



**THE**

# **SOURCE**

**North Manchester Campus Undergraduate Student Handbook 2018-19**



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## Mission and Values Statements

### Mission Statement

Manchester University respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

### Values Statement

As a primarily undergraduate, residential, liberal arts community rooted in the tradition of the Church of the Brethren, Manchester University values:

- Learning, because high academic expectations in an environment combining liberal arts and professional preparation equip graduates to live healthy, productive and principled lives;
- Faith, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives of agape (selfless love), tikkun olam (repairing a broken world), and salaam (peace);
- Service, because committing self in service to others connects faith with action and abilities with convictions;
- Integrity, because honesty and trust are the foundations of teaching and learning; enriching, enduring relationships, and strong communities;
- Diversity, because understanding differences develops respect for ethnic, cultural and religious pluralism; an international consciousness; and an appreciation for the infinite worth of every person; and
- Community, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

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*The Source* is an official undergraduate student handbook of Manchester University, and members of the University community are responsible for understanding and abiding by the information, guidelines and policies contained herein. The University reserves the right to alter policies or services in response to changing conditions and circumstances on the campus. The online version of *The Source* is always the most up-to-date version. *The Source* is published through the Office of Student Experience.

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# **CHET LIFE**

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## **INFORMATION FOR THE NORTH MANCHESTER CAMPUS**

### **POLICIES AND PROCEDURES**

**A GUIDELINE FOR UNIVERSITY SERVICES, POLICIES AND  
PROCEDURES THAT FOSTER COMMUNITY LIVING**



## CITIZENSHIP AND RESPONSIBILITY

### CITIZENSHIP AND RESPONSIBILITY

Manchester University strives to create an environment that balances the needs of the community with respect for each individual. The University's Mission Statement affirms that the University "respects the infinite worth of every individual," while the University's Values Statement lifts up learning, faith, service, integrity, diversity, and community as foundational values of the University. Respect for one another and living as responsible citizens in a learning community are at the heart of the University.

Membership in the University community, for students, faculty and staff, is a privilege that carries with it a commitment to respect and support the mission and values of the University and to abide by the substance and spirit of University policies. When this commitment is broken and the quality of the community environment disrupted, the University reserves the right to take appropriate action.

### POLICY ON HUMAN DIVERSITY

#### I. STATEMENT OF PURPOSE

Manchester University has a tradition of commitment to social justice and appreciation of human diversity, supported by the University's identity as a Church of the Brethren institution. Reflecting these commitments, the University Policy on Human Diversity has the following purposes:

1. to assist in upholding the University's mission to educate its students, faculty and staff about the nature and value of human diversity;
2. to encourage the appreciation of human diversity in the University community;
3. to recruit qualified faculty, staff and students from traditionally under-represented groups at Manchester University;
4. to counter discrimination and harassment and to provide redress procedures should such violations occur; and
5. to comply with all federal and State of Indiana laws applicable to Manchester University related to equal opportunity.

#### II. EQUAL EMPLOYMENT OPPORTUNITY/ NON-DISCRIMINATION

According to its Mission and Values Statements, Manchester University is committed to encouraging the appreciation of human diversity and recognizing the worth of every person. As part of this commitment, Manchester University ensures equal access and equal opportunity to applicants pursuing employment with the

University in faculty, staff or student positions. It is the policy of Manchester University to not discriminate on the basis of national origin, ancestry, race, color, age, sex, gender identity or expression, sexual orientation, familial status, religion, disability, physical characteristics, veteran status or any legally protected classification.

#### III. NON-DISCRIMINATION IN ADMISSIONS AND CAMPUS LIFE

Manchester University is committed to non-discrimination in campus life. The University does not discriminate on the basis of nationality or ancestry, race, color, age, sex, gender identity or expression, sexual orientation, familial status, religion, disability, physical characteristics, or veteran status in admissions or any area of campus life, including its educational programs, scholarships and loan awards, residence life programs, athletic programs, extracurricular programs, promotion and tenure policies and practice, and alumni affairs.

#### IV. NON-HARASSMENT POLICY

Manchester University is committed to providing an environment free of any form of harassment, including, but not limited to assault, abuse, verbal or physical conduct, humiliation, provocation, sexual imposition, intimidation, or communication constituting harassment as defined and otherwise prohibited by Manchester University policies, or by state and federal law. This policy applies to students, faculty, and staff of the University, as well as individuals employed by contractors who provide routine services at the University. No form of harassment of any individual or any group will be tolerated in the Manchester University community.

#### V. REMEDIES

State and federal laws applicable to Manchester University prohibit discrimination on the basis of an individual's national origin, race, color, age, sex, gender identity or expression, religion, disability or Vietnam- era veteran status. The University is firmly committed to complying with the letter and spirit of those laws. However, nothing in this policy is intended, nor shall it be construed, to create legally enforceable rights or obligations in addition to the rights and obligations that are created by those laws. If and to the extent this policy commits the University to obligations in addition to those created by state and federal law, the sole means of enforcing any such obligation shall be the procedures established under this policy.

The University's coordinators for non-athletic Title IX issues are Barb Burdge and Kourtney Johnson.



For questions, comments or concerns about diversity at Manchester University send an email to [diversity@manchester.edu](mailto:diversity@manchester.edu). All emails sent to this address will be received by the Chief Diversity Officer and the Diversity & Inclusion committee.

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## ACADEMIC PROGRAM

### INTRODUCTION

The Manchester University *Catalog* has comprehensive information about the academic program. Find it online at [www.manchester.edu/catalog](http://www.manchester.edu/catalog)

### CLASS ATTENDANCE

Students are expected to attend all officially scheduled classes, discussions, laboratory exercises and examinations. Students who are absent are responsible for all missed work, regardless of the reason. Instructors may excuse students for reasonable causes. Examples of reasonable causes are sickness of student, death or serious illness in the student's immediate family, University activities (such as participation in field trips, intercollegiate sports or artistic performances), religious obligations, and circumstances beyond the student's control. Instructors may accept other causes for excused absences. All academic classes at Manchester University outline the attendance policy for the class. Please ask the instructor to clarify the class attendance policy if you have questions.

Sanctions for unexcused absences may include a failing grade on any work due on the date of an absence, a reduction of the final grade for the course, or a failure in the course. Only those sanctions published in the course syllabus are to be used by an instructor.

Students with complaints of unfair sanctions should follow the procedures outlined in the academic grievance policy in the *The Source*.

The Office of Counseling Services provides assistance in contacting students when an instructor is concerned about frequent absences that the student cannot satisfactorily explain or when the instructor has been unable to contact the student. In cases of emergencies that require absence of more than two days, the Office of Counseling Services will notify faculty.

No written "excuses" are issued by the Student Experience Center or the health services director, but information received will be provided to instructors.

### WITHDRAWAL FROM THE UNIVERSITY (EXIT INTERVIEW)

Students desiring to withdraw from the University must complete the formal exit interview and withdrawal process. The exit interview is scheduled by contacting Academic Support, 260-982-5499. As a part of the exit interview, students are given the withdrawal form which must be completed with signatures from Student Financial Services, Residential Life and the Office of the Registrar. The withdrawal is not final until the form is submitted to the Office of the Registrar. See the Manchester University *Catalog* for information about refunds and withdrawals.

### INFORMATION TECHNOLOGY SERVICES (ITS)

Manchester University computing facilities consist of over 1,000 Windows- and Apple-based computers. Over 200 of these computers are student-accessible and can be found in different computer labs spread across campus. Providing oversight for all computer technology, the Information Technology Services (ITS) department is housed in three buildings: Calvin Ulrey, Clark Computer Center, and Funderburg Library. The ITS Help Desk is located in Clark.

Faculty, staff, and students may access the public computers. Available applications include Microsoft Office 2016 (including Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word), Adobe Acrobat, and assorted other academic software. A system called SpartanPrint controls color and black-and-white laser printing.

To utilize the available computers, each student, faculty, and staff member is provided a network account. Attached to each account is email and access to network-based document storage.

There are computer labs in each of the five residence halls. Non-residents of a particular hall may obtain access through the hall's front desk assistant. Each resident hall lab PC is configured with the same software as the public labs and has access to a local SpartanPrint printer.

