



Student Handbook

2023-2024



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The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

LETTER FROM THE DEAN

Welcome to York University! My name is John Jewell, and I'm the vice president for the Student Life Office and your dean of students. I've been married to Samantha for twenty-seven years, and we have three sons. Jonah is in the Army, Andy is a sophomore here at York, and Ben is in the ninth grade. My family has done mission work for over twenty years in Brazil, Africa, and the United States. I will be starting my second year as dean of students and am super excited about all God has in store for our time together.

On behalf of an amazing team of leaders in the Student Life Office, I'd like to say how excited we are that you're here! We've been praying for you for months now and are hopeful that you're going to experience your best year ever right here at York University. We understand that your Christ-centered education extends outside of the classroom, and we want to help you get the most out of university life. The Student Life Office is made up of almost thirty people who are all here to help you. Our staff has been working hard to prepare activities, opportunities, and services for you that are highlighted in these pages. The more you get involved, the better your experience will be, so I want to encourage you to jump right in.

The Handbook has been recently updated to reflect who I am, with the goal to connect the Student Life Office to the student body. **You're responsible for all of the information included, so please take some time to read it carefully.** York University standards are high, but I'm personally committed to helping you reach them. My door usually stays open in Larsen House. Please take a minute to stop in and say "hello". In the meantime, let me express my congratulations. Your life is about to be transformed to a new level of glory, and it's going to be awesome!

In Christ,

John Jewell

Dean of Students

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WELCOME

Welcome! Whether you're a returning student or new to our campus, we're happy you're here. We want to do everything we can to make our time together this year as fruitful as possible. Our mission is central to all we do and so important to us that we've included it on every page of this handbook. We hope you'll see how each section points toward that mission, and how that mission points us all towards Jesus Christ. Our highest aspiration for you and for ourselves is that we will all know Him more fully at the end of the year. We sincerely hope you grow closer to God, make lifelong friends, and truly love it here!

Now let's take a look at that mission statement and what it means:

*The mission of York University is to **transform** lives through Christ-centered **education** and to **equip** students for lifelong **service** to God, family, and society.*

Transform: We strive to create opportunities for God to transform all of our lives more into the likeness of Jesus Christ.

Education: We strive to educate you to the very highest written and oral standards that exist, in keeping with Christian values.

Equip: We strive to supply you with all the tools you need to integrate into our rapidly changing professional, social, and technological world.

Service: We strive to instill a desire in you to serve others.

Please take some time to read through this handbook and to get familiar with the material inside.

Make notes and dog ear the pages. It's yours and it's meant to be useful to you. The resources at the end will come in handy, so carry it with you and use it as a reference. Please, give us feedback along the way. Let us know what you need and how we can help. Don't be shy. We're here to transform your life through a Christ-centered education and to equip you for lifelong service to God, family, and society, and that takes some interaction. See, there's that mission statement! We believe in what we do, and we want you to share in the rich culture that makes us proud to be York University. Welcome to the family!

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

WHO WE ARE

This handbook has been prepared for you by the Student Life Office. Whether you're an incoming freshman or a senior about to start your career, the transition from dependence to independence can be stressful and even scary. We get that. Everyone in our office is trained and ready to support you on your educational journey. Your spiritual, emotional, and social well being are our top priorities. **If you live in one of our residence halls, the residence assistants (RA) are available to help you solve any problem or find someone who can. If you live off campus, you can call the Student Life Office directly at (402) 363-5753 or email us at studentlife@york.edu.** Please feel free to come to us with any questions or concerns. We're here for you.

OUR TEAM

Mr. John Jewell.....(Vice President for Student Life / Dean of Students)

Mr. Stephen Cooper.....(Director of Resident Life and Housing / RD 12th St.)

Dr. Randy Ervin.....(Director of Counseling Services)

Mrs. Roni Miller.....(Title IX Coordinator)

Mr. Bryce Winkler.....(AC Gibbs & McCloud / Director of Student Activities)

Mrs. Lynnette Gonzalez.....(R.D. Studebaker/Administrative Coordinator)

Mrs. Deb Cleveland(R.D. Thomas Hall)

Mason Yarbrough.....(A.D. 12th St.)

Andrew Bond.....(A.D. 12th St.)

Jarod Belden.....(A.D. Gibbs)

Bryson Adams.....(A.D. McCloud)

Beka Baker.....(A.D. Thomas Hall)

Darby Wright.....(A.D. Studebaker)

Macey Truitt.....(R.A. 12th St.)

Ryan Vahrenkamp.....(R.A. 12th St.)

Sal Fernandez.....(R.A. Gibbs)

Diego Rubio-Asin.....(R.A. Gibbs)

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Gabriel de Paula Pina Barbosa.....(R.A. McCloud)
Jordan Herring.....(R.A. McCloud)
Juan Linares.....(R.A. McCloud)
Terrence Packer.....(R.A. McCloud)
Cierra Dringman.....(R.A. Thomas Hall)
Lawson Hiltl.....(R.A. Thomas Hall)
Eliza Rohda.....(R.A. Thomas Hall)
Nayana Wilderson.....(R.A. Thomas Hall)
Makayla Dinkler.....(R.A. Studebaker)
Kinzie Norton.....(R.A. Studebaker)

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lifelong service to God, family and society.*

WHAT WE HAVE TO OFFER

York is a remarkable town, and this is an outstanding campus. We're small but we have some of the best people and entertainment you'll find anywhere. We don't want you to miss out on anything we have to offer, so here's a list of what the members of our Student Life team recommend for your enjoyment:

ON CAMPUS

CLAYTON MUSEUM OF ANCIENT HISTORY

The museum collects, researches, preserves, exhibits, and interprets objects with a special focus on the ancient world. It features the C. Foster Stanback Collection with displays including artifacts from the Ancient Near East and Rome. It's in the basement of the Mackey Building. Guests of all ages are welcome, and tours are available.

GENESIS (August)

New student orientation is four days of fun. You'll meet fellow students, engage with faculty and staff, get familiar with the campus, and participate in programs designed to immerse you in the culture of York University. At the end, we kick off the school year with a campus wide block party on Kiplinger Ave.

HOMECOMING (October)

Alumni and prospective students descend on campus for a weekend of special events. You'll be right in the middle of the action, including Syncfest, athletic events, a choir concert performance, our fall theatre production, a special chapel service, and the crowning of the homecoming king and queen.

SYNCFEST (October)

Hosted by the admissions team and the student activities board (SAB), Syncfest is an event you won't forget. Groups battle each other for a cash prize in an epic lip-sync competition.

ICE CREAM SOCIAL

Enjoy a much-needed ice cream break with friends in the cafeteria on the day before finals.

AUTUMNFEST (October)

There's no better way to kick off the fall season than a visit to Wessel's Living History Farm for some pumpkin painting and a hay ride. The SAB hosts this event, where flannels and boots tend to be the dress code, and students are guaranteed to enjoy the famous midwestern combo of chili and cinnamon rolls.

