

Date Updated and Published: August 2017**Revision History:****Review: Annually****Last Date Reviewed:** December 2019**POLICY****COLLEGE OF ARTS & SCIENCES/COLLEGE OF HEALTH SCIENCES**

The University expects its students to enjoy and nurture this academic community whose purpose is to be a Christian institution of learning. They are expected to help sustain the University's values. It is the University's goal that all members of the community adhere to a set of ethical and behavioral standards that are reflected by the rules that apply to students. Students are thus expected to be honest, respectful of others, helpful to the University's pursuit of its purpose, and law abiding.

The purpose of publishing this Code of Conduct is to give students general notice of expected and prohibited conduct. The code is not written with the specificity of a criminal statute. Among the offenses that are subject to disciplinary action are the following:

1. Violation of the University's published policies, rules, and regulations, including but not limited to:
 - a. The alcohol and drug policy
 - b. Computer use policy
 - c. Residence hall guidelines
 - d. Discrimination and discriminatory harassment policies
 - e. Smoking policy

2. Violation of law
3. Acts of dishonesty, including but not limited to:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. Furnishing false information to any University official, faculty, or staff member
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - d. Tampering with the election of any University recognized student organization
4. Attempted or actual theft of or damage to property of another, including the property of the University and public property; the unauthorized use of the property of the University or of another.
5. Obstruction or disruption of teaching, research, or other activities or functions of the University.
6. Damaging, defacing, destroying, disabling, removing or tampering with a fire alarm or other fire or security equipment, and failing to vacate a building upon the sounding of a fire alarm, and failure to obey directions of University, fire, and police officials in fire and other security emergencies.
7. Sexual assault.
8. Act of harassment, threat, intimidation, coercion, assault, or any other act of violence, physical abuse, verbal abuse, or any other conduct which threatens or endangers the health or safety of any person, or which falsely causes one to reasonably believe they are endangered; reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; or intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; or acting to prevent or interrupt the use of any building or other facility or the activities of the University.
9. Hazing.
10. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace

11. Use or possession on the campus or at an off-campus activity of the University or of any student organization recognized by the University, of any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, switchblade knife, blackjack, slingshot, knuckles or any other weapon, not used solely for instructional or school- sanctioned purposes.
12. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to send or receive obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the University's computing system.
 - g. Use of computers to violate federal or state law including, but not limited to, copyright violations, gambling, and illegal content.
13. Disrespectful behavior which is disruptive, contemptuous of other members of the University community, including but not limited to interfering with, or failing to cooperate with, the reasonable request of any administrator, faculty, or staff member.
14. Failure to comply with directions of University officials, security officers, law enforcement officers acting in performance of their duties, and failure to identify oneself to these persons when requested to do so.
15. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
16. Engaging in telephone fraud, making false charges, or using the credit or telephone of another without permission.

Bethel University reserves the right to discipline any student who violates University policies and regulations and such discipline may include but is not limited to:

1. Impounding of Property – Property involved in committing a violation of the Student Code of Responsibility such as weapons, explosives of any type, alcoholic beverages, and other prohibited items may be impounded by an official of the University.
2. Fine – The Dean of Students may impose a fine of not more than \$100 per violation, unless otherwise specifically stated elsewhere in The Log.
3. Restitution - Reimbursement for defacement, damage to, or misappropriation of property, whether that of the University, or of any member of the University community, or any guest of the campus.
4. Community Service – A number of hours of community service is rendered to the University community.
5. Disciplinary Probation – Indicates to a student or a student organization that their behavior has resulted in a sanction close to suspension. It is imposed for a definite period of time and further misconduct while on probation may result in suspension from Bethel University. Probation may place specific restrictions or extra requirements on the student or student organization. These conditions will vary with each case and a student may be required to meet periodically with the person designated by the Dean of Students.
6. Imposition of Failing or Zero Grade – Punishment for an act of Academic Dishonesty in the academic course in which the violation occurred. First offense = Zero on the specific assignment; second offense = “F” for the entire course; Third offense = expulsion from the University.
7. Disciplinary Suspension – Termination of student status for a stated period of time (with forfeiture of academic credit), as well as from being present on the property of the main campus without permission from the Dean of Student Development for the duration of the sanction. The student or student organization will be informed in writing by the Dean of Student Development explaining the reason for suspension, as well as the time frame for the suspension. The decision of suspension may be appealed to Vice President for the College of Arts and Science. Student Organizations suspended may be prohibited from certain activities or enrollment or new members for a period of time. Also, a formal application for readmission is

required before permission to re-enter the University can be granted, as well as any other requirements stated by the Dean of Student Development, such as counseling.

