



2016-17 Student Handbook

It is my honor, on behalf of all the Student Development staff, to welcome you to York College! We are thankful that you have chosen to pursue your education with us. You follow in the footsteps of many great alumni whose legacy is already a blessing to you. York College is a Christian college with elevated dreams and high expectations of its students. Our mission is to transform lives through Christ-centered education and to equip students for lifelong service to God, family, and society.

This handbook contains important information that is designed to help you succeed here at York College and also assist you in preparing for a lifetime of Christian living and ongoing development. Enrolling in York College constitutes an agreement to abide by the institutional policies and expectations as detailed in this handbook. It is beneficial for the student to gain familiarity with the policies and procedures as well as the consequences of violation of those expectations. Enrollment at York College is a privilege that brings with it responsibility and accountability.

We believe York College is a uniquely caring place in which one may learn the skills for a successful and joyful life lived in service to God, family and society. The Office of Student Development is here to serve you as you develop academically, socially, and spiritually. If we may be of assistance to you, please feel free to contact me, or any of the Student Development staff.

May God richly bless your time at York College.

A handwritten signature in black ink, reading "Catherine Seufferlein". The signature is written in a cursive style with a prominent flourish at the end.

Mrs. Catherine Seufferlein
Dean of Student Development

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

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(NOTE: This handbook will be updated each summer before the fall semester begins. All employees and students will be notified of any significant changes that are made during the academic year through Chapel announcements and/or email.)

THE OFFICE OF STUDENT DEVELOPMENT

Student Development Staff

Mrs. Catherine Seufferlein.....	Dean of Student Development
Mr. Stephen Detlefs	Dean of Students
Miss Emily Lutz.....	Students Activities Coordinator/Title IX Coordinator
Mrs. Laura Cole	Counseling Coordinator
Mr. Larry Good	Director of Residence Life
Miss Meghan Shruck.....	Assistant Dean of Students/Thomas Hall Manager
Mr. Collin Tucker	McCloud/Thomas North Hall Manager
Mrs. Melanie Towell.....	Kiplinger Apartments Manager
Mr. Jeff Albers	Gibbs Apartments Manager

York College Mission Statement

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

Values

- **Transform:** York College exists to support God’s transformational work in the lives of people. Curricular and co-curricular programs and experiences intend to lead the entire community to a positive expression of spiritual values.
- **Educate:** Academic discovery is a God-honoring endeavor characterized by the pursuit of truth and inquiry within the context of intellectual disciplines. The responsible handling of academic freedom provides Christian scholars opportunities to explore both a diverse world and their faith.
- **Equip:** A rapidly changing professional, social, and technological environment dictates that each student is encouraged to apply critical thinking and knowledge integration skills, and to evaluate changing circumstances in the context of faith.
- **Serve:** Service is the means by which people of God live out their faith. Christ calls us to lives of service expressed by faith, both locally and globally, as we respond to opportunities to the needs of others.

Goals

Students will:

- Intentionally be brought face to face with Jesus and His teachings, thereby encouraging a transformation into His likeness. (transform)
- Attain an institutional standard for written and oral communication that supports success in a variety of settings. (educate)
- Be introduced to the integration of knowledge through the traditions consistent with a liberal arts education. (educate)
- Be equipped to become life-long learners. (equip)

- Experience ongoing engagement in service opportunities (campus-based, local, regional, and global) and regular participation in organizations and activities that directly relate to their chosen academic discipline and career goals. (serve)

"Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things." Philippians 4:8

The Mission of Student Development

The mission of the Office of Student Development is to promote the mission of York College to transform lives. Student Development engages students in the York College experience by cultivating independence, facilitating the building of community, and providing services that support student success.

The Student Handbook

The Student Handbook, hereafter referred to as the *Handbook*, is designed to outline standards of conduct, expectations for residence life, and procedures for dealing with violations of these standards and expectations. The *Handbook* is a guide and does not attempt to define every item of misconduct. The College reserves the right to deal with all misconduct, whether delineated in this Handbook or not, using the disciplinary guidelines outlined.

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, performing arts or sporting events, regardless of the location. Enrollment at York College is a privilege that brings with it responsibility and accountability.

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 disciplinary 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 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.

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 or harm the College's reputation within the community. This includes participation in events or at venues in conflict with the College's unique mission. 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 assume 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.

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 withheld until all requirements are fulfilled.

Deadlines for Initiating Disciplinary Procedures

The College is not obligated to investigate cases of alleged misconduct beyond 90 calendar days of the alleged misconduct. Decisions to investigate such incidents will be made by the Dean of Students.

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 may be destroyed.

Withdrawal from the College

Students deciding to withdraw from the College should initiate this process with the Director of Student Retention. 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 articulated in the refund policies of the academic catalog.

ACADEMIC INFORMATION

Absences and Tardiness

Regular class attendance is essential to learning. Punctuality in all classes is required. Individual teachers set their own attendance standards. However, absences equivalent to three weeks of a semester are required to receive credit in the course. Absences in excess of this amount constitute failure in the course and may result in withdrawal from the course with a grade of "WF"(withdrawn failing).

Academic Probation

Each student is expected to maintain a scholastic level commensurate with personal academic goals. The cumulative grade point average (CGPA) is computed by dividing the total quality points earned by the total quality hours attempted, including "F" grades.

A CGPA of at least 2.000 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 standard for satisfactory academic progress. This standard requires maintaining at least the minimum CGPA shown below:

Hours Earned at end of term	Resulting Class Standing	Cumulative GPA
1 to 27	Freshman	1.600
28 to 59	Sophomore	1.800
60 or more	Junior or higher	2.000

Any student who does not meet these minimum standards will be placed on Academic Probation and will be limited to no more than 15 semester-hours. A student who is on academic probation is not permitted to participate in any co-curricular activity, such as athletics, musical groups, dramatic productions, Songfest, and student publications or to hold office in any club or student organization. Students on academic probation should reduce employment or other outside activity to no more than twelve hours per week, and are required to participate in regular sessions with the Student Success Center. At the completion of the next semester, every student on academic probation will be reviewed. One of the following three actions will be taken:

The Provost will remove a student from academic probation if the student meets the standards of satisfactory academic progress. Students who have not yet completed 60 hours, and 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 full-time student with 45 cumulative semester-hours at the end of the semester would need to have completed the term with a term GPA of at least 1.80.)

Any student on academic probation who does not satisfy either condition above, will be placed on academic suspension. Academic Suspension- means the student may not enroll for the subsequent fall or spring semester, and may lose eligibility for federal financial aid. Two conditions will place students on Academic Suspension:

- Failure to achieve a semester GPA of .500 or greater.
- Failure to reach the required CGPA as described under Academic Probation.

A student may request an exception to an academic suspension by writing a letter to the Provost explaining all extenuating circumstances and requesting an exception to the above stated rules. Any student reinstated under this process will be readmitted on academic probation and must limit their academic load to no more than 15 hours. They may also be ineligible for any federal financial aid.

A full-time student suspended at the end of the spring semester may elect enroll for at least 6 hours, and achieve the required CGPA at the end of the summer session. The student may then 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 Provost to be re-admitted on academic probation.