SONGFEST (April)

Each year, York's social clubs and many other students come together to host a musical variety show with choreography, singing, parody, and friendly competition. You won't want to miss out on one of the most exciting events of the year!

ALL-SCHOOL BANQUET (April)

The student body gathers with faculty and staff for a night of reflection, awards, great food, and fellowship as we celebrate the end of the year as a community.

OPEN MIC NIGHT

This is just what it sounds like. If you have a talent to share through the microphone, come on out and show us what you've got at The Spot.

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OFF CAMPUS

YORK FEST (September)

This community-wide celebration highlights some of the many opportunities York provides, including disc golf, sand volleyball, fun run, street fair, parade, skate contest, and live band.

FARMERS MARKET (Summer)

Local vendors sell a variety of food and goods on Thursdays in the summer at the Kilgore Memorial Library, downtown.

THE AQUATIC CENTER

Cool off at this outdoor pool with water slides. Good for all ages. You'll need a membership to go. It's at 2222 E. 14th St. (402) 362-2613.

SUN THEATRE

Enjoy first-run films on three screens with classic concessions and party rentals at this movie house. It's located at 427 N Lincoln Ave. (402) 362-7469.

CAPTAIN REDBEARD'S

A local family owns this friendly and unique coffee shop that offers traditional and one-of-a-kind hot and cold beverages and snacks. It's located at 604 N. Grant Ave. (402) 745-6073.

SUNSET BOWL

Sunset Bowl is a great place to have fun, and it won't break the bank. It's family owned and has been at 1923 N. Lincoln Ave. since 1965. (402) 362-9923.

RECHARGE LAKE

Originally constructed for an aquifer recharge study, now it offers camping, grills, picnic tables, fishing, wildlife viewing, and hiking. Ideal gathering spot for groups. Under two miles NW of York just off HWY 81.

BEAVER CREEK

This lighted, shaded trail system is on the west side of Blackburn Ave., just south of the Beaver Creek bridge. Other entrances on Nobes Rd., Nebraska Ave., Lincoln Ave., and Kingsley Ave.

SHOPPING DOWNTOWN

The streets of York offer an array of great shops, including antiques and clothing, all within walking distance.

YORK ROLLER SKATING RINK

Skating is a great indoor activity during cold weather. 552 W 8th St, York. (402) 366-305.

COMMUNITY CENTER

There is a weight room, indoor lap pool, basketball court, and racquetball court at 211 E. 7th St. You will need your Student ID to use the facility. (402) 363-2630.

OPPORTUNITIES FOR INVOLVEMENT

There's no better way to get comfortable with your new home than to jump right in and get involved. Here are just some of the ways you can be a part of the action:

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STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA offers excellent opportunities for students to be involved in activities and conversations that help to shape York University culture. Students represent various university committees. If you're interested in joining a committee, or if you would like to become more significantly involved in student focus groups and other areas that provide ongoing feedback for improvement, request information from the Student Life Office.

STUDENT ACTIVITIES BOARD (SAB)

Bryce Winkler (Director of Student Activities)

SAB plays a pivotal role in building student relationships and creating lasting memories on campus. Movies at McGehee, neon dodgeball, trivia tournaments, and intramural sports are just some of the activities we organize. (The full events calendar can be found on PantherNet under the "Campus Life" tab. You must have a York University email and password to login.) If you're interested in joining the advisory group to promote and facilitate weekly activities, please contact the Student Life Office for more information.

YORK CAMPUS MINISTRIES

Sean Algaier (Campus Minister)

Our campus minister leads a team of student volunteers to encourage ministry on a student-to-student basis. Our goals are to learn about ministry and to develop a deeper relationship with Christ as we work together to impact students in the dorms, in daily chapel, in classrooms, and on the playing field. Everyone is invited to our evening devotionals Wednesdays at 9 p.m in the prayer chapel, or you can contact us if you just need someone to talk to. For more information, email Sean Algaier at salgaier@york.edu.

COLLEGIATE FBLA (Future Business Leaders of America)

Diego Korol

We are dedicated to inspiring and developing the next generation of leaders by preparing you for careers in business and business-related fields. We offer a wide range of activities that build personal and professional skills, including unique career development programs, business tours, and workshops. We're the largest collegiate FBLA chapter in Nebraska, and we lead the way in community service, leadership activities, and career readiness building. If you're interested in developing better leadership, communication, and professional skills, contact the Student Life Office for more information.

STEM CLUB (Science, Technology, Engineering, and Mathematics)

Bryan Kretz

We explore project-based learning activities in science, technology, engineering, and math that will build competency in STEM workforce skills, tools, and technology. If you plan to work in any of these fields after college, please contact the Student Life Office to join the club.

FOOD DRIVE

Tonya Carr (Coordinator of Student Academic Support Services)

(402) 363-5616

tonyacarr@york.edu

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Churches in Our Community

In our community, churches play a vital role in fostering a sense of unity, spirituality, and social connection. These places of worship serve as a cornerstone to the community and provide a space for individuals, friends, and families to come together. With our very diverse student body's religious backgrounds, we wanted to provide the information for students regarding churches in our community so you can find the church that best serves you and meets your religious needs.

East Hill Church of Christ

1122 N Delaware Ave, York, NE

www.easthillcofc.org

Glenn Hawley, Preaching Minister

Glenn Dallmann, Worship and Family Minister

easthillsecretary@gmail.com

(402) 362-4990

Sunday Service - 10:00 am

Heartlands Church

10000 Yankee Hill Road, Lincoln, NE 68526

www.heartlandschurch.org

Interim Preaching Team

(402) 421-6344

Sunday Service - 10:00 am

LifeWalk

214 W 6th Street, York, NE

Faith Lutheran Church

1214 Ohio Ave, York, NE

www.faithlutheranyork.com

Rev. Ben Francisco, Pastor

faithlutheranyork@gmail.com

(402) 362-3000

Sunday Service - 9:00 am

York Evangelical Free Church

2121 N Delaware Ave, York, NE

www.yorkefree.com

Aaron Fesenmeyer, Pastor

pastor.yefc@gmail.com

(402) 362-7740

Sunday Service - 10:00 am

Arbor Drive Community Church

1527 N Blackburn Ave, York, NE

www.arbordrive.org

Jon Hawkins, Pastor

adccoffice@gmail.com

(402) 362-3491

Sunday Service - 10:30 am

New Heights Assembly of God

1522 S Grant Ave, York, NE

www.nhachurch.com

Lance Loven, Lead Pastor

nhachurchlillie@gmail.com

(402) 362-6357

Sunday Service - 10:00 am

First United Methodist Church

309 East 7th Street, York, NE

www.yorkumc.com

Trudy Hanke, Pastor

fumcyork@windstream.net

(402) 362-4571

Sunday Service - 10:00 am

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EXPECTATIONS

Expectations can mean the difference between success and failure, and we want to have excellent rapport with all of our students. But, we don't all come from the same place or even the same decade, so it's critical that we work together to lay a good foundation for the coming year. In an effort to avoid any confusion, we want to be very clear about what we can offer you and what we need from you in return. This section touches on the heart behind our rules, and we trust that if you follow these guidelines we'll never have to venture further into the dos and don'ts that follow..