A virtual lab is available from on- and off-campus at <https://virtuallab.manchester.edu>. The virtual PCs also have the same software configurations as the other physical PCs in the labs. The ITS Help Desk can provide instructions to access the lab. Students may access the lab from a Windows PC, a Mac, a tablet, or a phone.

A public lab may be reserved through the Office of the Registrar. Such reservations are posted in the reserved lab. The major computer labs (20 computers or more) are located in the Academic Center and Funderburg Library. These labs often serve



## ACADEMIC PROGRAMS

as classrooms but are available for general use when no class is using the space. A computer science and mathematics lab with 16 computers can be found in the Science Center.

Lab hours are generally posted. During the Fall and Spring semesters, the major computer labs are normally open up to 15 hours per day Monday through Friday and less on the weekend. Hours are more restricted during breaks and our January and Summer academic terms. Faculty, staff, and students should carry their campus IDs when using the labs. If a lab is full and people are waiting to use the PCs, those without IDs will be asked to leave although this rarely happens. Additionally, students in a lab when it closes may remain if they have their MU IDs.

Furthermore, all users are required to adhere to all relevant campus policies, including the policies listed in the IT Policy Guide. This policy can be found online on the campus portal ChetNet (<https://ChetNet.manchester.edu>). Inappropriate use of computer resources, to include participation in peer-to-peer file sharing networks, will be handled appropriately. Penalties include revocation of computing facility privileges.

Resident students may attach their personal computers to the campus' network. Resident students must ensure that their computers will not cause virus or other malware network traffic by properly maintaining their PCs. The ITS department provides limited support to student-owned equipment.

Tampering with Manchester equipment or infrastructure may result in a charge to cover the cost of repairs.

Comprehensive wireless connectivity exists in the Academic Center, Clark Computer Center, Funderburg Library, Intercultural Center, Jo Young Switzer Center, Petersime Chapel, and Science Center. All residence halls and East Street Apartments provide comprehensive wireless coverage. Limited or no wireless connectivity exists where not already listed.

The ITS department also oversees the cable TV systems. Residents provide their own TVs to utilize these services. Residents must also provide all necessary wiring.

One may request technical support via the online Help Desk at <http://service.manchester.edu>, by email at [helpdesk@manchester.edu](mailto:helpdesk@manchester.edu), or by phone at x5454. Help Desk support availability is posted.

### INFORMATION TECHNOLOGY SERVICES (ITS)

Contacting Help Desk:

Web: <https://service.manchester.edu>

Email: [helpdesk@manchester.edu](mailto:helpdesk@manchester.edu)

Phone: x5454

Help Desk Hours: Mon-Fri 8 AM to 5 PM

Sat and Sun: Closed

NOTE: Help Desk hours are posted and will sometimes deviate from those above.

### TUTORING/STUDY SKILLS

The Office of Academic Support, located in the Success Center on the second floor of the Jo Young Switzer Center, provides a variety of free services to assist students academically. The Success Center is open Monday through Thursday from 8 a.m. to 10 p.m., on Fridays from 8 a.m. to 5 p.m., and on Sundays from 5 p.m. to 10 p.m. Tutoring is available for specific content areas (e.g. mathematics, history, science, etc.). Peer tutors provide academic support at course-specific study tables at scheduled times throughout the week. Trained peer writing consultants are available during Success Center hours to provide friendly, constructive feedback. They guide students in the effective use of writing and critical thinking processes, help with grammar concerns, and provide assistance with proper citation of sources.

The Success Center's professional staff provides personalized academic coaching for individual students. Academic success workshops on goal setting, test taking strategies, time management, reading comprehension strategies, and note taking are offered throughout the year for students.

More information about academic support services is available in the Success Center or online at [www.Manchester.edu/OSD/SuccessCenter](http://www.Manchester.edu/OSD/SuccessCenter).

### VALUES, IDEAS AND ARTS

VIA enhances Manchester's liberal arts curriculum with programs featuring speakers, authors, musicians and dramatic performers. Students are required to attend an average of five VIA programs for each semester of full-time enrollment. For every 10 programs attended, students earn one-fourth (0.25) semester hour of credit. Credit is cumulative, and a minimum of 1.0 credit is required. A maximum of 2.0 credits may be used toward graduation hours. To receive VIA credit, students must arrive on time and remain for the entire program. Students can view their VIA credit on ChetAdvisor on ChetNet. Attendance requirements will be waived for any semester in which an enrolled student is studying off campus, e.g., student teaching, internship, field instruction or study abroad.

If approved by the Academic Standards Committee, students may take one three-hour course instead of attending 40 VIA events.





The course will be selected in consultation with the registrar. No more than one semester hour may be applied to the 128 semester hours required for graduation (120 hours for students who begin in the fall of 2015.) Students who take a course to complete the VIA requirement must complete 130 semester hours to meet graduation requirements (122 hours for students who begin in the fall of 2015.) Further information is available in the Office of the Registrar.

### **ACADEMIC ADVISING**

First-year students are advised by their first-year seminar instructor. After the first semester, students may select a new advisor within their interest area by completing the Change of Advisor form.

Academic advisors assist students as they select courses, monitor graduation requirements, investigate career options and discuss other issues related to academic performance. Students' academic advisors must approve registration forms, course changes during the semester, and Election of Major and Minor forms. These procedures provide each student contact with a faculty member who can assist in assuring that all requirements are completed in sequence and on schedule. Students, however, have the final responsibility for monitoring their own graduation requirements.

### **ACADEMIC DISHONESTY AND GRIEVANCE**

Membership in the Manchester University community requires a devotion to the highest principles of academic and personal integrity, a commitment to maintain honor, and a continuous regard for the rights of others. There can be no rights without individual responsibility.

Manchester University faculty are committed to teaching and learning as a career and a profession. Each instructor is presumed to develop and use methods and techniques which enhance learning and which best fit his or her personality and subject matter area. At the same time, the instructor is expected to abide by the general principles of responsible teaching which are commonly accepted by the academic profession. These principles suggest that faculty keep complete records of student performance and that they develop and apply express, uniform criteria for evaluating student performance.

Students are free to take reasoned exception to the data or views offered in any course of study. While they may reserve judgment about matters of opinion, they are responsible for learning the content of any course in which they are enrolled. At the same time, students are expected to abide by the general principles of academic honesty which are commonly accepted in educational settings.

When a student chooses not to follow the general principles of academic honesty, the following policies and procedures will apply.

### **ACADEMIC DISHONESTY POLICY**

The Academic Dishonesty Policy applies in cases of plagiarism or cheating as defined below.

#### **Plagiarism**

Plagiarism is the presentation of information (either written or oral) as one's own when some or all of the information was derived from some other source. Specific types of plagiarism encountered in written and oral assignments include the following:

- Sources have been properly identified, but excerpts have been quoted without proper use of quotation marks; or the material has been slightly modified or rephrased rather than restated in the student's own words.
- Key ideas or items of information derived from specific sources that present material that is not common knowledge have been presented without proper identification of the source or sources.
- Unidentified excerpts from other sources have been woven into the student's own presentation.
- A paper or speech may be a mosaic of excerpts from several sources and presented as the student's own.
- An entire paper or speech has been obtained from some other source and presented as the student's own.
- Texts in another language are translated into English and presented as the student's own.

#### **Cheating**

Cheating consists of any unpermitted use of notes, texts or other sources so as to give an unfair advantage to a student in completing a class assignment or an examination. Intentionally aiding another student engaged in academic dishonesty is also considered cheating. Submission of the same work (essay, speech, art piece, etc.) to fulfill assignments in separate classes requires the permission of both instructors (if both courses are being taken in the same semester), or the permission of the second instructor (if they are taken during different semesters).

#### **Academic Dishonesty Procedures**

1. In a case of academic dishonesty, the instructor shall send a letter documenting the deception to the student (via e-mail and hard copy to student mailbox or home address), with copies emailed to the associate dean for academic resources, the dean for student experience, and the student's academic



## ACADEMIC PROGRAMS

advisor. The instructor shall complete an Academic Dishonesty Tracking form and submit documentation of the academic dishonesty to the Office of Academic and Student Affairs.

