a decision on facts based on a preponderance of the evidence, including, but not limited to, all testimony from witnesses, written statements and other relevant information. In evaluating conflicting testimony or statements, the Dean of Students or an appropriate designee will determine in good faith and reasonably which version of events is more credible.

### ***Appeal Process***

Disciplinary decisions will be made at the lowest level possible. Following any formal discipline, students are guaranteed the right to an appeal to the next higher level. Decisions made by a residence hall manager or sponsor of a student organization may be appealed to the Dean of Students. Decisions made by the Dean of Students may be appealed to the Vice President of Academic Affairs. He/she will review the appeal and either uphold the decision or call an appeals committee consisting of a faculty member, a campus counselor, the student body president, the inter-club counsel president and a member of the executive counsel, who serves as the chair of the committee.

Appeals will only be granted on the following grounds:

1. The disciplinary response is unreasonably disproportionate to the misconduct (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
2. The student was not accorded his or her rights as outlined in the Student Handbook, and this failure significantly affected the student's right to receive a fair hearing.
3. The disciplinary decision was not supported by substantial evidence.
4. New evidence has become available since the initial hearing that would have significantly altered its results.

In most cases the Dean of Students will only review a written appeal, the case file and written findings of a college official. The case will not be re-heard by the Dean of Students. In cases involving suspensions or dismissals where an appeals committee in convened, the appeals committee may also wish to review the case with the student, any witnesses or other appropriate parties prior to making a decision. The decision of the appeals committee is final. Under normal circumstances, imposition of disciplinary responses will be deferred pending the review of the appeal. Following review of the appeal, the Dean of Students or appeals committee may elect to void the disciplinary decision, uphold the decision, alter the disciplinary response or return the case for a new hearing. This decision will be final.

The procedure for an appeal to the appeals committee from a decision of the Dean of Students is as follows:

1. Within two working days from the decision, the student shall file a written notice of appeal with the Vice President of Academic Affairs (Hulitt Hall). Appeal forms are available in the Campus Life office. A student involved in a disciplinary process will be notified by Campus Life at the time the disciplinary decision is announced to the student of his or her right to appeal.
2. The VPAA shall promptly provide the Campus Life Office with a copy of the notice. Within one working day thereafter, the Dean of Students shall file with the VPAA a written statement of the facts and summary of the appealed decision and applicable policy. A copy shall be provided to the student.
3. Within two working days of receiving a copy of the dean's statement, the student shall file with the VPAA a response, including his or her statement of the facts, reasons for the appeal and such other statements and documents he or she believes appropriate to the issues relevant to the appeal. A copy shall be provided to the Dean of Students.
4. The VPAA may request from any party further information and statements he or she deems appropriate to the reasonable completion of the record.
5. The VPAA shall schedule a hearing before the appeals committee if he or she determines from the record that the appeal involves a substantial dispute of material facts and/or a substantial issue with the existence, publication and/or implementation of applicable policy. If the VPAA does not find substantial cause for appeal, he or she shall communicate the decision to the student in writing.

6. If the appeals committee is convened, it shall undertake such inquiry as the chair may direct, including a study of the record. The duty of the appeals committee shall be to decide as to whether there is substantial basis in fact and policy to support the decision from which the appeal has been taken.
7. The appeals committee may solicit additional information if deemed appropriate and uphold, reverse or otherwise modify the previous decision. The decision of the appeals committee shall be communicated to the student in writing.

### ***Special Administrative Evaluations***

The College reserves the right to deny admission to any applicant and continued enrollment to any student it determines is unqualified on the basis of personal conduct, character or academic preparation inconsistent with the nature and mission of the College. In addition, a student may be subject to special requirements or disciplinary responses, including suspension or dismissal from the College, for actions not otherwise covered in the Student Handbook, if it is determined from the student's behavior that he or she:

1. lacks the capacity to understand the nature of the charges against him or her, or the ability to respond and participate in the disciplinary process;
2. poses a danger to self or to others; or is disruptive to the community;
3. has become gravely disabled—that is, lacks the ability to care for himself or herself.

In such instances, the case will be referred to the Dean of Students who will schedule an evaluation of the student by appropriate medical or mental health care professionals, on or off campus. The student may also elect to seek an independent medical or mental health evaluation for purposes of this review. The Dean of Students will then convene an evaluation team to review the case and make appropriate recommendations. The team will normally consist of a combination of the following people, as applicable:

1. the Crisis Team leader;
2. the student's counselor or therapist;
3. a faculty member or administrator designated by the Dean of Students;
4. the head of campus security;
5. the Dean of Students.

The team will review all issues and information relevant to the student's condition and his or her ability to continue at the College. In conducting an evaluation, the team will:

1. have access to all records concerning the student, including the results of the professional medical or psychological assessments;
2. have the right to interview any person who can supply additional information relevant to their analysis; and
3. conduct all of its proceedings in strict confidence and in compliance with state and federal non-discrimination laws.

All evidence presented to the team will be given due consideration in the decision-making process. Following the review of all relevant information, the team will report findings along with recommendations of the continuing enrollment status

of the student to the Dean of Students. The Dean of Students will then make the final determination as to whether the student should remain at the College, and if so, under what conditions. In the event that a student is suspended or dismissed, the Dean of Students may also elect to impose conditions for the student's re-enrollment. In cases where it is believed that the student's behavior poses danger of causing imminent harm to self or others, the student may be summarily suspended or dismissed from the College immediately. Typically, appropriate medical and law enforcement agencies, as well as family members, will be notified. The evaluation procedure should then take place following the student's suspension and removal from campus.

**SPECIAL NOTE:** A student who fails to cooperate with either the evaluation process or with the conditions set for his or her continuance at the College may be suspended or dismissed on a summary basis as noted above.

***Procedures for Reviewing Misconduct by Student Groups***

Student groups may be charged with violations of the Student Handbook, and the group may be held responsible, either individually or collectively, if violations by those associated with the group received implicit or overt consent or encouragement from the group or its officers. Alleged violations will be referred to the sponsor of student organizations for processing under the provisions of the Student Handbook. Disciplinary responses for a student group may include revocation of the group's right to exist at the College, as well as other appropriate measures. Student groups will be accorded the same hearing and appeal procedures provided for individual students.