CHAPEL

Chapel Policy

The purpose 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 help transform lives and equip students for lifelong service to God, family, and society. The College expects student behavior and attitudes to reflect the purposes of Chapel. Chapel serves as a communication tool for the York College community. Chapel announcements are a primary method by which information is dispersed to the student body.

Chapel Etiquette

Chapel 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 electronic devices, ear buds, leaving early, doing homework or any activity that is reflective of a lack of engagement. Failure to comply with the above guidelines may result in being marked absent. Repetitive misconduct may result in disciplinary action. Students are encouraged to be attentive and respectful participants in the Chapel experience. Individuals are asked to remove hats and caps as a sign of respect during prayers.

Chapel Attendance

Chapel meets every day, Monday through Friday, from 10:00 a.m. to 10:30 a.m. during the fall and spring semesters, except on college approved holidays.

Students are allotted up to 10 absences from Chapel each semester for school-sponsored events (e.g. sports competitions, class field trips, etc.), sick days, medical appointments, family emergencies, personal emergencies, etc. Students are encouraged to use allotted absences prudently. Students are responsible for monitoring their attendance record via their YC Moodle account.

Students will have the opportunity to reduce their chapel absences by earning additional chapel credits. Up to five credits may be earned each semester by attending regularly scheduled campus-wide devotionals or Sunday 'Nine o'clock' service. Attendance at either event counts as one-half credit. Students who wish their attendance to count as one-half chapel credit need to use their YC identification card to scan in and out of the event. Credits will be applied weekly. Each full credit earned will be applied to remove a chapel absence. Credits will be kept 'on account' until needed, if necessary.

Note: Available chapel credits will be pro-rated for students with recurring chapel exemptions (.e.g. if a student has a two-day per week exemption they may earn a maximum of three chapel credits). Once a student's allotted credits have been used no more credits will be applied.

Attendance Registration

The Director of Residence Life registers attendance for Chapel in the Campbell Center. The student must be in their assigned seat by 10:00 am. Students arriving between 10:00 and 10:10 a.m. must sign in and will be counted tardy. If Chapel has begun (i.e. the singing has started or there is someone giving announcements or speaking), the southwest doors will be locked and students will need to enter through the lobby where they can sign the tardy sheet. Thereafter, they should proceed to sit in the tardy section at the appropriate time. Students arriving past 10:10 am or failing to properly register as tardy, will receive an absence. Failure to follow attendance policies will result in an absence for each occurrence. Three (3) tardies will count as one (1) absence.

Traditional, full-time students are required to attend Chapel. The following exemptions may be applied for:

- Working students -- for one or more days during a given semester, if a student's off-campus work schedule conflicts with chapel. However, such work-related exemptions are granted only to students who have no classes before 1 p.m. on the days requested.
- Non-traditional students -- with special family needs.
- Off-campus students -- who do not have classes both immediately before and after chapel.
- Off-campus students -- who do not work on campus or represent the college (sports, music, drama etc.) Recipients of institutional scholarships, including 5th-year scholarships, are deemed to represent the college.

Students who qualify are required to apply for exemptions each semester. **Exemptions must be applied for 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 section of the York College website.

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

Number of days required per week	Number of absences allowed each semester	Number of absences for dismissal from the College
5	10	16
4	9	14
3	7	11
2	5	8
1	3	6

Chapel Absence Disciplinary Action

Students with no exemptions face the following consequences:

- 10 absences: Courtesy email to YC email account
- 11 through 14 absences: \$20 fines will be assessed for each absence
- 15 absences: \$100 fine will be assessed
- 16 absences: Dismissal from the College

Students with a 1-day a week exemption face the following consequences:

- 9 absences: Courtesy email to YC email account
- 10 through 12 absences: \$20 fines will be assessed for each absence
- 13 absences: \$100 fine will be assessed
- 14 absences—Dismissal from the College

Students with a 2-day a week exemption face the following consequences:

- 7 absences: Courtesy email to YC email account
- 8 through 9 absences: \$20 fines will be assessed for each absence
- 10 absences: \$100 fine will be assessed
- 11 absences: Dismissal from the College

Students with a 3-day a week exemption face the following consequences:

- 5 absences: Courtesy email to YC email account
- 6 absences: \$20 fines will be assessed for each absence
- 7 absences: \$100 fine will be assessed
- 8 absences: Dismissal from the College

Students with a 4-day a week exemption face the following consequences:

- 3 absences: Courtesy email to YC email account
- 4 absences: \$20 fines will be assessed for each absence
- 5 absences: \$100 fine will be assessed
- 6 absences: Dismissal from the College

Excessive Chapel Absence Notification

Chapel attendance is recorded in Moodle. Each student is expected to be aware of his/her attendance record. Any questions about this record should be directed to the Director of Residence Life.

Students may receive notifications of excessive absences via campus e-mail 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 Director of Residence Life. Students may receive the following notifications for excessive Chapel absences:

- **Warning:** Notifies the student that he/she has missed all his/her allowable Chapel absences and has 3 days to appeal to the Residence Life Director.
- **Excessive Absence Notification:** Notifies the student that he/she is two absences from possible dismissal from the College and informs him/her of assessed fines
- **Summons from the Dean of Students.**

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.

Appeal Process

Dismissals from the College due to Chapel absences must first be appealed to the Dean of Student Development. If the Dean of Student Development upholds the decision, the dismissal may then be appealed to the Student Appeals Committee. The committee is comprised of two students appointed by the Student Body President, and three faculty or staff members appointed by the Dean of Student Development.

Appeals must be submitted electronically to the Dean of Student Development within 1 working day of dismissal for excessive Chapel absences. The written appeal must cite the specific grounds that would validate consideration of an appeal. Factors influencing a positive decision may be:

- Likelihood the student will alter attendance behavior
- Change in attitude toward Chapel attendance.

Decisions of the Student Appeals Committee are final.

COMPUTER USAGE

Policy Guidelines

Developments in electronic and digital communication have profoundly changed the ways that individuals conduct research, store data, exchange information and insights, and build relationships. Guidelines and policies found elsewhere in the Student Handbook are still in full force in regard to computer usage, digital communications, social media, etc. The following policies are to be followed by York College students in the use of electronic and digital communication. The York College Department of Information Technology and the Office of Student Development will address any abuse or crime concerning computer networks. Internet access today is more than a simple privilege, but is now necessary for continued successful progress in academic pursuits. Student actions which require the Department of Information Technology and the Office of Student Development to conclude that it is no longer appropriate to allow a student to continue using the campus network may therefore result in dismissal of the student. Criminal offenses may be referred to the York police department for investigation and possible filing of charges.

Internet Maintenance

The Saturday morning following the second Tuesday of every month from 5:00am to 11:00am is reserved for systems maintenance. Internet access and other IT services may be unavailable during this period without other prior notice.

Copyright Infringement Policy

York College is required by the Higher Education Opportunity Act of 2008 to enforce a strict policy against unlawful copyright infringement.