2. In cases of a first offense, when the case will not be evaluated by an Academic Integrity Panel (AIP), the associate dean will send a letter outlining the seriousness of academic dishonesty and the consequences of a second offense.
3. An AIP will be convened by the associate dean for of academic resources for all second offenses, and for any first offenses if requested by the instructor. The AIP will consist of the associate dean of academic affairs, two faculty selected from six members appointed by the the AGC EC (Academic Governance Council Executive Committee), and two students selected from a pool of eligible students appointed by the Office of Academic and Student Affairs. The composition of each AIP will be determined based on scheduling availability and avoidance of conflict of interest. The associate dean of academic affairs will vote only in cases of a tie. The associate dean will schedule a hearing with the student and the AIP upon receipt of the tracking form. A registration “hold” will be placed in effect until the hearing has occurred.
4. Following the hearing the associate dean will inform the student and the instructor who filed the report of dishonesty of the AIP’s decision in writing. The associate dean will inform the registrar of any action which affects enrollment (e.g., suspension or expulsion).

### Penalties

1. The instructor has the sole discretion to impose specific grade sanctions such as failure of the assignment or failure of the course for any incident of academic dishonesty. When a failing grade for the course is imposed, the student will not be allowed to withdraw from the course with a grade of W.
2. For a first referred offense, the AIP has the discretion to impose disciplinary sanctions such as a letter of apology, monetary fine or community service requirement in addition to any grade sanction imposed by the instructor.
3. For a second or subsequent offense, an AIP hearing will occur, whereby additional sanctions up to and including suspension or expulsion from the University could be applied.

### Due Process

Students shall have a right to due process. This shall include the right:

1. To be informed of the nature of the violation
2. To a fair hearing of the evidence leading to a decision in the case
3. To be accompanied to any hearing by a faculty or administrative staff member from the University campus community.
4. To request an appeal based only on due process or new, exculpatory evidence

### Appeal

An appeal may be considered if it offers evidence of a due process violation (see above) or includes information about new, exculpatory evidence -- or some combination of both.

Students may submit an appeal at one of two points in the academic dishonesty process:

1. Within one week (7 days) of receipt of the initial letter from the associate dean of academic affairs documenting the dishonesty, or
  2. Within one week (7 days) of receipt of the letter from the associate dean of academic affairs documenting the additional sanctions imposed by the Academic Integrity Panel
- In the first instance, the focus of the student’s appeal would be either the professor-imposed sanction or a denial of the academic dishonesty charges. In the second instance, the student’s appeal would pertain to the decision of the AIP.

In both cases, the appeals may be made ONLY with the vice president for academic and student affairs (VPASA). The VPASA’s decision is final and no further appeal procedure shall exist in the University.

### ACADEMIC GRIEVANCE POLICY

The Academic Grievance Policy pertains only to cases in which a student believes the final course grade has been assigned in a capricious or unfair manner. Grievances unrelated to academic performance may be brought directly to the Office of Academic and Student Affairs.

### Academic Grievance Procedures

1. The student and the instructor should discuss the student's grievance and make every effort to reach a satisfactory solution. A mutually agreed upon third party may be invited to observe the meeting.



2. If an agreement cannot be reached, the student will bring the issue to the department chair of the involved instructor. Final course grade grievance must be brought before the department chair no later than March 1 for fall semester and January session grades, and October 1 for spring semester and summer session grades.
  - a. The chair will request a detailed written summary from each party.
  - b. The chair will inform their college dean and associate dean of academic affairs of the grievance.
  - c. The chair will meet with both parties together, listen to their concerns and attempt to resolve the grievance.
  - d. If an agreement is reached, the chair will inform the college dean and associate dean of academic affairs of the result in writing. The written summaries will be forwarded to the Office of Academic and Student Affairs (see a. above). Exception: If the involved instructor is the department chair, the dean of the college will hear the concerns and attempt to resolve the grievance. If the involved instructor is the college dean, the associate dean of academic affairs will take the lead in attempting to resolve the grievance.
3. If an agreement cannot be reached through the department chair or college dean, the student may initiate the formal grievance procedure.
  - a. The student will obtain an Academic Grievance form from the Office of Academic and Student Affairs.
  - b. The completed form will be forwarded by the student to the Office of Academic and Student Affairs.
  - c. The Academic Standards Committee (or its designated representative) will review the grievance only if procedures 1 & 2 have been completed. The written summaries initially provided to the department chair can be used by the Academic Standards Committee and/or the committee may wish to interview both parties individually.
  - d. The Academic Standards Committee will render a final decision.

Exception: If the involved instructor is a member of the Academic Standards Committee, the vice president for academic resources will appoint a full-time faculty member from the same college to replace the involved instructor while the grievance is being reviewed, discussed, and a decision is being made.

### Further Recommendations

All instructors are urged to include the policy (either in full or in

reference) in course syllabi. (Amended by the faculty March 14, 2013)

### CONDUCT DURING OFF CAMPUS CLASSES AND EVENTS

Participants in off-campus classes and events must:

- Conduct themselves appropriately and respectfully at all times;
- Abide by the policies, procedures and rules set forth by Manchester University in *The Source* and by event leaders;
- Cooperate with peers and event leaders; and,
- Respect and abide by the laws and customs of the state(s) and/or country(s) in which the off-campus event(s) takes place.

The consequences of misconduct and/or policy or law violations during an off-campus event may include (but are not limited to) the following:

- Criminal/capital civil charges;
- Dismissal from the event and sent home at own expense;
- Disciplinary hearings;
- Reduced or failing grade;
- Restrictions on freedoms and/or activities.

### DISABILITY SUPPORT SERVICES

Manchester University provides students who have documented disabilities with support services necessary to give them equal access to academic programs and participation in the total Manchester experience. Manchester provides academic experiences, physical facilities, and social opportunities promoting a total learning environment and whole person education within the University's academic regulations. Disability Support Services is housed in the Success Center.

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### STUDENT RIGHTS AND PRIVACY

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### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

#### What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, the right to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.



## STUDENTS RIGHTS AND PRIVACY

### Who is protected under FERPA?

Students who are currently enrolled in higher education institutions or formerly enrolled regardless of their age or status in regard to parental dependency. The Act defines an "eligible student" as one who is 18 years of age or older or who attends a postsecondary institution.

### What are educational records?

Those records directly related to a student and maintained by the institution or by a party acting for the institution are defined as "educational records." Records not considered "educational records" are those kept in sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person; law enforcement or campus security records used solely for law enforcement purposes; employment paperwork; records relating to treatment by a physician, psychiatrist or other recognized health professional; records created or obtained after the person is no longer a student at Manchester (i.e. alumni records.)

### Who is entitled to student information?

- The student and any outside party who has the student's written consent
- Schools officials who have "legitimate educational interests"
- Agents acting on behalf of the University
- To comply with a judicial order or subpoena, including *ex parte* orders under the USA Patriot Act
- Parents of a dependent student as defined by the IRS

### Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. **The right to inspect and review their personal education records within 45 days after the day Manchester University receives a request for access.** A student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that

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

2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask Manchester University to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the school will notify the student in writing the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Manchester University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Manchester University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Manchester University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agency or a student volunteering to assist 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 professional responsibilities for Manchester University.
4. **The right to withhold directory information – items generally considered to be public information.** The following items may be made available at the institution's



discretion and without student authorization unless students notify the Registrar's Office by the first day of Fall Semester classes each year that they wish this information be withheld.

Directory information includes:

- name
- mailing address (home and campus)
- Manchester email address
- telephone numbers (home, cell and campus)
- major field of study
- classification and enrollment status
- dates of attendance
- date of graduation and degrees conferred
- honors and awards
- date and place of birth
- activities and athletic team participation
- physical factors (weight and height of student athletes)

#### 5. The right to file a complaint with the U.S.

**Department of Education concerning alleged failures by Manchester University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

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

#### Disclosures of Personally Identifiable Information without Student Consent

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution **may** disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Manchester University whom the school has determined to have legitimate educational interest. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or function, provided that the conditions

listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34 (§99.31(a)(2))
- To authorize representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State and local education authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement of compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36 (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37 (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of



## SERVICES FOR STUDENTS

the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31 (a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31 (a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31 (a)(15))

### FERPA Annual Notice Addendum

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local education authorities ("Federal and State Authorities" may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child

welfare, juvenile justice, military service and migrant student records systems.