COMMUNICATION

Some of us are here to teach and some of us to study. Some are here to coach and some to play. Others are here to mentor or to be mentored. Whatever the motivation, all of these pursuits and relationships require good communication and cooperation to be successful. The following are some specific expectations we believe will keep the lines of communication open and all of us working together.

WHAT YOU CAN EXPECT OF US:

We promise to communicate our expectations clearly and to provide you with all the information you need to have a successful year with us. We have assigned every student with a York email address (student name@york.edu), and we will email you any new information we feel you need, with enough notice to respond when necessary. Nothing will be expected of you that has not been clearly communicated through email or in this handbook, which may be updated as needed.

We promise to cooperate with you. In the event that you need our help or we have a disagreement, we will take time to address the issue and come to a reasonable decision. We promise to support you in your endeavors, as long as we believe you're headed in the right direction. We want you to feel encouraged to pursue your dreams, and we want to help you get there. As a York student, you are on our team. We promise to work with you. We will do our best to help you understand why we do what we do.

WHAT WE EXPECT OF YOU:

We expect you to clearly communicate your needs and concerns to us. We are not mind readers and cannot help you if you don't ask for it. We expect you to notify us immediately with any issue that needs our attention. Please don't wait until it's an emergency. We expect you to provide your current cell phone number any time it changes and to check your texts, emails, and/or mailbox regularly. We expect you to respond to our correspondence in a timely manner.

We expect you to cooperate with us and to abide by our high standards as an institution. In the event that we need your help or we have a disagreement, we expect you to take time to address the issue until we come to a reasonable decision. It's not your responsibility to equip us for our mission, but your enrollment here communicates that you agree with it. You are on our team, so please act like it. We expect you to work with us, never against us. When you don't understand why we do what we do, we expect you to at least give it a chance.

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RESPECT

Everything we expect of each other basically boils down to one word—respect. When we respect God, each other, and everyone’s property things go well. We all know what that looks like when it comes to people and things we can see, but you may not know what it means to respect God, and that’s okay. Sometimes the ways of our world are in stark contrast to the ways of God, and that can be confusing and even frustrating. We hope to be good enough examples for you that you can see clearly what following Jesus Christ looks like, but we’re not perfect and we make mistakes. We hope you will strive to learn more about God for yourself over the course of your college career and that you will allow us to be a part of that journey. It just may surprise you how much love and respect God has for you. His promises to you are unmatched. Ours pale in comparison, but we hope they capture the essence of what we consider respectful, godly interaction with one another.

WHAT YOU CAN EXPECT OF US:

We promise to respect you, your property, your time, and your values—even when we don’t agree with you. We won’t judge you. We will try to understand you. We will always treat you like a child of God, with individual gifts and talents. We believe you have been created for a specific purpose and that your life is valuable. We won’t discourage your unconventional ideas and behaviors, as long as they’re in keeping with Christian principles. We promise to bring any problems we have with you straight to you. We will not gossip about you or form alliances against you, in person or online. We will do our very best to make sure harm does not come to you, your property, or your reputation in any way. We will pray for you regularly and always do what we believe is in your best interest.

WHAT WE EXPECT OF YOU:

We expect you to respect us, our property, our time, and our values—even when you don’t agree with us. We expect you to treat us like children of God, with individual gifts and talents. We believe that we have been created for a specific purpose and that our lives are valuable. We expect you to bring any problems you have with us straight to us. Don’t gossip about us or form alliances against us, in person or online. We expect you to do your best to make sure harm does not come to us, our property, or our reputation in any way. We expect you to abide by our mission statement and our rules, whether you fully agree with or understand them. We expect you to extend the same level of respect to yourself, your peers, your family, and society.

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York University Mental Health Emergencies

York University (YU) cares about the mental health of the students who are enrolled at York University. Counseling services are available on campus at no charge to students who are enrolled at YU. There may be times when a student experiences an extreme psychological or mental health condition that would warrant an intervention in order to evaluate and assess the student's mental health. The safety of the students at YU are a priority. YU students are encouraged to prioritize their mental health, safety, and to take appropriate steps in order to recover from whatever they may be experiencing, even if it means the academic process must be delayed. YU will support student-initiated self-care plans, and/or initiate actions, that consider the welfare of the individual student and the YU community.

Mental Health or Psychological Emergency Procedure

When a YU student experiences a mental health or psychological emergency the Director of the YU Counseling Center will be contacted. The licensed staff representing the counseling center will provide verbal instructions on what to do until the representative arrives at the scene with the student who is in crisis.

Once the representative arrives at the scene, the representative will be the one to determine what happens next. The representative will be the one to interact with the student in crisis and will assess and evaluate the student's mental health by obtaining detailed information that will help determine what the next steps will be.

It is important for any individuals who are present at the time to be silent unless directed by the representative. There are times when a by-stander feels the need to engage or interact with the individual in crisis. When an individual is experiencing a psychological crisis and when more than one person is attempting to engage verbally with them, this tends to create confusion and can lead to an escalation of the situation. The representative will ask those who are present for information, if the need arises.

Once the representative has assessed and completed the evaluation, determining if the individual is experiencing suicidal or homicidal ideation, or is a threat to themselves or others, the next step will be to make sure the individual and the YU community are safe. If the individual verbalizes suicidal ideations or homicidal ideations, the local police will be contacted in order to come and complete their evaluation.

The representative will notify the YU Dean of Students and the Director of Student Life and Housing at this time providing information regarding the situation.

Once the police have completed their evaluation and it has been determined that the individual is a danger to themselves or others, the individual in crisis will be transported to York General Hospital for a mental health evaluation and screening in order to determine if admission is warranted to a psychiatric hospital or treatment facility.

If the results of York General's evaluation has determined that the individual in crisis needs to be admitted to a mental health facility, the individual will be transported by law enforcement or ambulance to the determined facility. If the evaluation determines that there is not a need for admission, then the individual needs to arrange their own transportation to YU and meet with the Director of Counseling Services as soon as is feasible in order to determine a mental wellness plan.

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The student will be responsible for any cost incurred by non-YU medical staff, treatment providers, or treatment facilities involved in the evaluation, assessment, and care of the student.