Information about Copyright

Almost all forms of digital artistic expression that can be stored on a computer are covered by copyright. This includes but is not limited to photographs, music, video, text, and software. The holder of a copyright has certain rights granted by law, namely: the exclusive right to control when a copy of the covered work is allowed to be made. Court rulings have determined and established that any access of a digital work by a computer effectively copies it, and so these rights extend to cover nearly all uses of digital material.

Unauthorized copying of copyrighted material is a civil offense subject to punitive monetary damages that can far exceed the value of the copied work. Unauthorized and commercial distribution of copyrighted material (including potential distribution done automatically by most file sharing software) is subject to criminal penalties as well, including possible jail time. If you use common file sharing software, you may be distributing copyrighted material illegally without even being aware of it. Recent court rulings have resulted in multi-million dollar fines for such activities.

There are exceptions to copyright. After a certain period of time a copyrighted work enters the public domain and may be freely copied and distributed. All works created directly by the

government are automatically part of the public domain. Additionally, there is a special set of exceptions known as “fair use” that allow you to copy works without permission under certain circumstances. If you only copy a small portion of the work, use it non-commercially, and do not impact the economic viability of the original work, or if you significantly transform the work (such as for parody), the copy might be considered fair use.

Copyright Enforcement and Penalties

It is the policy of York College to comply with all federal laws and regulations, including the Higher Education Act of 1965, the Copyright Act of 1976, The Digital Millennium Copyright Act, and The Higher Education Opportunity Act of 2008.

These acts require that York College take certain steps to combat the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer file sharing. To that end, York College has implemented the following:

- ***Traffic shaping:*** York College uses software and hardware to aggressively reduce (but not block) available bandwidth for connections with traffic signatures consistent with file sharing. As a penalty, the entire connection (not just the file sharing traffic) will be throttled, and more serious offenders may be required to frequently enter their username and password before further access to the internet is permitted.
- ***Compliance with DMCA takedowns and notices:*** If presented by a copyright owner, in the proper legal manner, with a request to help with their investigation, we are required by law to provide the requested assistance, up to providing the legal name and address of the offending student where possible.
- ***Referral to the Dean of Students:*** Students who are consistently flagged as heavy file sharers by our monitoring software and continue the practice in spite of the other penalties outlined above, may be referred to the Dean of Students. Copyright infringement is not consistent with the core values and standards of conduct outlined in the Student Handbook, and therefore subject to the same penalties as any other violation.

Legal Alternatives to File Sharing

The HEOA also requires that York College make available and promote legal alternatives to copyright infringement. York College complies with this requirement by allowing access to iTunes and other legal digital media services.

General Internet Policies

- Use computer and internet access wisely, responsibly, ethically, and lawfully
- Campus networks should not be used for non-York College commercial activities
- No computer may be set up as an internet-facing server on the campus network
- Viewing pornographic sites is prohibited. Internet browsing is monitored, and inappropriate sites may be blocked.

- Students needing computer access for academic purposes have priority for public workstations over those using them for games or social media.
- Students needing access to internet content for a specific classroom or assignment purpose that is otherwise blocked may request a specific exemption for that content or topic. Such requests must be made to the instructor of the course. The instructor will review the request and forward it to the IT Department if appropriate. Requests from students to the IT Department will be returned back to student for direction to an instructor.
- Never reveal your password to anyone else.
- Passwords must be a minimum of 8 characters in length. 12 characters or longer is strongly recommended
- Software that requires downloading and installing components onto the local hard drive are prohibited on college-owned computers. Appeals to allow software for specific classroom purposes should be made with the instructor, who will then review the request and forward it to the IT Department if appropriate. Requests originating with a student will be referred back to an instructor.
- Respect the privacy of others. Make no attempt to access, view, copy, or in any other way violate the privacy of others. This includes but is not be limited to digital communications as well as content stored on their hard drives, disks, screens or other storage devices.
- Remember that data on public computers, including workstations in the Library and other Labs, is not persistent. Always keep your own backups.
- 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.
- 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.

Internet and Social Media Posting

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

- Avoid posting residential address information
- Avoid posting phone numbers
- Be selective with the content of personal information that is posted
- Be aware that information posted may become available to anyone with Internet access, even when limited to specific sets of friends. Such postings should still be treated as if they 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 includes information found on personal websites, blogs, Facebook, Twitter, or other electronic-based postings. At a minimum, violators will be asked to remove information from the posting. However, further disciplinary sanctions may follow, as per the Student Handbook.

Requirements for connecting personal computers to the campus network:

- Anti-virus and anti-spyware/adware protection must be registered and current on both Windows and OS X based systems. Windows 8 and later includes this software as part of the operating system. IT Staff can help you acquire and install software.
- All operating system, such as Windows updates, must be applied regularly
- Peer-to-peer programs and other methods of illegal file sharing are prohibited.
- Storage space on the server is allocated on a first come, first served bases. In order to preserve space, users with excessive storage may be asked to reduce what is stored on the servers, and space may reclaimed during breaks between semesters.

Printing

Printing beyond a base level will incur a charge for each additional page. Printing charges are as follows:

- The first 500 pages printed in a semester are free.
- Additional printing will cost 5 cents per page.
- Color prints cost 25 cents per page, or five pages from the initial allotment

Note: Students are strongly encouraged to use the printers in the computer labs over bringing personal printers into the Residence Halls.

IT Services Offered

The following services are available through the York College Department of Information Technology:

- Wireless internet is available in any student-accessible building on campus.
- Network File Storage is available in computer labs. Space is allocated on a first come, first served basis. In the event of a shortage, heavier users may be required to delete files, and files may be periodically purged during breaks between terms.
- PantherNet (<https://panthernet.york.edu>) allows students to register for classes, check their account and financial aid information, and provides secure access to other appropriate administrator resources.
- York College Course and Testing System, or Moodle (<http://cats.york.edu/moodle>) provides students with access to information relevant to currently enrolled courses, including Grades, assignments, and class resources provided by the course instructor.
- A York College e-mail account is issued to every student. Students are required to check this account regularly, as important information is frequently distributed to student via e-mail.
- Students are issued an account that allows them to log in to public and classroom workstations located on campus. This same account provides access to PantherNet and Moodle.

Technical Support

The York College IT Office is located in the basement of Middlebrook Hall. Support may be obtained by visiting the office in person or by sending e-mail to helpdesk@york.edu.

Personal Computer Support

IT Staff may support Student-owned computers as time from other duties permits, under the following procedures:

- York College cannot be held liable for any damage to a student computer brought willingly to the IT Department for service. The student may be required to sign a release form before IT staff can assist.
- Students are encouraged to make a backup of important files before bringing a machine for service
- IT staff can assist in installing supported anti-virus products, including Microsoft Security Essentials, AVG, and AVast. Support for paid subscription products, including Symantec Internet Security and McAfee Total Protection, should be sought with the vendor.
- IT staff can assist in troubleshooting basic network access, including potentially checking wire runs to the assigned residence.
- IT staff may recommend parts for a student to purchase, but may not obtain parts on behalf of the student.

- Student machines must pass a basic hardware diagnosis before other troubleshooting can begin.
- IT staff are directed NOT to assist removing malware from a PC. Once the security of a PC is compromised, a complete wipe and re-install of the operating system is more appropriate.
- IT staff may assist a student in wiping and re-installing an operating system and applications on a compromised system if the student can provide a valid license and installation media.