## SERVICES FOR STUDENTS

### CABLE TV SERVICES

Manchester provides cable TV services to each residence hall room. There are over 100 channels available with a wide variety of choices. Residents need to provide their own Clear-QAM-capable televisions and RG6 coaxial cables to connect to the wall jack. If residents have more than one TV, they may connect a splitter in the room; however, any reduction in signal quality is the resident's responsibility.

Tampering with Manchester equipment or infrastructure may result in a charge to cover the cost of repairs.

To report an outage or problems with cable TV services, residents should contact the ITS Help Desk on the web at <https://service.manchester.edu>, via email at [helpdesk@manchester.edu](mailto:helpdesk@manchester.edu), or by calling extension 5454.

### CAREER AND PROFESSIONAL DEVELOPMENT

The mission of Career and Professional Development is to help individuals learn strategies to explore, evaluate, and implement career goals that reflect their life values. Starting in their first year, Manchester students learn how to plan for the future through individual counseling, workshops, and events. Career assessments, exploration and research, resume development, job correspondence, interview techniques, and networking are frequent topics. A web-based job listing service, Spartan Jobs, is available for students seeking internships, on-campus, part time or full-time employment. Both on-campus interviews and off-campus interview days provide experience and as well as internship and job opportunities for students of all levels and academic interest. Students seeking graduate school information can find assistance and take practice graduate exams. For a comprehensive look at the many services and resources of Career and Professional Development, visit their website at [www.Manchester.edu/osd/career](http://www.Manchester.edu/osd/career).

Career and Professional Development also administers Manchester University's Employment Guarantee and Graduate School Guarantee, which state if, after six months following completion of a bachelor's degree, graduates are not employed or enrolled in graduate school, they can return to the University for one year of coursework, tuition free. To find out how to qualify, visit [www.Manchester.edu/tripleguarantee](http://www.Manchester.edu/tripleguarantee).



## COMMUTER STUDENT SERVICES

Commuter students at Manchester University have unique needs that resident students generally do not share – the need for a “home base,” space on campus for resting, private and quiet study areas, or just a place to meet informally with other commuter students.

A listing of services and resources designed to meet these needs is provided below:

**Emergency Phone Service** – If you need to leave an emergency number with family or friends, use University Safety’s number, 260-982-5999. University Safety and/or a Student Experience Center staff member will attempt to locate you so that a return call can be made.

**Emergency Housing** – Housing during severe weather conditions is available. Arrangements may be made through Conference Services by calling 260-982-5551.

**Food Service** – Several options are available. Check with Chartwells Food Service at their office in the Jo Young Switzer Center.

**Spartan Cash** – For more information, see *Food Services* on page 16.

**Counseling** – All counseling services of the University are available at no cost. Counselors are available by appointment.

**Health Services** – Care is given for minor illnesses and injuries to all registered students at Manchester University without charge. Appointments are available. More serious problems are referred to a local physician, family physician or specialist. The cost of health care beyond that provided by Health Services is the responsibility of the student or the student's family.

**Computers** – Refer to ITS section on Pages 7 and 8 for detailed information.

**Commuter Student Space** – Commuter students may use any suitable space on campus for them to study, relax, meet, etc. The SAC (Student Activities Center) located in the basement of Calvin Ulrey is available for use.

## COUNSELING

Students may face many personal challenges during their college years. The University recognizes this and provides free, confidential counseling services. Licensed professional counselors are available by appointment (260-982-5306) for individual, couples or group counseling Monday through Friday, 8 a.m.-5 p.m., during the August - May academic year. Counselors may also be reached via email during the academic year at [counselingservices@manchester.edu](mailto:counselingservices@manchester.edu). Typical concerns presented by students who seek counseling are such concerns as: anxiety, coping with stress,

depression, suicidal thoughts, self-esteem, adjustment issues, relationship difficulties, roommate concerns, body image or eating disorders, sexual identity, sexual victimization, alcohol or drug related concerns, difficulties with concentration or motivation, and religious or social concerns. The counselor will provide short term counseling (typically 6 – 8 sessions per semester maximum) or refer to the student to an appropriate resource in the area. Counseling Services staff also work closely with other services available through the university; with a student’s written permission, counseling staff can coordinate with medical, academic, housing or other requested areas of service/support to assure a student’s needs are met. In addition, Counseling Services provides consultation when members of the University community have concerns about the mental health and well-being of one of our students. Consultations may be provided to students, staff, and faculty to discuss questions or concerns about students’ well-being. Counselors are aware of area resources and will refer students to qualified off-campus services when needed and/or requested by students. Students must provide their own transportation to off-campus counseling facilities. Wabash County Transit (260-563- 7536) can provide transportation for a minimal fee to locations in Wabash County. Nearby counties, Kosciusko or Allen county have cab services. In case of an emergency, ambulance services through LifeMed can be summoned by calling 260-982-7201 or 911. Bowen Center, an area mental health center, is available after hours, weekends and holidays for crisis mental health consultation at 800-342-5653. Bowen Center has an inpatient option located at 9 Pequignot Drive, Pierceton, IN, 574-267-7169. In Fort Wayne, Parkview Behavioral Health inpatient is available 24/7 at 800-284-8439. This can also be accessed through an assessment at the Wabash County Hospital Emergency Room, 710 N E St, Wabash, IN 46992, (260) 563-3131 . Experienced assessment specialists are available at each of these facilities to assist in identifying appropriate resources.

## Student Mental Health Evaluation

Manchester University is committed to protecting its community members from the risk of physical harm, and preserving the integrity of its learning environment. Requiring a student to complete a mental health evaluation may be necessary to protect the safety of the student and others. Separation of a student from the University (residential living and/or academic participation) may also be necessary if there is sufficient evidence that the student is engaging in or is likely to engage in behavior that either poses a danger of harm to self or others, or disrupts the learning environment of others



## SERVICES FOR STUDENTS

**and** the student is unwilling or unable to assure his/her own safety or that of others.

**Notification:** The University reserves the right to notify a student's designated emergency contact regarding the issues of concern motivating the request for an evaluation. This may include if the student poses a threat of harm to themselves or others. The final determination by the University regarding the student's standing at the University may also be communicated to the emergency contact.

### BUSINESS OFFICE

In addition to accepting payment for University charges, such as January trip payments, the Business Office sells money orders, provides check cashing and processes student payroll.

### STUDENT FINANCIAL SERVICES

#### Student Accounts

Students are responsible to make payment on the Tuition Statement by Aug. 5 for fall semester and Jan. 15 for spring semester. Unpaid tuition accounts may result in the student being removed from classes, and/or a HOLD being placed on a meal plan, network access and/or course registration.

#### Financial Aid

To apply for student financial aid, students and parents must file the Free Application for Federal Student Aid (FAFSA) annually. To file online go to [www.fafsa.gov](http://www.fafsa.gov). Indiana residents must have a receipt date between Oct. 1 and March 10 to be considered for Indiana state grant eligibility. Additional information regarding scholarships, grants and loans is available at [www.Manchester.edu/sfs/](http://www.Manchester.edu/sfs/).

**Warning – As provided in the Drug-Free Schools and Campuses Act of 1989, if you are convicted of drug distribution or possession, the court may suspend your eligibility for Title IV financial aid. If you are convicted three or more times for drug distribution, you may become permanently ineligible to receive Title IV financial aid.**

### FOOD SERVICES

All students residing in University residence halls are required to be on a residential meal plan. Meals are provided under these plans only when the residence halls are officially open.

The University offers four residential meal plans including the

Traditional, Flex, Basic and Lifestyle. Each plan has a block of meals which you can use during the semester.

The Traditional plan is available for all students looking to maximize the value of their meal plan. The plan allows for an average of three meals per day and \$25 FLEX dollars per semester. Students can use the plan once per meal period: Breakfast 7-10; Lunch 10-4; Dinner 4-7:30. The plan also includes meal exchange at The Oaks and Wilbur's.

The Flex plan is available for sophomore, juniors, or seniors looking for more retail spending power while keeping value in mind. The plan allows for an average of two meals per day and \$100 FLEX dollars per semester. Upperclassman can use the plan once per meal period: Breakfast 7-10; Lunch 10-4; Dinner 4-7:30. The plan also includes meal exchange at The Oaks and Wilbur's.

The Basic plan is available for juniors and seniors looking for minimum meal service. The plan allows for an average of 1.5 meals per day and \$25 FLEX dollars per semester. Juniors and seniors can use this plan once per meal period: Breakfast 7-10; Lunch 10-4; Dinner 4-7. The plan also includes meal exchange at The Oaks and Wilbur's.