8. Expulsion – Permanent termination of student status and permanent exclusion from the campus as well as from being present on campus without the permission from the Dean of Student Development.
9. Note - If a student is suspended or expelled for disciplinary reasons, the Dean of Student Development will notify the Registrar in writing if the student can or cannot withdraw from all classes. If the student is allowed to withdraw from all classes, grades of "W", will be recorded if withdrawal is before the last date to drop a class.
10. Other Sanctions – University authorities may impose appropriate sanctions with or without probation including counseling, restrictions of access to campus facilities or privileges, or disciplinary room changes or charges. A student may also be required to see a licensed mental health professional for evaluation prior to returning for the next semester.
11. Social Warning – An official notification to the student or student organization that certain behavior is unacceptable and further misconduct may result in further disciplinary action.

REGULATIONS REGARDING THE SEARCH OF AND EMERGENCY ENTRY INTO STUDENT AREAS

The University respects student privacy. However, Bethel University and its staff reserve the right to enter and inspect rooms and/or properties at any time. The student who resides on campus commits to a Christian living/learning environment and relationship rather than a tenant/landlord relationship. Therefore, all action is taken with educational goals in mind rather than civil/legal actions and outcomes.

A search of this type is an on-campus matter and does not require a search warrant. However, if possible, at least two staff persons should conduct the search. Illegal items found in the search may be impounded. Campus facilities are not exempt from search and seizure from authorized civil authorities with proper search warrants.

Usually searches and entries are for maintenance, fire hazard, and safety purposes. On occasions when violation of student conduct is suspected, such searches and entries will usually be done with the student present and with the

student's cooperation. A student's choice of non-cooperation is noted. Any time a student's room is entered for suspected Log violations, the student will be notified in writing within three (3) days as to purpose of the search/entry, if he/she was not present, and what, if any, action was taken.

Bethel University promotes freedom with responsibility and attempts to promote safety. The Residence Life staff members may enter a room when they suspect rules are being violated. The procedure will be as follows:

1. The RA/RD will knock, state their name and position and request room entry
2. If no response is made within approximately 30 seconds, the RA/RD will utilize the master key for entry.
3. The room and its entire contents, appliances, fixtures, closets, bathrooms, and adjoining suites are subject to inspection and search.
4. The RA/RD who conducts the search must file a report to the Director of Housing by the next working day.
5. Then, the student will be notified within three (3) days as to the purpose of the room entry/search and what, if any, action resulted.

VIOLATIONS OF RESIDENCE HALL REGULATIONS OR OTHER ON-CAMPUS (NON-ACADEMIC) UNDER THE STUDENT CODE OF RESPONSIBILITY

1. All appeals must be in writing and given to the appropriate person no later than 5 working days after the decision being appealed is made (a working day is when school is in full session).
2. The Residence Hall Director shall receive and investigate reported violations and administer sanctions/penalties already determined for specific violations. Violations on campus not pertaining to the residence halls can be sent directly to the Dean of Student Development, who will investigate reported violations before determining and administering any sanctions.
3. The accused is to be informed in writing of the specific code violation from The Log, The Student Handbook, and all must receive an explanation of the sanctions administered as well as the appeal process within five working days of the violation.
4. If the described sanction(s) for an alleged offense includes suspension/expulsion, the student may:

- a. Request a formal hearing before the Vice President for the College of Arts and Sciences (see Rules for Appeal).
- b. Plead “no contest” and accept judgment for the infraction, which is neither an admission/denial of guilt, yet means the student will accept responsibility for any sanction given and waive the right to appeal.
- c. The Vice President for the College of Arts and Science shall review all penalties of Suspension/Expulsion.

MULTIPLE PENALTIES FOR A SINGLE VIOLATION

The University reserves the right to assess multiple penalties for single violations. All penalties and disciplinary records will be kept in the Office of Safety and Security. Bethel University reserves the right to take appropriate sanctions for actions not specifically stated in The Log.

PROCEDURES FOR HANDLING VIOLATIONS OF THE STUDENT CODE OF RESPONSIBILITY

Depending on the nature of the offense, violations will be under the jurisdiction of the appropriate Residence Hall Director or the Dean of Student Development. All matters involving alcohol or drugs will be immediately directed to the Dean of Student Development for appropriate action.