STUDENT ROLES AND RESPONSIBILITIES

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 Student Development.

Social Service 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 Inter-Club Council Sponsor or the Dean of Students for current policies and procedures.

College Use of Photography

The Advancement Office frequently takes photos and videos of students for use in promotional materials or on the website as needed. It is the responsibility of the student to contact the Advancement Office to request that photos not be used.

Communication

In the event of a need to communicate with the entire college community, a mass text message may be sent. For this reason, it is important that all students have their cell phone number and carrier/provider on file with the Office of Student Development.

All York College students are assigned a campus email account (student_name@york.edu) and students living on campus are also assigned a post office box. Students are responsible for information transmitted through any of these means. Therefore it is important to check campus mail, and regularly maintain their York College email accounts.

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:

- to alleviate potential problems with safety or potential disruption of college activities;
- to facilitate a free exchange of ideas consistent with the academic environment and the College's mission; and
- 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 at the sole discretion of the President or his designee.

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 transforming lives through Christ-centered education and to equip students for lives of service to God, family, and society. The Student Government 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, there is student representation on various college committees. 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 information from the Dean of Student Development.

Theft or Loss of Personal Property

The College is 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 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. Information on third-party insurance policies can be picked up in the Residence Life Office. 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.

Medical Information

- ***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, there is a 24-hour help line available through the York Medical Clinic at 362-5555. You may also call (402)362-6671 to talk with the emergency room nurse. In a life-threatening situation, call 911 for help.
- ***Urgent Care of York:*** The community of York also offers an Urgent Care facility. Open 7 days a week, including most holidays, Urgent Care provides walk-in medical assistance at the convenience of the patient. The facility is located at 309 S Lincoln Ave. and can be reached at (402)362-6279. Most major insurances are covered.

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 Director of Residence Life or the office of Student Development. 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.

Vaccinations

Based on guidance from the United States Center for Disease Control, York College strongly encourages students to get the following vaccinations:

1. Meningitis
2. Hepatitis B
3. Tetanus booster (if due)
4. Seasonal Influenza
5. MMR (measles, mumps, rubella)
6. Chickenpox (if individual has not contracted Chickenpox)

Additional Resources

https://www.vaccines.gov/who_and_when/college/index.html

<http://www.health.state.mn.us/divs/idepc/diseases/meningococcal/collegefact.pdf>

Identification Cards

Students are issued an official York College identification card at the beginning of their academic enrollment with the College. It will serve as their ID card during their entire academic career at York 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. In the event that an ID card is lost, damaged or stolen, please inform your Hall Manager. A temporary access card will be given for access to your Residence Hall until your new ID is printed. One free replacement will be provided by the institution and students will be charged a \$15 fee for all subsequent replacements. Please allow at least two business days for your new ID to be printed.

Student Promotional Discounts

All current York College students are entitled to Student Promotional Discounts. York College partners with many local businesses to provide promotional services for College students. These discounts can be found at www.york.edu/discounts.aspx or by scanning the reverse side of your student ID card.

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.

Concerning the kind of work in which they engage, students are advised to consider the way it represents York College to the community, as well as any moral implications (e.g., it would be inappropriate to work as a bartender). In such cases, students are expected to seek alternative employment.

Babysitting or childcare are not permitted in residence halls. No one under middle school age is permitted to spend the night in a YC residence.

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 members 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:

- 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, Provost, 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.

- 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.
- 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, research, or support staff position; 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.)
- 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

CAMPUS SAFETY AND SECURITY REGULATIONS

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 Clery Act, the following information is provided. View criminal statistics at: <http://opc.ed.gov/security/>

Campus security measures include the following:

- Locking facilities
- Checking facilities for fire and vandalism
- Checking facilities for lights, heat, power outages, and water leak problems
- Monitoring and reporting criminal activity on Campus to the police in emergency situations and to the Dean of Students
- Summoning the York Police to help with emergency situations, if necessary
- Contacting the appropriate campus personnel

Campus Support Team

York College has trained personnel in place with procedures developed to respond to a variety of potential crisis situations. Students may access assistance through college faculty, staff or their residence hall staff. The Dean of Students serves as the chair of the Campus Support Team.

Students should contact the following individuals as needed:

- In the event of an **emergency situation** (i.e. a fire, medical emergency, an assault, campus intruder, hostage situation, bomb threat, etc.), students should contact the Dean of Students, the Dean of Student Development, the York Police Department or dial 911.
- In the event of a **personal crisis** (i.e. threatened suicide or homicide, self-harm, addictive behavior posing a health risk, certain psychiatric disorders, hearing of or witnessing a traumatic event, and/or the death of a relative/close friend), students should contact the Residence Hall Manager, Counseling Coordinator, Dean of Students, Dean of Student Development, Director of Spiritual Development or the Hope Crisis Center Hotline immediately.
- For other **concerns** (i.e. conflict with others, relationship concerns, financial difficulties, academic concerns, family situations, employment concerns, decisions about life goals), students should contact their academic advisor, a trusted faculty or staff member, the Director of Spiritual Development, and/or the Apartment or Resident Hall Manager.

Campus Security Contact Residence Hall staff or the Dean of Students. Campus Security may be reached at (402)366-2657 until 2:00 a.m.	Title IX Coordinator Miss Emily Lutz McGeehee 301 (402)363-5633 elutz@york.edu	Counseling Coordinator Mrs. Laura Cole Middlebrook 202 lacole@york.edu
Director of Spiritual Development Dr. Sam Garner McGeehee – Spiritual Life Office (402)363-5620 sgarner@york.edu	Dean of Students Mr. Stephen Detlefs Larsen House (402)363-5651 sdetlefs@york.edu	Dean of Student Development Mrs. Catherine Seufferlein Larsen House (402)363-5614 cseufferlein@york.edu
York Police Department 315 North Grant Ave. York, NE (402)363-2640 Emergency: 911	Hope Crisis Center Michelle Kelly 117 W 1 st St. York, NE Hotline: 1-877-388-4673 Office: (402)362-7527	Medical Facilities York Medical Clinic: (402)362-5555 Urgent Care of York: (402)362-6279 Emergency: 911

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 (402)366-2657 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 Resident Assistant, Residence Hall Manager, or the Dean of Students. Incidents reported to the Resident Assistant 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.

Underage drinking (less than 21 years of age) is specifically prohibited by federal law. Students are obligated to report incidences of underage drinking to the police. Anyone with knowledge of an alcohol party or a York College student engaging in the consumption of alcohol, regardless of age, should report such to Residence Hall Staff or the Dean of Students. Those wishing to remain anonymous may call Crime Stoppers at (402)362-2999. On-campus or off-campus violations may be reported to Campus Security or Residence Hall Staff. Concerns regarding questionable activities in campus facilities should be reported to the Dean of Students, Dean of Student Development, or to the Vice President of Finance and Operations. Criminal activities should be reported to the police, in addition to the proper College Officials.