When responding to mental health situation, YU representatives reserve the right to determine appropriate response including, but not limited to, the following options:

- 1. Allow the student to remain in school pending the results of a psychological evaluation.**
- 2. For safety reasons, once the student is admitted to the hospital for psychological treatment, he/she is not eligible to return to YU campus without approval from Dr. Ervin and the dean of students.**
- 3. YU may choose to invoke a Mental Health Interim Restriction; encouraged a Voluntary Mental Health Withdrawal; or invoke an Involuntary Mental Health Withdrawal.**
- 4. Notify the student's parent (s) and appropriate University officials about a mental health or safety emergency.**

Mental Health Interim Restriction

Students who are placed on a mental health restriction are temporarily not allowed to participate in any YU activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to their case. The student will be required to meet with the Director of Counseling Services in order to complete an assessment and evaluation in order to determine if the student is ready to return to YU. The Director of Counseling Services will present the results of the assessment to the YU Dean of Students.

Voluntary Mental Health Withdrawal

Students are encouraged to request a voluntary mental health withdrawal when they believe their mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of university life are interfering with the ability to recover from, or adjust to a significant mental health challenge.

Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with the Director of Counseling Services, or they may independently initiate the process through the registrar's office. After the voluntary withdrawal is approved, the individual is no longer considered a student and must immediately leave the campus and, if applicable, officially check out of the on-campus housing.

Involuntary Medical Withdrawal

In rare circumstances, YU may determine that a student must be involuntarily withdrawn due to mental health reasons. Individuals who are withdrawn due to mental health reasons are not allowed to participate in any university activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to their case.

Clearance Procedures

Any student who has been placed on a mental health interim restriction or an involuntary medical withdrawal will need to complete the following clearance procedures before being allowed to return to

YU. A student who takes a voluntary mental health withdrawal may be required to complete the clearance procedures. The following steps are designed to ensure that a health emergency no longer

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exists and a treatment plan for continuing good mental health and safety is in place.

The student must be assessed and evaluated by the YU Director of Counseling Services and the results of the evaluation will be presented to the YU Dean of students for review and final determination. The student will meet with the Dean in order to discuss the results of the evaluation and to present the final decision regarding the student's status with YU. **If the decision is for the student to remain at YU, they will be required to have regular meetings with a licensed representative of the counseling center and a treatment plan established. If the student refuses to comply with the treatment process, they will be discharged from YU.**

Drug and Alcohol Policy

In compliance with the [Drug-Free Schools and Communities Act Amendments of 1989 \(Public Law 101-226\)](#), York University has adopted and implemented the following policy to prevent the illicit use of drugs and the abuse of alcohol by employees and students:

The unlawful possession, use, or distribution of drugs and alcohol by any York University student is prohibited both on and off campus. Possession, use, or distribution of such controlled substances, including amounts of one pound or more of marijuana, are classified as felony offenses and are punishable with imprisonment (1-50 years) and/or fines ranging from \$100 to \$25,000. A student convicted of a drug-related felony while enrolled at York University must report it to the Dean of Students within five working days of the conviction.

Health risks associated with the use of illicit drugs and alcohol abuse include alcoholism, damage to brain cells, malnutrition, increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of the liver, mouth, throat and stomach, degeneration of muscle and bone, blackouts and memory loss, hallucinations, poor concentration, and personality disorders.

Help for alcohol/drug problems may involve short-term intensive care or long-term counseling. Students may be guided with seeking assistance with these types of issues by contacting the offices of [Dr. Randy Ervin](#) or [Student Life](#) personnel. Local services of help include: private counselors, Blue Valley Mental Health Center, and Mary Lanning Behavioral Services.

Campus Security

York University (YU) has contracted with Blue Knight Security in order to provide security and campus safety for the university. Security will be provided by Blue Knight on a regular basis throughout the week. The phone number where security personnel can be reached is 402-363-5716. A well-marked security vehicle will be making rounds periodically throughout the day. Please contact security personnel when you feel that the safety of YU personnel and/or property are in question such as, but not limited to, suspicious activity on YU property, individuals who present with loud or aggressive behaviors, any form of violence or threats of violence, any form of property damage or threats to damage property, anyone who presents with a weapon of any kind, and if a personal escort is needed when feeling unsafe. If and when the university security personnel are not accessible, call 911.

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GENERAL RULES AND DISCIPLINARY ACTIONS

We hope the previous section clearly communicates behavioral principles that we consider to be of the highest Christian standard. Though our core values are in keeping with most Christian schools, each institution has a unique personality and culture that must be taken into account when deciding on specific rules and the consequences for violations.

Your enrollment in York University constitutes an agreement between you and this institution that you will abide by the following rules and submit to the consequences we choose if you violate any of them. Possible sanctions that may result from infractions in any of the following sections include verbal warnings, written warnings, community service, informal probation, formal probation, suspension, and dismissal. The situation will determine the sanction, and a first offense may incur the strictest consequence. If you report yourself for violating a rule, your consequences are more likely to be mitigated. **Please understand that everything in this handbook is ultimately subject to the discretion of the Student Life Office, and the consequences for infractions are no exception.**

These rules and consequences are listed in an effort to communicate clearly and to avoid any confusion, but the Dean of Students maintains the right to do anything that he finds to be in the best interest of you, our students. If you break a law, you may be subject to local law enforcement in addition to the consequences handed down by the Student Life Office. The following directives and application of consequences are at the discretion of the dean of students or vice president for student life.

SECTION ONE RULES AND CONSEQUENCES

The following is a list of specific infractions and possible disciplinary responses, which may include informal warnings, written formal warnings, fines, restitution, accountability agreements, and/or other requirements. Section one rules include, but are not limited to:

- 1-01 **CONTACT INFORMATION: You must always provide the university with your current address and phone number.** If we discover your information is not current, you have forty-eight hours from the time we ask to get that to us. You can make changes on PantherNET.

- 1-02 **STUDENT ID CARD: You must have only one university issued student ID card, carry it at all times, and present it upon request while on campus.** In case of loss, theft, or damage, replacement cards are available through the Student Life office for \$15. **You may not loan your card to anyone for any reason.**

- 1-03 **RESIDENCE HALLS:** Each residence hall has its own policies, including, but not limited to: quiet hour, curfew, visitation, checkout procedures, cleanliness, burning of candles and/or incense, and misuse of residence hall equipment and/or furnishings. **You must abide by the rules of the residence hall where you live and/or visit.**