The Lifestyle plan is available for all students and includes an average of 1.5 meals per day and \$150 FLEX dollars per semester. This plan is highly flexible allowing students to use the plan whenever dining services are open. The plan offers additional perks such as meal exchange at The Oaks, Wilbur's or Sisters Cafe, late night dining, and multiple swipes per meal period.

Flex dollars are accepted like cash in any dining locations on campus. FLEX dollars are a "declining balance account" that works on the same principle as a debit card. You can use your FLEX dollars to purchase items at The Oaks or the All-U-Care-To-Eat environment in the Jo Young Switzer Center. FLEX dollars carry over from semester to semester; however, it does not carry over from year to year for all plans. Additional Spartan Cash dollars can be added to your account at any time in the Dining Service Office or an ID checker stand.

The Executive Chef and Dining Services team offer a varied menu including the Mongolian Grill, pizzas, salads, Manchester Breakfast, and special events which are available to those on a meal plan. Changes from one meal plan to another meal plan are not permitted after the first two weeks of class. All meal plan changes are requested through the Office Residential Life.

The Food Committee consists of students and staff members who partner to discuss dining in all service areas of the University. The Food Service Committee meets regularly and is open to anyone having a concern or suggestion regarding food services. Contact the





Executive Chef Chris Fogerty for more info.

Commuter students, faculty and staff may choose to purchase a non-residential meal plan. These plans include 20, 50, 75 or 100 meals per semester and may be accompanied with Spartan Cash dollars. To purchase a non-residential meal plan, please visit [www.dineoncampus.com/Manchester](http://www.dineoncampus.com/Manchester).

Academic, athletic or religious conflicts, and other difficulties related to food service hours should be discussed with the director of dining services so alternate arrangements can be made.

The director of dining services and the director of health services work with students, their parents, and physicians if necessary, to plan meals that meet specific dietary needs.

Exemptions: Food plan exemptions may be granted for medical reasons by the director of health services. Applications for exemptions may be obtained from the Office of Health Services. Students involved in field experience, student teaching, or other academically related programs, may petition through the Office of Health Services for an exemption from the food plan during the period of that experience.

## HEALTH SERVICES

The director of health services (a registered nurse) supervises the health program of the University and provides quality care for students. The Office of Health Services is located in Calvin Ulrey Hall. During the academic year, weekday clinic hours for routine services including illness, injuries, health and wellness education, travel vaccines and 24-hour emergency service consults provided by the director of health services with supervision by local physicians. Referrals to a local doctor and/or specialist are made as needed. In cases where a student misses class due to illness, and the director has been involved in treatment of that student or has had communication with the student's doctor, a verification of illness may be issued to instructors. Such certification is only a confirmation of treatment – not an excuse for absence.

## Emergency Medical Resources

In the event of a medical emergency, contact University Safety at 260-982-5999. They can contact the student health assistant when on-call, or an ambulance. Ambulance services through LifeMED can be summoned by calling 911. Manchester Clinic has 24-hour on-call physician services and can be reached by calling 260-982-7502 and asking for the Manchester Clinic doctor on call.

Wabash County Hospital is located 15 miles south in Wabash and can be reached by calling 260-563-3131.

**Ambulance services through LifeMED can be summoned by calling 911.**

**NOTE: The University reserves the right to contact parents or legal guardians of the student when staff deem appropriate.**

## IDENTIFICATION CARDS

Identification cards are issued to all students enrolled in class for at least one semester hour of credit. ID cards are necessary to access meal plan and flex dollars at Chartwells locations across campus, access materials at Funderburg Library, cash checks in the Business Office, and attend most campus activities. ID cards may also be used to log time worked for student payroll. ID cards may contain proximity access to residence halls. Students are expected to carry their current and valid ID card with them and to produce it, when asked by University officials.

## INSURANCE

**Health Insurance** – Health insurance is not required but recommended by Manchester University

**Auto** – The University assumes no liability or responsibility for the loss of or damage inflicted on motor vehicles while parked on University property. Students who bring a vehicle to campus should be sure to have proper insurance coverage. This applies to damage caused by softballs or baseballs while parked close to the athletic fields.

**Personal Property** – The University **does not provide** personal property insurance for property that is rented or borrowed for use by individual students or for University-sponsored activities. In those cases, the owners and students arranging to use property will need to provide their own insurance coverage, as the liability accompanies ownership of property.

The University **does not carry** insurance on personal property and belongings of students, and is not responsible for any loss of property by fire, theft or other contingency. Family homeowners' or tenants' policies may provide coverage on personal property even though it is not located in the family residence. Students are advised to keep belongings locked in their rooms at all times.

## LOST AND FOUND

The lost and found department is located in the University Safety office. Items turned in during the academic year are kept until the end of spring semester of that year.



### **MEDIATION SERVICE FOR MANCHESTER UNIVERSITY**

Education for Conflict Resolution provides a mediation service designed to help students resolve conflicts encountered while studying at the University. Trained and impartial mediators provide a safe space for difficult conversations that allow each person to be heard. The process is voluntary, free and effective for resolution and reconciliation. All contacts with ECR are confidential. Contact ECR by calling 260-982-4621 or 260-982-5354.

### **MULTICULTURAL AFFAIRS**

The Office of Multicultural Affairs (OMA) is designed to provide enriched social, cultural and educational experiences for ethnically diverse students as well as opportunities for all members of the campus community to learn about the heritage and culture of these traditionally under-represented groups. This mission is accomplished via sponsored programs designed to raise awareness, foster cross-cultural interaction and exchange, increase understanding and ultimately encourage a "global perspective" on education. Coordinated by the director of intercultural services, with assistance from an assistant director and student staff (Multicultural Affairs Programmers), OMA provides immigration advising for international students, promotes programs that enhance academic success and achievement, and offers opportunities for personal counseling to help address unique institutional and situational concerns. Located in the Jean Childs Young Intercultural Center (701 E. College Ave), OMA is home to the Asian Awareness Association (AAA), African Students Association (ASA), Black Student Union (BSU), Hispanos Unidos (HU), and Manchester University International Association (MUIA), and United Sexualities and Genders (USG).

### **CENTER FOR SERVICE OPPORTUNITIES**

In keeping with key components of the University's values, "learning, faith and service," the Center for Service Opportunities (CSO) offers programs, resources, and support for students, faculty and staff who wish to impact the greater community through volunteer service. CSO is staffed by one director and four student directors. CSO develops relationships with community organizations, and offers a variety of long-term and short-term service opportunities, including campus ARC blood drives, Hunger and Homelessness Awareness Week, community dinners, programs with the local retirement and senior centers, and the Indiana Reading Corps. The CSO also houses the Pathways Summer Service Program. Students may become involved with summer

service opportunities outside Indiana for a period of 8 to 10 weeks during the summer. For more information call: 260-982-5084.

### **RELIGIOUS LIFE**

With roots in the Church of the Brethren, Manchester University is committed to sustaining a community of learning, faith and service. Religious life is facilitated by the university pastor, student ministry assistants and the Campus Interfaith Board. The Religious Life Program includes activities such as weekly chapel services, denominational groups, Bible studies, service projects, retreats, dialogues and guest speakers, as well as Camp Mack Day, Focus on Faith Week (held each fall), and Peace Week (held each spring).

A university pastor is employed full time by the University to work on an ecumenical basis with individuals and groups of students in spiritual development and other issues related to faith and its application in life. The weekly, voluntary chapel service is held on Tuesdays at 7 p.m. This ecumenical Christian service is conducted by the university pastor with student participation and leadership.

The Mission of Manchester University's Religious Life Program is as follows:

- Consistent with the University's roots in the Church of the Brethren, the Religious Life Program creates opportunities for students to nurture and deepen their faith through worship, fellowship, learning, and service.
- Committed to welcoming and serving students of all faiths, the Religious Life Program seeks to understand and address the spiritual needs of a religiously diverse student body.
- In an atmosphere that encourages the search for truth, learning about and respecting differences, and a commitment to service, the Religious Life Program affirms the freedom of students both to share their faith with others, and to explore, question, understand, and celebrate the diverse faiths represented in the campus community and beyond.
- The Religious Life Program seeks to deepen and make more fruitful its relationship with the Church of the Brethren.