Suicide Prevention and Intervention

York College affirms the value of all human life and tirelessly works to protect it. Suicide affects the entire campus and community, along with the victim’s family and friends. It is a loss of our most precious resource, a young person with a future. Therefore, York College strives to provide support and resources that help strengthen community, sense of belonging and physical, mental and spiritual wellness. These include, but are not limited to counseling

services, access to pastoral/spiritual personnel, academic support and risk assessment/monitoring.

If a member of our community is struggling with suicidal thoughts, we encourage them to come forward and ask for help. These actions are a sign of strength. We will work hard to provide the love, support and resources needed to secure academic, spiritual and social success.

Note: York College reserves the right to withdrawal a student when it determines that the safety of the student is beyond the scope of its resources, or when the behaviors of the student pose an ongoing threat to the campus community. Prior to the withdrawal, an evaluation team, consisting of the Dean of Students, Counseling Coordinator, Director of Spiritual Development, the student's Hall Manager and an employee designated by the Dean of Students, will be convened to discuss the student's needs, review the case and make appropriate recommendations. The team will review all issues and information relevant to the student's ability to continue at the College. During the review, the team will report its 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. For more information, review *Special Administrative Evaluations* in the *Disciplinary Processes* section of the Student Handbook.

In the event a withdrawal is mandated, students may appeal to the President of York College within two business days of the Dean's decision. Appeals to the President must be turned in to the Dean of Student Development. While under presidential review, the withdrawal will remain in effect. Upon review of the case, the President has the ability to ask that the case be reheard by the Dean of Students. For more information, take note of *Presidential Review* in the *Disciplinary Processes* section of the Student Handbook. .

Tornado/Severe Weather

When inclement weather hits the area, the safest place to be is in an underground shelter or basement. McCloud Hall and Thomas Hall have basements that are accessible during severe weather. If an underground shelter is unavailable, take cover in a small, windowless interior room or hallway on the lowest level of the building.

Skateboards, Roller Blades, and Similar Equipment

Skateboards, roller blades, and other similar equipment may not be used inside of buildings on campus. Students using such equipment outdoors are expected to be considerate of the safety of others. No ramps or stunt equipment may be brought on to campus. The use of campus facilities for stunts is prohibited. Failure to follow these guidelines may result in the confiscation of equipment and/or disciplinary action.

Note: Hoverboards are banned from York College property and/or events.

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.

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 Student Development. Students are expected to follow Nebraska State driving regulations while on campus. Driving on the grass or sidewalks is prohibited.

Parking

Parking is available to students within walking distance of housing, classes, activities, and services. Violations of the following parking restrictions and regulations are subject to a fine:

- Parking in an area not designated for parking
- Parking on campus without a valid permit
- Parking in a traffic lane or in more than one marked place
- Parking in an area designated “No Parking”
- Parking blocking a dumpster
- Parking on sidewalks
- 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 Prayer Chapel, the Mackey parking lot, the McGehee/BPAC lot or the paved areas behind Sack Hall.
- Parking in a disabled zone without a valid disabled parking permit. Temporary campus disabled permits are available through the office of Student Development or the Athletic Trainer.
- Parking in a red zone or fire lane
- Parking in an area designated for Faculty/Staff
- Parking on grass or mulched areas
- **ADD FOR 2017-2018 – PARKING IN RESIDENTIAL LOTS IS FOR RESIDENTS OF THOSE BUILDINGS ONLY (VISITOR PARKING AREAS)**

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. Fines will be automatically added to the student’s account.

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.

Active Shooter Event

In the unlikely event of an active shooter, evacuate the area, given that there is a safe path, leaving belongings and the wounded behind (help others escape if possible). Keep yourself hidden from the shooter by locking/barricading doors, silencing your phone and remaining quiet. When possible and safe, dial 911 and remain calm. If it is unsafe to speak, leave the line open. When the police arrive, stay on the ground with your hands clearly visible to ensure proper communication.

Safety and Security Fines

York College takes the safety and security of the student body very seriously. It is among our highest priorities. In order to maintain security standards, a fine of \$350 will be assessed to students for the following violations:

- Propping the entryway doors of residence halls and/or apartments
- Exiting through emergency exit doors/fire doors
- Tampering with or damaging security cameras, sprinkler systems (including piping), emergency exit doors, or other college equipment
- Unauthorized entry or use of college buildings, facilities, equipment, supplies or resources
- Concealing one's identity while entering or exiting college buildings

Note: The College reserves the right to impose additional requirements and conditions as determined by the Dean of Students or appointed designee.

Title IX, Discrimination, Harassment and Sexual Misconduct

York College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, or handicap in the administration of its educational policies, admissions policies, scholarship, loan, and other financial aid programs, athletic and other College-administered programs. Also, as required by Title IX of the Educational Amendments of 1972, York College does not discriminate on the basis of gender in its educational programs or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

York College strives to provide a Christian environment that is counter cultural and one in which discrimination, harassment and sexual violence will not be tolerated, as they are contrary to Biblical teaching. York College supports the biblical standard that appropriate consensual sex is reserved for marriage and that acceptable marriage is between a man and a

woman. Sexual activity outside of marriage is seen as a violation of scripture and York College's Code of Conduct.

Title IX guidelines require colleges and universities to delineate the reporting and handling of sexual misconduct whether students are on or off campus. New guidelines include the stipulations that all campus community members are required by law to report sexual misconduct. Witnesses and bystanders who observe conduct that they believe is likely to lead to sexual misconduct are strongly encouraged to assert themselves and take appropriate action to prevent sexual misconduct. Persons who witness sexual misconduct are encouraged to alert both the campus Title IX Coordinator and the police when appropriate.

The safety and well-being of students is of the utmost importance to York College. Students who feel they have been the subject of discrimination, harassment, sexual misconduct or retaliation directed to them by another member of the community, whether on or off campus, should contact the Title IX Coordinator or the Office of Civil Rights.

- Title IX Coordinator – Miss. Emily Lutz, McGehee 301, (402)363-5633, elutz@york.edu
- The Office of Civil Rights Customer Service and complaints: (800) 421-3481

A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible consistent with applicable legal requirements.

All persons associated with the College are expected to assist in the safety of others. All employees of the institution are required by law to immediately report any incidence of sexual misconduct upon knowledge of the situation and to intervene if they observe such behavior. Students are encouraged to report sexual misconduct to the Title IX coordinator. York College may offer special immunity from disciplinary action to victims and Good Samaritans who, while in violation of College policy, report sexual misconduct (see *Victims and Good Samaritans* in the *Disciplinary Processes* section of the Student Handbook).

All members of the College community are subject to this policy, including but not limited to students, faculty, administration, trustees, staff, coaches and any others who participate in College programs or activities whether on or off campus. Violators of this policy will be subject to disciplinary action that may include termination, expulsion, suspension, restricted access to campus or other appropriate institutional sanctions necessary to address the behavior. Prosecution by civil authorities may also occur. Those who make malicious or false accusations will be subject to College disciplinary action.

The Discrimination, Harassment and Sexual Misconduct Policy can be found at www.york.edu/Title-IX.

HOUSING

The Mission of Residence Life

The mission of Residence Life is to promote the mission of York College to transform lives. Residence Life fosters community living that is inclusive and supportive of each student's desires for personal and spiritual growth.