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- 1-04 **PARKING:** Parking is available for all students, and all vehicles must be registered and display the parking permit when on campus. **You must follow Nebraska state driving regulations. You may not drive or park on the grass or any mulched area, on the sidewalk, in a red zone or fire lane, or in any space that is not designated for student use. You must have a valid handicap sticker to park in a handicap space, and you must not block dumpsters or doorways.** “No overnight parking” means between midnight and 6:00am.
- 1-05 **TRANSPORTS:** **You may not use bicycles, skateboards, roller blades, or hoverboards inside buildings on campus or anywhere on campus for stunts. You must always yield to pedestrians outdoors when using these modes of transportation.**
- 1-06 **DRESS CODE:** It is our intention to create a generally relaxed atmosphere while maintaining a sense of modesty and dignity. While personal styles may greatly vary, **you must at all times wear attire appropriate to your current activity that shows respect for self and for others.** It is at the discretion of the Student Life Office to address any clothing choice they feel is inappropriate. It is not our intention to embarrass anyone, so please do not put us in that awkward position.
- 1-07 **HEALTH AND HYGIENE:** **You must keep yourself healthy and clean to the best of your ability at all times.** This includes bathing regularly, trimming your nails, brushing and flossing your teeth, washing your hands regularly, getting a full night’s sleep, eating healthful foods, getting plenty of exercise, drinking enough water, and generally cleaning up after yourself.
- 1-08 **OBSCENITY/INDECENCY:** **You must not use inappropriate language or gestures. You must not display anything that conflicts with York’s handbook or mission statement, including alcoholic beverage paraphernalia or items associated with the promotion of drugs, including but not limited to: bottles, cans, personal photographs, posters, and t-shirts.**
- 1-09 **TOBACCO / INHALANTS:** **You may not possess or use tobacco, e-cigarettes, vape products, inhalants in any form, or anything else the Student Life Office deems inappropriate on campus or at any university-sponsored event.**
- 1-10 **PORNOGRAPHY:** **You may not have anything to do with materials of a pornographic nature, including images, videos, games, etc.** If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin. You are at liberty to say it’s personal, and your call will remain

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confidential.

- 1-11 **GAMBLING: You must not engage in any form of gambling, including a raffle, on campus that involves the exchange of money or anything of value.**
- 1-12 **NON-STUDENT AREAS: You must not access non-student areas, including but not limited to rooftops.**
- 1-13 **DISTURBING THE PEACE: You must not disrupt any campus event, public assembly, event, or class in any way. You must never intentionally disturb the peace and quiet of any person.** Remember that someone is always studying or sleeping. Keep music and noise at a reasonable level.
- 1-14 **DAMAGE TO PROPERTY: You may not engage or threaten to engage in behavior that could cause damage to university property or to the personal property of others.**
- 1-15 **RESPONDING TO A SUMMONS: At times you may be called in by a university official. You must respond and/or appear to that summons, including for mediation or arbitration.**
- 1-16 **REPORTING VIOLATIONS: While we don't expect you to police each other, we are counting on you to help us keep our campus safe. If you are aware of any action or behavior that may cause harm to any property or person, you must report it to a university official as soon as possible.**

SECTION TWO RULES AND CONSEQUENCES

The following is a list of infractions we consider to be more grievous and possible disciplinary responses, which may include disciplinary probation, restitution, risk-reduction education, loss or reduction of university scholarships, fines, medical or psychological evaluation, drug and/or alcohol testing and/or assessment, accountability agreements, and/or other requirements. As allowed by FERPA, parents, academic advisors, professors, and other appropriate school officials may be informed. Section two rules include, but are not limited to:

- 2-01 **REPEAT OFFENSE: If you violated any part of rules 1-01 through 1-16 and you violate any part of the same rule, your offense may be considered more grievous and your consequences may be duplicated, intensified, or both.**
- 2-02 **COMPUTER USE: You may not violate any part of university policy for computer use. For your convenience, those are listed [online](#).**
- 2-03 **Chapel at The Well: We believe spiritual development is the most important part of your education at York. You must attend Chapel.** Failure to observe requirements concerning Spiritual Life credits may result in disciplinary action.

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- 2-04 DISHONESTY: **You must be honest at all times.** Dishonesty may result in disciplinary action.
- 2-05 SAFETY EQUIPMENT: **You must not tamper with or misuse fire or safety equipment, including but not limited to security cameras, smoke detectors, and fire extinguishers.**
- 2-06 DANGEROUS SUBSTANCES: **You must not possess or use fireworks or chemicals which are of an explosive or corrosive nature.**
- 2-07 UNAUTHORIZED USE / ENTRY: **You must not use any university key, equipment, supply, or resource that you are not authorized to use. You must not enter any university building or facility that you are not authorized to enter, including propping open doors, or blocking, disabling, or otherwise tampering with locks. You may not enter into or exit from one of the residence halls or apartment buildings while concealing your identity.**
- 2-08 MISREPRESENTATION: **You must not forge, alter, or misuse documents, security credentials, forms, records, ID cards, or meal tickets, by providing inaccurate information or attempting to circumvent requirements.**
- 2-09 THEFT: **You must not steal or possess stolen property.** We are not liable for the theft or loss (due to fire, water damage, vandalism, etc.) of personal items housed in campus facilities or taken while located on university property. **You must lock your doors at all times.** You are encouraged to identify personal property, and carry private property insurance. Secure valuables before leaving campus. Reports of lost or stolen property should be initiated with the Student Life Office.
- 2-10 FAILURE TO PAY: **You must meet all financial obligations for professional services and rental agreements.**
- 2-11 SEXUAL MORALITY: York University upholds the teachings and examples of the Bible in all things, including sexual purity. We believe in and promote that the Scriptural standard for sexual expression, in all its forms, is between a man and a woman and reserved for marriage alone.
- 2-12 UNDERAGE DRINKING: **If you are under 21, you must not possess, purchase, or consume alcohol. If we suspect you have been drinking, you must submit to a breathalyzer test.** Failure to submit to a breathalyzer test at the request of a resident director or another designee of the dean of student life constitutes an admission of alcohol use. A blood alcohol content (BAC) of 0.08% or higher is considered intoxication. If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin.

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- 2-13 **ALCOHOL: Even if you are of legal drinking age, you must not possess, consume, or distribute alcohol on school property, and you must not be on school property if you are intoxicated. You must not provide alcohol or the opportunity to consume alcohol to minors. If we suspect you are intoxicated, you must submit to a breathalyzer test.** Failure to submit to a breathalyzer test at the request of a Resident Director or another designee of the dean of student life constitutes an admission of intoxication. A blood alcohol content (BAC) of 0.08% or higher is considered intoxication. If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin.
- 2-14 **DRUGS: You must not use, possess, or distribute, drugs or drug paraphernalia, including but not limited to marijuana and related products, including CBD products that contain THC, controlled prescription drugs (except with a valid prescription), or steroids. If we suspect you have violated this rule, you must submit to a blood and/or urine test (at your expense) for the purpose of determining consumption or use of drugs.** If you refuse, we will consider that an admission of guilt. The dean of student life or designee has the authority to request such testing. Please note that if you are found in possession of any illegal substances, you may be subject to the laws of Nebraska. If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin.
- 2-15 **FAILURE TO COMPLY: You must comply with any university official acting in the performance of his or her duties. You must comply with disciplinary decisions, conditions of probation or disciplinary agreements, including terms of mediation/arbitration. You must not retaliate toward any member of the university community, including verbally or physically, in person, written, or online.**
- 2-16 **SOCIAL MEDIA: You must not post, share, or discuss anything on social media or any online platform that mentions York University or shows any images related to York University that is not in keeping with our standards.**
- 2-17 **DEMONSTRATIONS / ASSEMBLIES: To maintain a civil learning environment and to help protect the safety of our campus, students, and employees, and to preserve university property, demonstrations and similar activities are prohibited on campus.**

SECTION THREE RULES AND CONSEQUENCES

The following is a list of infractions we consider to be egregious and possible disciplinary responses, which may include dismissal from the university for at least one academic year or for an indefinite period of time as determined by the dean of students. An appeal form will accompany a formal dismissal. As allowed by FERPA, parents, academic advisors, professors, and other appropriate school officials may be informed. Section three rules include, but are not limited to:

- 3-01 **THIRD TIME OFFENSE: Breaking any part of the same rule three times will be**

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considered a major offense, regardless of the severity of the initial infraction.