Because of the wide diversity of religious needs, students are encouraged to visit area churches, synagogues, Mosques, and other communities of faith and thereby to strengthen their faith ties.

Transportation can be arranged to many North Manchester area churches; see the university pastor in Petersime Chapel for details. A partial list of area congregations is provided below.

### **REPRESENTATIVE LISTING OF AREA CHURCHES**

Christian Fellowship Church, state Route 114 E.

Church of Christ, state Route 13 bypass



Church of the Nazarene, 504 W. Main St.  
 Bright Light Congregational Christian Church, 310 N. Walnut St.  
 Eel River Community Church of the Brethren, State Route 14,  
 northwest of North Manchester  
 Faith Baptist Church, State Route 13 bypass  
 First Brethren Church, 407 N. Sycamore St.  
 Liberty Mills Church of the Brethren, Liberty Mills  
 Liberty Mills United Methodist Church, Liberty Mills  
 Manchester Bible Church, County Road 300 E.  
 Manchester Church of the Brethren, 1306 Beckley St.  
 Missionary Church, State Route 114 E.  
 Old German Baptist Church, State Route 13 bypass  
 St. Robert's Catholic Church, State Route 114 E.  
 Sweetwater Assembly of God, State Route 114 E.  
 Manchester United Methodist Church, 306 E. Second St.  
 Victory Christian Fellowship, 112 W. Main St.  
 Zion Evangelical Lutheran Church, 113 W. Main St.  
 Achduth Vesholom Congregation (Reform), 5200 Old Mill  
 Road, Fort Wayne  
 B'nai Jacob Synagogue (Conservative), 7227 Bittersweet Moors  
 Drive, Fort Wayne  
 Universal Education Foundation (mosque), 2223 Goshen Rd.,  
 Fort Wayne  
 Friends Church, State Route 13 S., Wabash  
 Assembly Mennonite Church of Warsaw, 1201 S. 11th St.,  
 Goshen  
 Presbyterian Church, 123 W. Hill St., Wabash  
 St. Matthew's United Church of Christ, 1717 N. Wabash St.,  
 Wabash

### SPARTANPRINT

SpartanPrint is a campus-wide printing and copying system designed to reduce printing waste and provide an equitable distribution of resources.

Multifunctional machines are placed throughout campus and in all computer labs. Students may print from any computer lab via the SpartanPrint system to any printer that has a "Pull Print" card terminal attached. Copies are billed to the student's pre-set quota, which is renewed each grading period. For copying and additional printing, students may also add funds to their SpartanPrint account, using their MU identification card.

To report any trouble, email [spartanprinthelp@manchester.edu](mailto:spartanprinthelp@manchester.edu).

### STUDENT INVOLVEMENT

The director of student involvement and other professional

staff of the Student Experience Center oversee the broad range of activities planned by student organizations. The Office of Student Involvement serves as the focal point of activity planning and provides meeting space for student organizations and office space for the involvement staff.

The director and the student involvement assistant aid all student organizations and groups in the coordination of activities on campus and oversee scheduling, ensuring compliance with University activity guidelines and contract negotiations.

### STUDENT EXPERIENCE CENTER

The Student Experience Center at Manchester University is committed to quality programs and services designed to improve, enhance and enrich all areas of student life. Professional staff supervises services and programs in such areas as counseling, residential life, campus ministry, activities, multicultural affairs, health services and University Safety.

### SUCCESS CENTER

The Success Center combines a wide range of services at two easy-to-find locations: the Jo Young Switzer Center and Calvin Ulrey Hall. Need tutoring? **Academic Support**, located in the Jo Young Switzer Center, offers professional assistance. Want help with a writing project for any class? The **Writing Center** is at your service. Exploring majors or future employment? Need help with a resume or interview? **Career and Professional Development** provides programming and individual career coaching sessions for all students beginning in their first year at Manchester.

No matter where you are in your academic, professional or personal journey, the Success Center empowers you to take your experience to the next level. And the best part? You know you'll never have to go it alone.

### STARFISH

Starfish is a team of staff who support referred students by linking them with appropriate resources. The team does not discipline, but rather helps students overcome barriers to success. A referral to Starfish does not go on the student's academic record or in the student's permanent file.

### Why refer to Starfish?

Students may be referred to Starfish for any of the following reasons:

- Attendance problems – erratic attendance or failure to attend class at all



## TITLE IX

- Academic concerns (such as failing coursework)
- Career goal uncertainty
- Concentration/comprehension difficulties that affect academic performance
- Emotional needs (including family and relationship concerns)
- Financial needs (unable to afford textbooks, concerns about tuition)
- Health concerns
- Lack of connections with others on campus
- Participation – attending class, but not participating as required
- Physical concerns in the classroom such as falling asleep, injuries, disrupting classroom behavior
- Reading difficulties
- Residential life (including roommate concerns, social adjustment, etc.)
- Students mentioning possible withdrawal from the University
- Test anxiety
- Time management problems

### Who can refer to Starfish?

Any staff, faculty or student who sees a student in need of support may refer.

### How to refer:

Website referral:

[www.manchester.edu/Starfish](http://www.manchester.edu/Starfish).

Beginning fall 2017 Manchester will be migrating its Success Net referral system to Starfish by Hobsons. Referrals to the Starfish can be made by raising a flag using the ink below: <https://manchester.starfishsolutions.com/starfish-ops>

### How does a student know if a referral has been made to Starfish?

When a student is referred to Starfish, the student will be contacted and assisted in identifying appropriate resources either on campus or in the community. The contact may be in person, by email, or by phone. Students may refer themselves if they feel the need for support and/or resource information. Students may choose to decline any resources or support offered.

### TELEPHONE SERVICE

Manchester does not provide phone service in the residence hall rooms. If you have a computer or tablet, you can use a software-

based phone for local phone service. Additionally, a network-based phone can be provided at a charge. To place a long-distance call on either the network- or software-based phone, students must use a calling card or pre-paid long-distance card.

Residents should never accept a collect call. Accepting a collect call results in a \$25 charge to the student's account.

## TITLE IX

### What is Title IX?

"No person in the United States shall, on the basis of sex, gender identity or expression, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." – Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act.

Title IX is a portion of the Education Amendments of 1972. Although it is best known for requiring gender equity in collegiate athletics, Title IX broadly prohibits discrimination on the basis of sex in all university student services and academics. Title IX, along with the Campus SaVe Act, require universities to address campus related Sexual Violence, which is viewed under Title IX as an extreme form of hostile-environment sexual-harassment.

## MANCHESTER UNIVERSITY POLICY AND PROCEDURES FOR SEXUAL MISCONDUCT COMPLAINTS

### Introduction

Manchester University is an institution of higher learning that respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition. As such, Manchester University does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy and Sexual Misconduct — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity



or failure to conform to stereotypical notions of masculinity or femininity.<sup>1</sup>

Sexual Misconduct is defined broadly under this Policy and Procedures for Sexual Misconduct Complaints (Policy). Sexual Misconduct includes Sexual Assault, Sexual Harassment, Non-consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child

Molesting, and sex discrimination, which are defined below.

Sexual Misconduct is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Misconduct in order to protect the rights and personal safety of students, employees, and other members of the University community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the person accused of the Sexual Misconduct.

## Definitions

The following terms and definitions apply to this Policy.

**“Child Molesting”** means a person at least 18 years of age who, with a child under 14 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

**“Consent”** means clear, unambiguous words or actions that show a knowing and voluntary agreement between the participants to engage in a specific mutually agreed-upon sexual activity. Effective consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused individual knows or reasonably should have known of such Incapacitation. Consent cannot be based on silence or the absence of saying “no” or “stop,” the existence of a prior or current relationship, or prior

sexual activity. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent is also absent when the activity in question exceeds the scope of consent previously given. Further, Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent can be revoked at any time. For all these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

**“Force”** means physical force, violence, threats, intimidation (implied threats), or coercion that produce consent or overcome resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. Coercion is unreasonable pressure for sexual activity. An example, when someone makes clear that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercive if the pressure is unreasonable. Resistance is a clear demonstration of non-consent, but the absence of resistance does not prove consent.