RULES OF APPEAL OF RESIDENCE LIFE DISCIPLINARY DECISIONS

1. All appeals of Residence Life Disciplinary Decisions must be in writing and given to the Dean of Student Development no later than five (5) working days after the decision being appealed is made (a working day is when school is in full session).
2. The appeal must state on what grounds the appeal is being made and why the student believes an appeal is warranted.
3. Between the times the decision being appealed is made and the time of the appeal hearing, if granted, the decision being appealed stands and must be obeyed by the student. However, if the student is suspended or expelled, the student may continue to attend class, but not live on campus, until a final decision is reached. Any residence hall student suspended or expelled is required to vacate the residence hall within 24 hours of the notification of the suspension or expulsion.
4. If a violator wishes to appeal a decision by the Dean of Student Development, his/her appeal will go directly to the Vice President for the

College of Arts and Science. Appeals by the RD or Director of Residence Life shall go to the Dean of Student Development.

5. Resident Assistants and/or Resident Directors involved in write-ups for the accused must attend said hearing.
6. Any decision by the Dean of Student Development may be appealed by the accused. If so, it must be done within 24 hours of the decision. The accused must declare his/her intention to appeal or not to appeal the rendered decision.

RULES OF APPEAL OF NONACADEMIC AND NON-RESIDENCE HALL OFFENSES

The Dean of Student Development will hear appeals of violations that would not result in suspension, expulsion, or disciplinary probation. Cases of illegal narcotics, abuse, and violence will be handled through the Dean of Student Development with appeals being made to the Vice President for the College of Arts and Science.

1. If the accused decides to contest the violation, an appeal must be made in writing and given to the Dean of Student Development within five working days after the decision is made (a working day is when school is in full session).
2. In case of an appeal, the Dean of Student Development shall serve as the hearing officer and shall meet with the students testifying to the allegations (if appropriate), and the accused, and make a decision appropriately.
3. If the student decides to contest the decision of the Dean of Student Development, the Dean of Student Development shall forward the case to the Vice President for the College of Arts and Science. The Vice President for the College of Arts and Science shall hear the case, determine guilt or innocence, and assess an appropriate penalty in the case of a guilty verdict.

COLLEGE OF PROFESSIONAL STUDIES

The University's expectations commence when the University initially accepts a student. They apply to the student's conduct wherever the student may be, on or off the campus, and when the student is engaged in University-related activities and when the student is not.

The University expects its students to enjoy and nurture this academic community

whose purpose is to be a Christian institution of learning. They are expected to help sustain the University's values. It is the University's goal that all members of the community adhere to a set of ethical and behavioral standards that are reflected by the rules that apply to students. Students are thus expected to be honest, respectful of others, helpful to the University's pursuit of its purpose, and law abiding.

DISRUPTIVE BEHAVIOR POLICY STATEMENT

Bethel University College of Professional Studies strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of a classroom or interaction with administrative offices and staff, whether in a face-to-face, online, or other type of educational forums will be addressed.

- The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, technology use, etc.
- The instructor is in charge of the classroom or educational setting. This includes the times and extent to which he or she allows questions or discussion, the level of respect with which he or she and other students are to be treated, and the specific behaviors he or she will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
- An instructor may have a specific policy regarding cell phone, computer or other technology use within the classroom and its use may be restricted. It is up to each faculty member to determine how such technology will be used in his or her classroom and specific penalties may be outlined within his or her syllabi.
- An instructor is entitled to maintain order in his or her class and has an obligation to other students to do so.
 - In an on-campus classroom an instructor is authorized and expected to inform a student that his or her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Campus Security to assist with the student's removal.

- In an online classroom all postings should be written in a professional format, avoiding the use of slang and “text” language. Students should be respectful when responding to other classmates or facilitators. Failure to do so may result in the student's post being administratively removed, which will affect their grade.
- If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course and/or the institution following administrative review by the Executive Director.
- Administrative action for disruptive behavior is not a progressive policy. A grievous act could bring about immediate expulsion.
- Students, as well as employees, are bound by the University's policy against harassment, in any form. Harassment will not be tolerated.
- Documentation of any serious pattern or instance of disruptive behavior will be placed in the student's permanent file.

ALL STUDENTS

FALSIFICATION OF DOCUMENTS

Falsification of records and official documents is prohibited by Bethel University. This includes altering academic or business records; forging signatures of authorization; withholding pertinent information for purposes of misrepresentation; or falsifying information on any other documents, including but not limited to records, files, and invoices. A student who engages in any of these prohibited behaviors may be subject to administrative action up to and including an involuntary withdrawal from the institution following administrative review by the Executive Director.

RESPONSIBLE PARTIES

Vice Presidents and/or his/her designees, Chief Academic and Compliance Officer Dean of Student Development and his/her designees, Director of Residence Life, Resident Directors, Resident Assistants

PUBLICATION

This policy is contained within The Log, Bethel University's Student Handbook, College of Professional Studies Student Quick Reference Guide, and published on the University website.