Residence Life

Because YC is a residential campus the underlying expectation is that students live on campus. Privileged housing and off-campus living is available to students who meet established criteria. 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 Student Development. 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 may 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.

Off-campus Housing

Students may apply to live off campus only if they meet one of the following criteria:

- 23 years of age before the first day of class for the semester
- Married or parenting children
- Earned 120 hours of college credit
- Have lived in York College housing eight full semesters
- Plan to live with immediate family who are married. If single, they must be 29 or older
- Student teacher with placement outside York County who wish to reside in the community where they are teaching
- Medical circumstances prescribed by attending physician. Documented medical cases will be reviewed and determined by the Dean of Students based on documentation submitted

Students desiring to live off campus **must complete an application for off-campus housing and receive approval from the Residence 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.

(NOTE: The financial aid policy reflects York College's desire as a residential campus to promote community. Institutional scholarship amounts are reduced by 25% for students

who, while eligible to live on campus, choose to live off campus. Inquire at the Financial Aid Office for details.)

Privileged Housing

Privileged housing refers to the apartments on campus and is available to non-transfer students who meet one of the following criteria:

- 21 years of age before the first day of class for the semester
- Earned 60 hours of college credit
- Have lived in York College housing four full semesters.

Privileged housing is available to transfer students who meet one of the following criteria:

- 21 years of age before the first day of class for the semester
- Earned 60 hours of college credit
- Earned 52 hours of college credit and have lived in York College housing two full semesters

NOTE: Students who have not turned 20 on or before the first day of class for the semester are ineligible for privileged housing unless they have lived in York College housing two full semesters and have earned 52 hours of college credit.

Health and Safety Inspections

Violations of the Student Handbook or repeatedly failing Health and Safety Inspections may result in the loss of privileged housing. Students living in privileged housing are expected to reside there. Attempts to circumvent residency requirements may result in loss of eligibility for privileged housing or living off campus, or additional disciplinary action, including dismissal.

Campus apartments will remain open to students living there who make arrangements to stay on campus during holiday breaks. They are not available for occupancy during the summer.

Each apartment has 4 single occupancy bedrooms, 2 baths, and a shared kitchen and living room area. 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. Personal refrigerators are not allowed in the apartments.

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 Director of Residence Life for students to remain in campus housing.

Curfew

Curfew for residents of Thomas, Thomas North, and McCloud Halls 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 living in the apartments. Records for eligibility of upperclassmen status are updated at the beginning of each semester. The entire campus is subject to this curfew except for “come and go” traffic of upperclassmen living in the apartments. No one is allowed to loiter on campus during curfew hours.

Room Check

If you are not in your wing at curfew, it is your responsibility to ensure that you report in person to your RA so that you will be marked present in the residence hall.

Security of Residence Halls

Doors to the residence halls are accessible using an official York College student ID card during non-curfew hours. Tampering with the doors or alarms is vandalism and will result in disciplinary action. Propping doors open at any time or opening doors for others after curfew is prohibited. Use a student ID card to gain entrance into the residence halls before curfew or phone the Assistant Hall Manager after curfew.

Note: Correct use of the student ID card to scan in and out of the building helps to ensure the safety of all residents. Misuse of this system may result in disciplinary action.

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 for inspections when they were 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 will 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 the 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, may search a room with or without the consent of the occupying student.

Food Service

All resident students must purchase a meal plan. The standard meal plan, which includes 15 meals per week, is included in the room and board package for all those living in the residence halls. Students may upgrade to 19 meals per week for an additional charge. For students living in the apartments, a meal plan of 10 meals per week is included in the room and board package, 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 (see cafeteria management). Residential students who are ill may request a food tray to be brought to their room through their RA. Students who need special dietary considerations may contact the Dean of Students or the cafeteria management. The cafeteria closes for Thanksgiving Break, Semester Break, and Spring Break.

The student ID card is also a computerized meal ticket and must be presented at each meal. Fraudulent use of an ID card for obtaining a meal for anyone other than that individual 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.

Arrival and Early Check-in

For returning students, the residence halls open the day before classes each semester (the apartments remain open during the winter break). For specific groups there may be published openings prior to that. Early check-in is discouraged; however, if students must arrive before the date assigned for them, a fee of \$25 per night will be charged from the time the student moves in. Contact the Director of Residence Life for prior approval.

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.

Room Care

Residents are responsible for keeping their rooms and living areas clean. Each apartment is responsible for the cleaning of their apartment and should plan on providing their own trash cans, vacuum, cleaning supplies, toilet tissue, paper towels, etc. Food must be stored in sealed containers to prevent the 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 residence hall bathroom or lobby 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 Residence Life. Please check with your Hall Manager or RA for guidelines and restrictions before hanging items on the wall.

The following items are prohibited in campus housing:

- Open flames, unshielded halogen bulbs, open element appliances such as toasters or any kind of incendiary device such as candles with wicks or incense
- Weapons, firearms, fireworks or ammunition including paintball guns, BB guns, pellet guns, etc.
- Posters that sexually exploit, promote racism, or degrade men or women in any form
- Signs, containers, or posters that advertise or support alcohol, tobacco or illegal drugs
- Official highway or street signs are not permitted in student housing
- Window air conditioners or TV satellite dishes
- Extension cords
- Wireless routers

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, and must inform the Hall Manager of their intention to keep fish. Residents are responsible for any damage to their room due to aquarium leakage, spillage or breakage. 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. Pet-sitting is not permitted in campus housing.

Kitchens & Common Areas

Kitchens and common areas are provided for your convenience in some residence halls. 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. Residents are also advised not to keep large sums of money in their rooms. Residents must have a key to their rooms. Report lost keys to your Residence Hall Manager. 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. Information on third-party insurance policies can be picked up in the Residence Life Office

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 by the Director of Residence 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 sophomore or above 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. Freshmen of the opposite sex are not allowed visitation beyond the parlor in the apartments. 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. All visitors beyond the apartment lobbies must sign in and out in the logbook provided.

All persons, including residents, must enter/exit through the main lobby doors. Non-lobby doors (side doors) are emergency exit only. 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 may 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 Residence Life Director.

After Hours Violations

Curfew violations will be satisfied through fines. A \$10 fine will be assigned for each 15 minutes past curfew that a student is late. This fine will be added directly to the student's account.

For curfew violation fines, students have the opportunity to participate in our Fine Reversal Program. Upon receipt of the Notification of Fines, the student has 72 hours to return the completed form to the assigner. Failure to do so indicates acceptance of the fine.

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 who is 29 or older. Freshmen and sophomores are not permitted to check-out to the campus apartments.

- You must sign out using the online forms found on the Residence Life website (http://www.york.edu/campus_life/residence.asp). Students may not check out more than 2 nights per week unless it is cleared by the Hall Manager for special circumstances.
- Individuals who fail to check-out properly and/or abuse this privilege may be subject to disciplinary action as outlined in this handbook.

NOTE: When a student completes the check-out form, a report is generated that supplies the college with information including the name, address and phone number of the person(s) the student is checking out to visit. Parents and guardians can opt to receive a copy of this report via email. Contact the Dean of Students for more information.