**“Incapacitation”** means a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. understand the who, what, when, where, why, or how of the sexual interaction). States of incapacity include but are not limited to mental disability, sleep, blackouts, flashbacks, involuntary physical restraint, or the effects of drugs or alcohol. Incapacitation is determined by how the alcohol or drugs consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused individual knew, or a sober, reasonable person in the position of the accused individual should have known, that the complainant was incapacitated. Because Incapacitation is hard to determine, individuals are strongly encouraged, when in doubt, to assume the other person is Incapacitated and unable to give Consent. Intoxication or the use of alcohol or other drugs is never a defense to a complaint filed under this Policy.

**“Investigator”** means an individual assigned by the Title IX Coordinator to investigate the alleged Sexual Misconduct to determine whether there is cause to grant a hearing.

**“Non-Consensual Sexual Contact”** means any intentional sexual touching, however slight, with any object by a person upon another person without consent and/or by force. Sexual contact includes contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another

<sup>1</sup> Further, Manchester University policy explicitly prohibits discrimination on the basis of sexual orientation and gender identity or expression.



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touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**“Non-Consensual Sexual Intercourse”** means any sexual intercourse however slight, with any object by a person upon another person without consent and/or by force. Sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**“Responsible Employee”** means any University employee who has a duty to report incidents of Sexual Misconduct to the Title IX Coordinator and who has authority to take action to redress Sexual Misconduct. Examples of Responsible Employees include deans, associate deans, vice presidents, coaches, Title IX coordinator and deputy coordinators, hall directors, resident assistants, human resources staff, university safety officers, staff, faculty members, and administrators.

**“Retaliation”** means any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or Sexual Misconduct.

**“Sexual Exploitation”** occurs when a person takes non-consensual or abusive sexual advantage of another for his/her per own advantage or benefit, or to benefit or give advantage to anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; non-consensual recording; photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex, or transmitting photographs of the intimate parts of another, which were consensually taken, to a third person without consent); engaging in voyeurism; knowingly transmitting a sexual transmitted infection to another person; exposing one’s genitals in non-consensual circumstances, including forcing another to expose their genitals; and sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**“Sexual Harassment”** means unwelcome, sex-based verbal or physical conduct that is, sufficiently severe or pervasive that

it unreasonably interferes with an individual’s work or academic performance or unreasonably creates an intimidating, hostile, or offensive working or academic environment. To constitute Sexual Harassment, the conduct must be offensive both from a subjective viewpoint (the viewpoint of the alleged victim) and an objective viewpoint (the viewpoint of a reasonable person in the alleged victim’s position).<sup>2</sup> Quid pro quo sexual harassment is a type of Sexual Harassment where there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature between persons of unequal power and submission to or rejection of such conduct results in adverse educational or employment action. An example of quid pro quo sexual harassment is a professor insisting that a student have sex with him or her in exchange for a good grade. **“Sexual Misconduct with a Minor”** means a person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

**“Sexual Misconduct”** is a broad term encompassing “Sexual Exploitation,” “Sexual Harassment,” “Non-Consensual Sexual Contact,” “Non-Consensual Sexual Intercourse,” “Child Molesting,” and “Sexual Misconduct with a Minor” as defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by both men and women and can occur between people of the same or different sex.

**“Title IX Coordinator”** is the person designated by the University to be responsible for the oversight of the investigation and resolution of all reports of Sexual Misconduct. The Title IX Coordinator is available to assist any University employee or student regarding the appropriate response to Sexual Misconduct or advise complainants, respondents, and third parties about the policies and procedures of the University. At MU, the Title IX Coordinator is assisted by deputy coordinators.

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<sup>2</sup> Sexual harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual’s ability to participate in or benefit from the activities of the University. While some offensive behaviors may not meet the definition of Sexual Harassment, Such behavior may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other University policies and could warrant remedial actions and/or discipline. The following is a non-exhaustive list of actions that may constitute Sexual Harassment, whether the harasser is a co-worker, supervisor, student, faculty, member, or vendor:

1. Persistent unwelcome flirtation, requests for dates, advances, or propositions of a sexual nature;
2. Unwanted touching such as patting, pinching, hugging, or repeated brushing against the individual’s body;
3. Repeated degrading or insulting comments that demean in individual’s sex; or
4. Warranted displays of sexually suggestive objects or pictures.

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**Scope of Policy**

When and to whom does this policy apply?

Any person, including employees, students, trustees and people engaged in business with the University, may file a complaint of Sexual Misconduct against any other person, including a “University student” or “University employee.” A “University student” means any student who is registered or enrolled at the University (1) at the time of the alleged Sexual Misconduct (this includes during study abroad experiences, internships or experiential rotations, or during academic recess if there is an expectation of such student’s continued enrollment at the University) and (2) at the time that the Title IX Coordinator prepares and delivers a formal complaint against such a student to an Investigator. A “University employee” means any person who is employed by and enrolled in the payroll system at the University (1) at the time of the alleged Sexual Misconduct and (2) at the time that the Title IX Coordinator prepares and delivers a formal complaint against such employee to an Investigator.

This policy applies to any allegation of Sexual Misconduct

against any member of the University community, including University students or employees, regardless of where the alleged Sexual Misconduct occurred. However, Sexual Misconduct that took place a great distance from the University will be more difficult to investigate. In addition, with respect to any complaint (1) by a person who is not a member of the University community, and (2) related to non-University conduct, the University reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the University community to warrant processing the complaint. Where parties to sexual misconduct cases include vendors or other business associates of the University, the University reserves the right to end or alter such business relationships in order to protect the safety of the University community.

Sexual Misconduct as defined in this Policy is governed by this Policy. Other misconduct offenses will fall under this Policy when they are based on sex, including the following:

“Domestic violence” means a felony or misdemeanor crime of violence committed by a current or former spouse of the complainant, by or intimate partner of the complainant, a person with whom the complainant shares a child in common, by a person who is cohabiting with or has cohabited with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Indiana, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence law of Indiana.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

The Title IX Coordinator or deputy coordinator will determine at the time of reporting whether the complaint meets the Title IX requirements of being based on sex.

**Non-Retaliation**

Students and employees shall be free of any Retaliation because they have raised allegations of Sexual Misconduct in good faith



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or because they have participated in good faith in an investigation of Sexual Misconduct. All persons, including persons accused of Sexual Misconduct, must not engage in any type of Retaliation against the complainant or any other individual who participates in the investigation. Anyone engaging in Retaliation will face disciplinary action.

Because an allegation of Sexual Misconduct may have serious consequences, a complainant who knowingly and with malicious intent makes a false allegation of Sexual Misconduct may be subject to disciplinary action. Similarly, any individual who knowingly and with malicious intent is untruthful to University officials investigating allegations of Sexual Misconduct may be subject to disciplinary action.

### Reporting Sexual Misconduct

#### Timing of Complaints

If the alleged Sexual Misconduct fits within the scope of this policy as defined above, a complaint of Sexual Misconduct may be filed at any time after the alleged Sexual Misconduct. There is no time limit to the applicability of this policy. Nevertheless, individuals are encouraged to report alleged Sexual Misconduct immediately in order to preserve evidence and maximize the University's ability to conduct a prompt, thorough, and impartial investigation. Failure to promptly report Sexual Misconduct may result in the loss of evidence or witness testimony and may decrease the University's ability to effectively enforce this policy.

There are two levels of reporting options, confidential reporting options and non-confidential reporting options (including Responsible Employees).

#### Option A: Confidential Options

If one desires that details of the incident be kept confidential, they should speak with on-campus counseling services, university nurse, or the campus pastor. Campus counselors are available to help free of charge and can be seen on an emergency basis. These individuals will keep reports made to them confidential.<sup>3</sup> You may make an anonymous report through Report It!, the University's electronic reporting program. To make an anonymous report, go to the MU webpage; click on the Report It! button and complete the electronic form. Include all relevant details of the alleged Sexual Misconduct in the form. Do not enter your name in the form if you wish to remain anonymous. All incidents will be investigated.

#### Option B: Non-Confidential Reporting Options (including Responsible Employees)

The University requires all of its employees to report incidents of Sexual Misconduct to the Title IX Coordinator. You are encouraged to speak to officials of the institution to make formal reports of incidents. However, reporting to the Title IX Coordinator or other employee will not require that the individual reporting the incident file a formal complaint.