- 3-02 DRUGS: Possession of narcotics, selling drugs to other students or any repeat offense of 2-14 **will be considered a major offense and may result in dismissal at the discretion of the dean of students. You may also be subject to the jurisdiction of local law enforcement.** Please note that a drug-related felony conviction may disqualify you from receiving future federal financial aid.
- 3-03 ALCOHOL: Any repeat offense of 2-12 **will be considered a major offense and may result in dismissal. If you have also broken a law, you may be subject to the jurisdiction of local law enforcement.**
- 3-04 HAZING: Hazing is a Class II misdemeanor in Nebraska. **You must not be involved in Hazing, which is defined as 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 university organizations such as clubs, societies, athletic organizations, etc.**
- 3-05 SEXUAL ASSAULT / RAPE: **You must not engage in any form of non-consensual sexual activity or misconduct, including rape or sexual assault, invasion of sexual privacy, including video or audio recordings that could be interpreted as sexual in nature.** For the safety of everyone on our campus, you may be reported to local law enforcement.
- 3-06 ARSON: **You must not intentionally or recklessly start a fire or cause an explosion, whether it damages personal property or not.**
- 3-07 FALSE ALARM: **You must not intentionally give 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 fine.
- 3-08 WEAPONS: **You must not possess, carry, use, or discharge any weapon on campus or at any campus-sponsored event, including firearms, knives, and tasers, regardless of permit status.** Air guns, pellet guns, paintball guns, and BB guns are also banned and will be disciplined at the discretion of the dean of students.
- 3-09 BULLYING / DISCRIMINATION: **You must not intentionally or unintentionally cause physical or emotional harm to another person on or off campus, or discriminate according to university policy. This includes but is not limited to unlawful detention of another person, threatening serious harm, fighting, harassment, stalking, and retaliation.**

RESOURCES / PHONE NUMBERS

Any job requires resources, and your job as a student is no different. We want you to have everything you need to have a productive year, so here's a list of resources that might benefit you:

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IN PERSON

BOOK STORE AND MAIL ROOM

The campus bookstore and mailroom is located in Childress Hall. If you live on campus you will have a mailbox either in Childress Hall or in your residence hall if you live at Gibbs or Studebaker. You can pick up your free books, buy Panther apparel, or ship things via UPS from this location. Contact Janet Rush (402) 363-5661

COUNSELING SERVICES

In addition to free virtual mental healthcare, you have access to a licensed mental health counselor for consultation on an array of issues including mental and behavioral problems and/or developmental disabilities. These services are offered by the university for short-term needs. The counselor will assist you in finding resources outside the university when necessary, but you will be responsible for paying for those services. For more information, please contact the Student Life Office at (402) 363-5614 or Dr. Randy Ervin at (402) 363-5701.

REGISTRAR

You'll find everything you need to know about your student record including personal data, transfer credits, registration, course information, and more through the Registrar's Office located on the first floor of Middlebrook. Contact Jared Leinen at (402) 363-5675

ONLINE

PANTHERNET

This is our online [campus resource site](#). You can register for courses, monitor your advising schedule, and check your financial aid packages and account payment plans. You'll also find a copy of the Student Handbook, check-out-request forms for students in curfew-mandated buildings, a Microsoft Office download link (free to students), the form to reset or change your York password, and the student formal complaint form. All of these links can be found in the "Quick Links" section on the left-hand side of every page. You can log in with your York email and password 24/7 from any device, on or off campus.

Computer and Internet Policies

Guidelines and policies found in the handbook are still in full force in regard to computer usage, digital communications, social media, etc. The York University Office of Information and Technology and the Office of Student Life will address any abuse or crime concerning computer networks. Criminal offenses may be referred to the York police department.

- Anti-virus and anti-spyware/adware protection must be installed and up-to-date on both Windows and OS X based systems. Windows includes this software as part of the operating system.

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- All system security updates and patches must be applied regularly
- Viewing pornographic sites is prohibited. Internet browsing is monitored, and inappropriate sites may be blocked. Violation of this policy may result in referral to the Office of Student Life.
- No computer may be set up as an internet-facing server on the campus network.
- Never reveal your password to anyone else.
- Passwords must be a minimum of 8 characters in length. 12 characters or longer is strongly recommended.
- Protect your computer security by logging off the computer whenever you leave your workstation.
- Software which requires downloading and installing of components onto the local hard drive are prohibited on university-owned computers. Appeals to allow software for specific classroom purposes should be made to the instructor, who will then review the request and forward it to the IT Office if appropriate. Requests originating with a student will be referred back to an instructor.
- Devices configured to extend campus network wirelessly or by assigning IP addresses, including wireless routers, are prohibited. Hubs, switches, and other devices intended to extend the network for the purpose of allowing a student to connect multiple devices in their assigned residence may be connected, provided any wireless radio or DHCP service in the device is disabled. IT staff can assist students in proper configuration of a device.
- While personal printers are permitted, students are strongly encouraged to use the public printer/copiers over bringing personal printers into the residence halls. Support for printing to these the copiers directly from student devices is available. See [PantherNet](#) for more information on how to connect and use the copiers.
- The Saturday morning following the second Tuesday of every month from 5:00 a.m. to 11:00 a.m. is reserved for systems maintenance. Internet access and other IT services may be unavailable during this period without prior notice.

Technical Support

The York University IT Office is located in the basement of Middlebrook Hall. Support may be obtained by visiting the office in person or by sending an email to helpdesk@york.edu. IT staff will assist students troubleshooting basic network access, including potentially checking wire runs to the assigned residence. Additional support for student-owned computers is provided as time permits between other duties. See [PantherNet](#) for additional information.

IT Services Offered

The following services are available through the York University Office of Information Technology:

- Wireless internet is available in most student-accessible buildings on campus.
- PantherNet allows students to register for classes, check their account and financial aid information, and provides secure access to other appropriate online resources.
- York University Course and Testing System, or Canvas provides students with access to information relevant to currently enrolled courses, including grades, assignments, and class resources provided by the course instructor.
- A York University email account is issued to every student. Students are required to check this account regularly, as important information is frequently distributed to students via email.