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 pm – 10:00 am. 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. Students are encouraged to use headphones. Speakers are not 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.

- 1st Violation: Reminder
- 2nd Violation: Warning
- 3rd Violation: Disciplinary action may include loss of speakers or noise device for 3 days or a \$50 fine.
- 4th Violation: Disciplinary action may include banning of the sound system or noise device from campus, fines and/or probation.

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

For quiet hour policy fines, students have the opportunity to participate in our Fine Reversal Program. Upon receipt of the Notification of Fines, the student has 72 hours to return the completed form to the assigner. Failure to do so indicates acceptance of the fine.

Room Changes

There is a \$50 fee to change rooms. The room change process begins at the Residence Life Office and, once approval is given, must be completed in 3 working days.

Holiday Residence Hall Policy

The residence halls close during Christmas break (usually begins the morning after fall final examinations end). You must make other living arrangements during these times. Check the online events calendar located on the Campus Life website for actual dates and times that the cafeteria and/or residence halls are closed. The apartments remain open during Christmas break.

NOTE: Residence Halls and Apartments close at 5:00 pm the day after spring semester finals end.

Deposit

A one-time housing deposit of \$100 is required of all residents and will be held until the student leaves campus housing with no intention to return. Refunds must be requested 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

- Clean your room and return it to its original condition.
- Complete a room inventory with housing staff.
- Turn in your room key to your Residence Hall Manager.
- Exit the residence hall before the deadline.

Charges for damages, cleaning, and failure to exit by the deadline, and/or improper exit procedures are deducted from the housing deposit. Additional charges will be added to the student's account. Assessments for materials and labor to make repairs and/or cleaning charges will be made in conjunction with Campus Facilities.

Residence Hall Rooms

Rooms, unless specified, may be 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.

Double Occupancy Rooms

Students in double occupancy rooms whose roommate situation changes, will be given two weeks to find a new roommate (Room change fee will be waived to facilitate this). If they are unsuccessful, they will be charged the private room rate. Note that at least three occupants are required in the Thomas Hall suites in order to receive the double room rate.

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 a violation of the student code of behavior.

STUDENT STANDARDS OF CONDUCT

Alcohol Policy

In keeping with the spiritual and educational mission of the College, alcohol use by York College students is prohibited.

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 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.

- 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, strapless tops, backless tops, low-cut dresses or tops, crop tops/open midriffs, and short and/or revealing skirts and shorts.
- During work periods, student workers are expected to conform to the dress code set by the department in which they work.
- 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.
- Athletic clothing appropriate to the sport may be worn while participating in athletic classes/activities in designated athletic areas.
- Sunbathing is not permitted on campus.
- Shirts must be worn at all times on campus and shoes must be worn in all campus buildings except the residence halls.
- 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, illegal drugs or tobacco products.
- Each faculty member will announce whether students may wear hats during class. Individuals are asked to remove their caps during times of prayer.
- 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.

Smoking/Smokeless Tobacco/Electronic Cigarettes

To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco related products (including smokeless tobacco and vape products) is prohibited on the York College campus and other college property and at all college-sponsored activities, including sporting events, both on and off campus. Fines will be assessed for violations of this policy. Multiple offenses may result in a loss of privileged housing. Use of these products in the residence halls and in the on-campus apartments is considered a violation of this Handbook. The safety of all residents requires that students and their guests respect this policy. Students should be aware that they may be held responsible for the actions of any of their visitors or guests.

Note: Vape products may be viewed as drug paraphernalia and are banned from campus and all campus sponsored events.

For tobacco violation fines, students have the opportunity to participate in our Fine Reversal Program. Upon receipt of the Notification of Fines, the student has 72 hours to return the completed form to the assigner. Failure to do so indicates acceptance of the fine.

Drug Policy

York College prohibits 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 are subject to 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, may be required to submit to drug testing. Any student testing positive or found in violation of Section 3-01 of the Sections of Misconduct, may be dismissed from the College. Upon documented completion of drug and alcohol counseling and with the recommendation of the Dean of Students, students will be welcome to re-enroll in York College. Additional sanctions may be required at this time. Students readmitted after a drug violation may be required to submit to unannounced drug testing at their expense and at the College's convenience.

Hazing

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. “Hazing” is defined in the Nebraska statute as a crime (<http://law.justia.com/codes/nebraska/2012/chapter-28/statute-28-311.06>).

A person 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 is guilty of hazing. 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. 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.

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 Dean of Students in the Office of Student Development for clarification regarding appropriate activities for induction and continued membership in campus organizations.

Pornography

All materials of a pornographic nature, including magazines, videos, computer games, etc. 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 contact the Counseling Coordinator to seek confidential counseling.

Sexual Abstinence

York College upholds the teachings and examples of the Bible in all things, including sexual purity. The College believes in and promotes that the Scriptural standard for sexual expression, in all of its forms, is between a man and a woman and reserved for marriage alone.

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 deplores 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.

Pregnancy

While York College does not support an unmarried person's decision to engage in a sexual relationship, it understands that pregnancy can be an emotional period of transition. For some, it is a time of uncertainty about the future and fear of what may come. York College is committed to supporting young women during this time of critical decision making. While we will not pursue disciplinary action, we will provide resources and assistance.

DISCIPLINARY PROCESSES

Purpose of Disciplinary Responses

In order to preserve a moral community, it sometimes becomes necessary to confront and hold accountable members of the York College family. Procedures are 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 maintain a Christian environment compatible with the educational mission of the College,
- to redirect behavior,
- to protect the rights of others in the community, and
- to encourage and teach responsibility.

Philosophy of Disciplinary Affairs

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. York College promotes a way of life that is intended to uphold the teachings of Jesus Christ, and that reflects our mission of transforming lives through Christ-centered education. Community life at York is a disciplined life based on biblical principles. York College encourages students, staff and faculty to live lives of purpose, honesty, decency and civility. The intent of discipline is to be educational, to build character and to enhance growth and maturity. The disciplinary process stresses the taking of responsibility for one's own behavior and accountability for one's own actions. Our desire is that all people reach their greatest potential in Jesus Christ.

Law authorizes an institution of higher learning to establish and administer codes of conduct and to suspend, expel or dismiss students whose actions negatively impact the campus community; the College reserves this right.

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:

- Respect for the personal worth, dignity and rights of others.
- Respect for the right and necessity of York College to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
- Respect for York College's longstanding tradition of honesty, moral and ethical integrity, freedom of expression and open inquiry.

- Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff and faculty who comprise the York College community.
- Respect for local, state and federal laws and ordinances.
- 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.
- Willingness to offer service, support, guidance and friendship to others.
- 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 local, state and federal laws.