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- York University provides free access to Microsoft Office 365 for all students, staff, and faculty, including the full Office suite and mobile apps.
- Printing to the public copiers around campus is provided free of charge up to 500 pages per semester. Color pages debit at a rate of 8 to 1. Additional printing costs 5 cents per page, and must be purchased a minimum of 100 pages at a time. See [PantherNet](#) for information.

SPIRITUAL LIFE GUIDELINES

Because our mission is to transform lives, York University hosts regular gatherings to seek Christ-centered transformation. These opportunities are intentional spiritual experiences where our campus can listen to God together and grow through community. A credit system has been established to ensure regular participation.

Credit Requirements

Undergraduate students are required to earn sixty (60) Spiritual Life Credits each semester of full-time enrollment. Credits are recorded via the iAttended app available through the app store or the Google Play store.

Ways to Earn Spiritual Life Credits

Students have a variety of opportunities to earn Spiritual Life Credits via regularly scheduled events, as described below, as well additional approved credit opportunities that may be offered throughout the semester.

Chapel at The Well

The Well is our daily gathering for the entire campus to seek God as the foundation for our mission of transformation. Chapel meets in the Campbell Center Monday through Thursday, and in both the Campbell Center and the Prayer Chapel each Friday, from 10:00 a.m. to 10:30 a.m. during the fall and spring semesters, except on university-approved holidays and during final exams. Students will be notified via York University email if chapel will be held elsewhere.

The student must be seated by 10:00 a.m. Students may not receive a Spiritual Life Credit if the speaker has begun.

Weekly Devotionals

Each Wednesday night students meet to worship and to hear a spiritual message. These gatherings normally occur at 9:00 p.m. in the Prayer Chapel. Students will be notified via York University email if the devotional will occur elsewhere and at another time.

Worship Night

Occasionally students will gather in the Prayer Chapel for special worship experiences. The details for these opportunities will be shared via York University email.

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Appropriate Behavior during Spiritual Life Events

Students are expected to be attentive and respectful participants in the Spiritual Life experience. During Spiritual Life events, students should refrain from talking, using electronic devices, including headphones and earbuds, leaving early, doing homework or any activity that is reflective of a lack of engagement and respect. Failure to comply with the above guidelines may result in losing the Spiritual Life Credit for that event. Repetitive misconduct may result in disciplinary action. Individuals are asked to remove hats and caps as a sign of respect during prayers.

Monitoring Spiritual Life Credits Accrued

Students are responsible for monitoring their Spiritual Life Credit record via the iAttended app. Students must download the free app onto their mobile device via the app store or the Google Play store and log in with their york.edu email. After students scan themselves in, they will receive confirmation that their attendance has been recorded. Students' progress in the program is typically updated instantly on their mobile device. However, it may take up to 48 hours for updates to be reflected. Students should continuously monitor their progress and let the Office of Student Life know if they have any concerns.

Probation for Insufficient Spiritual Life Credits

In the event that a student does not fulfill their Spiritual Life Credits for a semester, they will be placed on probation and/or be subject to a consequence as deemed appropriate by the dean of students. A Student Life representative will make contact with you about your lack of attendance. Probation will be in effect for the following year after a student fails to earn the required number of Spiritual Life Credits. During the probationary period, a student may be restricted from participation in certain extracurricular activities and/or leadership positions, as well as additional requirements or sanctions including mandatory bible study classes and community service.

OTHER RESOURCES

THE EDGE ACADEMIC CENTER

The Center supports students of all academic levels as they pursue academic success through programs that address a variety of needs. EDGE services are free to York University students, and appointments can be scheduled online or in person in the upper level of the Academic Resource Center at Levitt. Programs include a research and writing center, academic mentoring program, subject tutoring, academic accommodations, academic coaching. Contact Tonya Carr at (402) 363-5616

WITHDRAWAL FORM

Students deciding to withdraw from the university should initiate this process with the Office of Enrollment, Mr. David Odom at dodom@york.edu. If available, refunds of tuition and fees are listed in the refund policies of the academic catalog.

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TELEMEDICINE

York University **seated students** (Does not apply to online) have FREE access to 24/7 virtual physical and mental [healthcare](#). Students can connect with U.S board-certified, state-licensed doctors and mental health practitioners who can answer questions, diagnose common conditions, and prescribe medications when needed. You are ultimately responsible for your own medical care, medical insurance, and medical bills. Contact via email at thevirtualcaregroup.com/york or 866-523-1827. You will need the York, Nebraska zip code 68467 to get access.

TITLE IX

York University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. [Title IX](#) defines sexual harassment and requires York University to follow specific procedures when addressing allegations of sexual harassment. Those procedures are outlined on the Title IX web page. The Title IX Coordinator is Mrs. Roni Miller. Contact her at titleix@york.edu or (402) 363-5717.

NONDISCRIMINATION POLICY

York University does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, or disability in the administration of its educational policies, admissions policies, scholarship, loan, and other financial aid programs, athletic and other University-administered programs or employment as required by federal laws, including Title VII and Title IX, except when such distinctions may be appropriate under state and federal constitutional provisions due to the religious identity of York University and its mission, as determined by its Board of Trustees and the nature of the particular employment position or activity in question.

FERPA

What is FERPA?

The **Family Educational Rights and Privacy Act** of 1974 limits the disclosure of personal information from student records. FERPA is a Federal law that protects the privacy of students' education records and the Personally Identifiable Information (PII) contained therein. The term "education records" means, with certain exceptions, those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. 20 U.S.C. 1232g(a)(4)(A); 34 CFR § 99.3 "Education records." FERPA affords parents and eligible students the right to have access to their education records, the right to seek to have their education records amended, and the right to have some control over the disclosure of PII from their education records. (An "eligible student" is a student who has turned 18 years of age or is attending an institution of postsecondary education at any age.) See 20 U.S.C. 1232g(d); 34 CFR Part 99, Subparts B, C, and, D; and 34 CFR §§ 99.3 "Eligible student" and 99.S(a)(l). Under FERPA, an educational agency or institution is prohibited from disclosing student education records or the PII contained therein, without prior, written consent from the parent or eligible student, unless the disclosure meets an exception to FERPA's general consent requirement.

For detailed information or to get a FERPA release form contact www.york.edu/ferpa

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CAMPUS MAP

View [here](#).

CAMPUS CALENDAR

View [here](#).

Complaint Policy

Purpose:

A complaint is a written concern or formal charge of dissatisfaction with a person, service, or process of the university that requires clarification, investigation, and resolution. Consistent with its mission, York University welcomes opinions and feedback about our policies, programs, and services in order to make changes that contribute to success, development, and goal attainment. The University is accountable to its students, its other constituents, and its institutional accrediting body to provide a mechanism to ensure that students have access to appropriate procedures for registering complaints.