Sections of Misconduct

- ***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** Failure to report to the proper College officials the knowledge of a violation of College policy or knowledge of students who are in violation of College policy.
 - 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 Unauthorized access to non-student areas, including but not limited to rooftops
 - 1-17 Other violations of college housing policies, general college policies, or parking/safety regulations
- **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 or withholding information from College personnel
 - 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. Fines for such misuse of fire extinguishers is required by law.
 - 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, including blocking, disabling, or otherwise tampering with security cameras. Unauthorized entry into or exit from 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, whether premarital or extramarital
 - 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** Theft of services, including failure to meet financial obligations for professional services and rental agreements
 - 2-19** Violations of the visitation policies of residence halls and apartments, including entering side doors of the apartment buildings.
 - 2-20** Repeated violations of curfew policies for freshmen and for sophomores
 - 2-21** 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 clubs, private parties and bars.
 - 2-22** 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, may result in automatic dismissal from the College.
 - 2-23** Possession, distribution or sale of drug paraphernalia (including vape pens). 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.
- **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 or use 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.
 - 3-02** Distribution or sale of illegal drugs, including controlled prescription drugs and steroids. A drug related felony conviction might disqualify a student from receiving future federal financial aid.
 - 3-03** Providing alcohol to minors
 - 3-04** 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.
 - 3-05** Participation in hazing
 - 3-06** 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 and retaliatory harassment.

- 3-07** Rape, sexual assault or other non-consensual sexual activity
- 3-08** Repeated cohabitation and/or sexual immorality, whether premarital or extramarital
- 3-09** Arson or attempted arson
- 3-10** Felony theft; Burglary
- 3-11** 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
- 3-12** Possession, use or discharge of any weapon on campus or at college-sponsored events or activities
- 3-13** Intentionally interfering with college events, business activities or educational functions

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. Second section two or three violations within one year of being placed on probation may result in immediate dismissal. 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.

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:*** The Dean of Students or designee determines the terms of probation, including length of probation, appropriate to the offense. Probation is 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. 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. 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 office of Student Development 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 or appointed designee. Such requirements may include, but are not limited to, the following:

- fees, fines and/or restitution;
- loss or reduction of college scholarships for subsequent semester(s);
- accountability agreements with York College staff or faculty;
- participation in educational programming;
- medical or psychological assessment by York College or off-campus professionals, including drug and alcohol testing and/or assessment: follow up, counseling and treatment may be required if recommended by said professional;
- loss of privileged housing;
- 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).

Note: 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.

Disciplinary Responses

- ***Section One violations of the Student Handbook:*** Disciplinary responses range from an informal warning to a written formal warning and documented service restitution. Fines, restitution, accountability agreements or other requirements may be added to either type of warning.
- ***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 12-16 weeks (a full semester), as determined by the Dean of Students or their designee. Suspension sanctions generally will be assigned for a minimum period of one week, as determined by the Dean of Students or their designee. Restitution, loss or reduction of college scholarships, fines, medical or psychological evaluation, drug and/or alcohol testing and/or assessment, accountability agreements, or other requirements may be added to either of these disciplinary responses.
- ***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. 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.

Victims and Good Samaritans

York College encourages the reporting of physical assault or sexual misconduct; therefore, the College may offer victims immunity from disciplinary action for policy violations related to physical assault or sexual misconduct. Furthermore, for students who offer assistance (by contacting medical services, the police department, and/or York College personnel) to other students in need, both on and off campus, both parties may receive immunity from disciplinary action. While this immunity may protect against disciplinary proceedings and action, the student may have to complete requirements of a non-disciplinary nature.

Expectations of Student Leaders

York College holds its student leaders to a higher standard. We expect our leaders to be role models to other students by upholding our standards and exemplifying our mission. York College student leaders are to be lights on our campus; consequently, student leaders placed on probation will be removed from their leadership position and will remain ineligible for leadership for the duration of their time on probation. Student leadership positions include both elected and appointed positions.

Summary of Disciplinary Responses:

Suspensions and dismissals may be imposed without the hearing process as 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 Student Development 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 Student Development 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.

Notice of Disciplinary Response/Administrative Agreements

In keeping with the redemptive nature of York's disciplinary philosophy, students who voluntarily come forward confessing involvement in conduct code violations (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 standard disciplinary process, including counseling or medical treatment. The following conditions must be met in order for students to take advantage of this process:

- 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 in any other manner, the normal disciplinary process will ensue, and the student may no longer have the option of an administrative agreement.
- The student must be willing to submit to any intervention deemed appropriate.
- 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.

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

Following any formal discipline, students may appeal to the next higher level. Dismissals from the institution may be appealed to the Student Appeals Committee. The committee is comprised of two students appointed by the Student Body President, and three faculty or staff members appointed by the Dean of Student Development.

Appeals will only be granted on the following grounds:

- The disciplinary sanction(s) is inappropriate for the violation as outlined in the Student Handbook.
- 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.

- The disciplinary decision is not appropriate due to insufficient preponderance of evidence.
- New evidence has become available since the disciplinary decision that would have significantly altered its results.

In most cases the Student Appeals Committee will only review the written appeal, the case file and the written findings of a college official. The case will not be re-heard by the Student Appeals Committee. Under normal circumstances, imposition of disciplinary responses will be deferred pending the review of the appeal. However, the appropriateness of deferral is determined by the Dean of Students. Following review of the appeal, the Student Appeals Committee may elect to void the disciplinary decision, uphold the decision, alter the disciplinary response or return the case for a new hearing.

In cases of dismissal, the procedure for an appeal to the Student Appeals Committee is as follows:

- Within one working day of the decision, the student shall file a written notice of appeal with the Dean of Student Development. Appeal forms are included with all dismissal notices.
- The Dean of Student Development shall provide the Student Appeals Committee chair a copy of the appeal within one working day.
- The Dean of Students shall provide the Student Appeals Committee a written statement of the facts and summary of the appealed decision and applicable policy.
- The Student Appeals Committee will convene within one working day to review the documents and decide the case. The committee may, but is not required to, meet with and interview the student and/or Dean of Students. Should the Committee meet with the student, no outside witness or counsel will be allowed. The Student Appeals Committee will be allowed to review only the information presented during the proceeding.
- The Student Appeals Committee may uphold, reverse, or otherwise modify the previous decision. If the Committee does not find substantial cause for appeal, the decision is upheld. The decision of the Student Appeals Committee shall be communicated to the student and the Dean of Student Development in writing within one business day of the hearing.

Presidential Review

After the Student Appeals Committee rules on the appeal or the Dean of Students rules on a Special Administrative mandatory withdrawal, students who believe they were denied their rights as outlined in the Student Handbook during the process may submit a written appeal to the President of York College within two (2) business days of the action. Appeals to the President must be turned in to the Dean of Student Development. However, the decision is in effect while the case is under presidential review. The President may elect to meet with the student and/or may review details of the case with Student Development personnel or the

Student Appeals Committee. Upon review of the case, the President has the ability to ask that the case be reheard by the Student Appeals Committee or the Dean of Students, if he/she feels that the student's rights were violated or that protocol was not observed.

Note: York College may refuse the right of any student to attend the institution if it is believed to be in the best interest of the student or college community.

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:

- 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;
- poses a danger to self or to others; or is disruptive to the community;
- 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:

- the Dean of Students;
- the Counseling Coordinator;
- the Director of Spiritual Development;
- an employee designated by the Dean of Students;
- the student's Hall Manager

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:

- have access to all records concerning the student, including the results of the professional medical or psychological assessments;
- have the right to interview any person who can supply additional information relevant to their analysis; and
- 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. During 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.

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 Dean of Students 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.