Policy: Student Complaints

York University designates the Office of Student Life as responsible for receiving, investigating and potentially resolving student complaints. When related to academic grade disputes, academic integrity issues, non-academic misconduct, financial need, disability, affirmative action, or sexual violence, harassment and discrimination, complaints will be referred to the appropriate University office(s) per York University policies and procedures. No retaliation of any kind shall be taken against a student who articulates a complaint.

This policy applies to all University students regardless of school, or college, status, classification, type, or location.

Filing a Formal Complaint

If a student would like to seek guidance from someone regarding the complaint process, both formal and informal, they may email studentlife@york.edu

A. Informal Resolution

Students are strongly encouraged to resolve any concern by talking with the staff member/administrator and his/her supervisor if necessary. Assistance is available from the Vice President of Student Life. Prompt reporting

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of all formal complaints is critical and necessary as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the formal complaint is brought forward within sixty (60) College business days of the alleged incident. Students must complete each step in the process before proceeding to the next one.

B. Filing a Formal complaint

A formal complaint is a request for assistance with a problem, conflict, concern, or issue that negatively impacts students that could not be addressed by informal resolution with the staff member/administrator and his/her supervisor.

Formal complaints must be filed using YU's online formal complaint form. When using the online form, a student may choose to remain anonymous. Though anonymous formal complaints are permitted, doing so may limit the College's ability to investigate and respond to a formal complaint. Formal YU Student Formal Complaint Processes complaints will be forwarded to the appropriate administrator responsible for the individual, process or department involved." Documentation of the formal complaint should include:

- A detailed description of the issue and negative impact
- The date, time, and place of the event(s) pertaining to the formal complaint
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.
- Specific details regarding the instance(s) of non-compliance with the policy or procedure applicable.
- A proposed solution or action.

If the formal complaint is not a violation of policy, law or standard practice guideline, the appropriate campus administrator will assist the complainant in resolving the issue with the appropriate college resource, employee or employee group (i.e. human resources, supervisor, and campus designated contact person).

If the formal complaint demonstrates a violation, or potential violation of policy or standard practice guideline, the appropriate campus administrator will begin a formal resolution process. This process could include investigation and/or coordination with appropriate College contacts.

All formal complaints must be submitted using the [Student Complaint Form](#)

Appeal Process

If the student wishes to appeal the complaint decision, they may do so by submitting a Student Complaint Appeal Form to the Appeals Committee chaired by the dean of students or his representative, within ten (10)

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work days of receiving the notification of the decision or, if no decision was issued, no later than ten (10) work days after the applicable decision deadline. The appeal should address the following specific grounds:

- a) Were the procedures outlined in the policy followed in accordance with the requirements?
- b) If there was a procedural error, did it result in a violation of the complainant's rights to the extent that a fair review was not conducted?
- c) Did the review process allow the grievant sufficient notice and opportunity to present relevant facts?
- d) Was the information presented during the review substantial enough to justify the decision that was reached?
- e) Was there any significant information that was not discovered until after the review, which could potentially alter the decision made?

All formal complaints must be submitted using the [Student Complaint Appeal Form](#)

The appeal will be reviewed within fifteen (15) work days of the receipt. The Appeals Committee will convey in writing the outcome of the Appeal Process to the complainant(s), respondent(s), and the appropriate administrator(s) via their @york.edu email address within ten (10) working days from the date of the committee's decision.

In the event that the Appeals Committee overturns a decision, either fully or partially, it has the authority to:

- a) Adjust the decision; or
- b) Refer the case for further proceedings.

Academic grade disputes or academic integrity charges/appeals

Academic grade disputes or academic integrity charges/appeals: are processed by the provost office. Students can fill out an Appeal of Final Grade Form with the Provost office.

Harassment, Discrimination and Retaliation:

In accordance with its history, mission, and credo, York University believes that each individual should be treated with respect and dignity. It is obvious that any form of harassment, discrimination, and/or retaliation is a violation of human dignity. The University condemns and prohibits these and will take all reasonable efforts to prevent such conduct and promptly address conduct found to be in violation of University policy.

The University prohibits harassment and or discrimination on the basis of age, citizenship, color, disability, gender expression, gender identity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status and any other groups protected by federal, state, or local statutes.

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Individuals who believe themselves to be the victim of harassment or discrimination are encouraged to report to the Office of Title IX. This includes incidents of bias and incidents of sexual harassment, including sexual assault, dating/domestic violence, and stalking.

Resolution Options Outside of the University:

The University encourages any member of the University community who feels they have been subjected to harassment, discrimination, sexual or relationship misconduct to use the complaint procedure outlined in this policy. Additionally, an individual has the right to file a complaint with outside enforcement agencies.

Reporting an Incident to Law Enforcement. All individuals have the right to report an incident to law enforcement they feel may give rise to a crime and the University will assist in notifying law enforcement authorities if requested by a reporting party. A reporting party may also decline notifying law enforcement authorities if they so choose. Reporting an incident to law enforcement or filing a criminal complaint does not preclude an individual from filing a complaint with the Office of Title IX and vice versa. Complaints can be filed simultaneously with the University and law enforcement.

It is expected that students will fully use the university's administrative procedures to address concerns or complaints in as timely a manner as possible. However, a student may believe that these administrative procedures have not adequately addressed concerns identified. In those cases, a student may file a complaint at the state, regional, or national level with the following agencies:

- The Nebraska Coordinating Commission for Postsecondary Education is responsible for responding to formal complaints against public, independent non-profit, and most proprietary institutions of higher education that offer degrees in Nebraska. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions.
- The Higher Learning Commission (HLC) is an independent body responsible for the accreditation of programs offered by York University. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, the HLC will forward a copy of the complaint to the institution and request a formal response.
- The Federal Student Aid Feedback System is available to file a complaint, report suspicious aid activity, or provide feedback about the federal student aid process, system or federal student aid programs, federal loan servicers, collection agencies or school financial aid administration, marketing and recruitment practices, or the misrepresentation of facts.

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PHONE NUMBERS

Emergency	911
Student Life Office	(402) 363-5753
National Suicide Prevention Hotline	1-800-273-TALK (8255)
Suicide and Crisis Lifeline	988
York Police Department	(402) 363-2640
Voices of Hope Hotline (domestic violence/ sexual assault)	(402) 475-7273
Roni Miller (Title IX Coordinator)	(402) 363-5717
Dr. Randy Ervin (Director of Counseling Services)	(316) 644-6223
York General Hospital	(402) 362-6671
Rape Crisis Center	1-800-656-4673
York Fire Department	(402) 363-2610
Road Conditions (Nov. 1- April 1)	511
Campus Security	Office: (402) 363-5718 or (402) 363-5753

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