Responsible Employees under this policy include deans, associate deans, vice presidents, assistant vice presidents, directors, faculty members, head coaches, assistant coaches, the Title IX coordinator and deputy coordinators, hall directors, resident assistants, human resources staff, university safety officers, and other employees. Notice to them is official notice to the institution.

You have the right and can expect to have incidents of Sexual Misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

You may also file a non-confidential report through Report It!, the University's electronic reporting program. To make a report, go to the MU webpage click on the Report It! button and complete the electronic form. Include all relevant details of the alleged Sexual Misconduct in the form. All incidents reported through Report It! or by other means will be investigated.

Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

### University Resources for Victims of and those Accused of Sexual Misconduct

#### Law Enforcement

Local Police: 9-1-1

North Manchester University Safety: 260-982-5999

Fort Wayne Campus/Parkview Security: 260-266-1800

#### Counseling Services

Manchester University Counseling Services: 260-982-5306

Hall Director on Call: 260-578-0793

Bowen Center Wabash: 260-563-8446

Bowen Center Warsaw: 1-800-342-5653

Bowen Center Columbia City: 260-248-8176

Bowen Center Fort Wayne: 260-471-3500

<sup>3</sup> There are some unusual situations where even the University's confidential reporting options may be required by law to bring certain matters to the attention of law enforcement. For example, counselors are required by law to report when a patient is a threat to harm himself/herself/others.





### *Sexual Assault Support Services*

Rape Crisis Hotline – 24 hour – Fort Wayne Women’s Bureau:  
1-888-311-7273

Sexual Assault Treatment Center (Sexual Assault Nurse  
Examiner) Fort Wayne:

260-423-2222 (phone); 260-430-0369 (pager); <http://ftwsatc.com>

Address: 2270 Lake Avenue, Suite 201, Fort Wayne, IN 46805

### **Reporting and Investigation Process**

The purpose of this policy and the activities of the Title IX Coordinator and deputy coordinators is to stop, remediate the effects of, and prevent the recurrence of Sexual Misconduct.

All complaints and investigations will be handled in a prompt, thorough and impartial manner. When the University has notice of a complaint of Sexual Misconduct, whether it was filed through the Report It! electronic form or made in person, the complaint will be reported to the Title IX Coordinator.

Once reported to the Title IX Coordinator the following will take place:

1. Intake – The Title IX Coordinator or a deputy coordinator will meet with the complainant for an initial intake meeting. At this meeting the coordinator will provide the complainant with an understanding of the Sexual Misconduct reporting and investigation process, the resources available and answer any questions. The intake meeting may also involve a discussion of any accommodations/interim measures that may be appropriate concerning the complainant’s academic, University housing, and/or University employment arrangements.
2. Filing a Formal Complaint – If the complainant wishes, he or she may file a formal complaint against the accused. The complainant can do so at the intake meeting or at a later time. The coordinator will schedule an intake meeting with the accused to provide the accused with an understanding of the Sexual Misconduct reporting and investigation process, the resources available, and answer any questions. At the intake meeting the coordinator or investigator will take the complainant’s statement and obtain all relevant information. The intake meeting may also involve a discussion of any accommodations/interim measures that may be appropriate concerning the accused’s academic, University housing, and/or University employment arrangements. The Title IX Coordinator will assign a deputy coordinator or other investigator to fully investigate the complaint.
3. Decline to File a Formal Complaint or Requests Confidentiality – If the University becomes aware of allegations of Sexual Misconduct but complainant does not wish to pursue a formal complaint and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the University to investigate and take reasonable action in response to the information known to the University, including interviewing the accused individual and other individuals. The University will conduct an investigation regardless of whether a formal complaint was filed in certain cases, including but not limited to incidents that involve violence, a weapon, and/or a minor. The Title IX Coordinator or deputy coordinator, after speaking with the complainant, will weigh the complainant’s request for confidentiality against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct against the same accused individual; and the accused individual’s right to receive information about the allegations if the information is maintained by the University as an “educational record” under the Family Educational Rights and Privacy Act. The Title IX Coordinator or deputy coordinator shall inform the complainant if his or her confidentiality cannot be ensured. The University reserves the right, regardless of confidentiality of the complainant, to issue a no contact order and take other reasonably necessary measures, including interim measures, to ensure the safety of the complainant or others.
4. Interim Measures – In all complaints of Sexual Misconduct whether the complainant files a formal complaint or asks that his or her complaint remain confidential, the University will impose reasonable and appropriate interim measures designated to stop and prevent the recurrence of the Sexual Misconduct and protect the complainant and the accused party. The Title IX Coordinator or deputy coordinator will maintain consistent contact with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. The range of interim measures include but are not limited to the imposition of an no-contact directive instructing the parties to not contact one another; providing access to counseling services and assistance in setting up initial appointments; rescheduling of exams or assignments, providing alternate course completion options; change in work schedule or job assignment; change in housing; change



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in class schedule or withdrawal from a class without penalty; interim suspension; academic support services; or any other remedy which can be tailored to the involved individuals.

5. Investigation – Once a formal complaint is filed, the Title IX Coordinator will appoint a deputy coordinator or investigator to investigate the complaint. The investigation will be prompt, thorough, and impartial. The investigators are trained to complete Sexual Misconduct investigations. The investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the accused individual, and each third party witness; visit and take photographs at each relevant site; and, where applicable, coordinate with law enforcement agencies to collect and preserve evidence. The investigators will compile an investigation report that includes, among other things, summaries of interviews with all parties and witnesses, photographs, electronic evidence (i.e. text messages, emails) and a detailed written analysis of the events in question. The investigative report will be shared with the Title IX Coordinator and the parties will be given equal access to the report. The report will either make a recommendation that the accused receive a notice of possible violation of the University Code of Conduct and a hearing on the complaint should be granted or the report will recommend that no notice of possible violation be issued, in which case a hearing would not be necessary. If the report does not recommend a notice of possible violation, the complainant may request a second review by the Title IX Coordinator to determine whether a notice of possible violation should be issued and a hearing conducted. If the second review results in a notice of possible violation being issued then the process will go through the normal hearing process. The decision of the Title IX Coordinator is final. If the report recommends a notice of possible violation and grants a hearing on the complaint, the investigation report will then be shared with the administrator or hearing panel that will hear the complaint.
6. Notice of Possible Violation and Hearing Notice – If the investigation report recommends a notice of possible violation, the Title IX Coordinator or deputy coordinator will meet with complainant and the accused individual separately. Each will be provided a copy of the notice of possible violation, notice of hearing, a list of rights of the parties, and an overview of the hearing procedure.

If the accused individual admits responsibility in the course of the investigation and the investigation report concludes that a violation occurred, then the matter will skip the hearing process and will instead proceed immediately to the sanctions process. The investigation report will reflect the accused individual's admission of responsibility.

### Hearing Process

#### Standard of Proof

The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a preponderance of the evidence standard and that standard is adopted in this policy. A preponderance of the evidence means that the evidence shows that it is more likely than not that the accused individual violated this Policy. In the context of a hearing, the accused individual will be found responsible for alleged Sexual Misconduct if the administrator conducting an administrative hearing or hearing panel by unanimous vote, concludes that Sexual Misconduct more likely than not occurred based upon careful review of all evidence presented.

#### Advisors

Both the complainant and the accused individual may have an advisor present to support and assist them during the hearing process. This advisor may include legal counsel. Either legal counsel or a non-legal advisor may privately consult with and advise the parties during the proceedings but may not speak on behalf of the parties or speak directly to the hearing panel, witnesses, or the other party.

The chair of the hearing panel in his or her sole discretion may ask an advisor or legal counsel to leave the proceedings if the advisor or legal counsel's behavior is disruptive to the proceedings.

#### Witnesses

Both complainant and the accused individual may bring witnesses to the hearing who have relevant information. Witnesses are subject to questions from the hearing panel. Reasonable attempts will be made to schedule a hearing when all witnesses may participate. However, due to the serious nature of Sexual Misconduct allegations and the need to resolve these allegations in a prompt and timely manner, a hearing may not be rescheduled due the unavailability of witnesses after reasonable attempts to secure a date and time that meets the availability of the parties.



The parties may elect to rely upon the statements of witnesses contained in the investigation report if such witnesses are unavailable to attend the hearing or the parties deem the content of the report sufficient.

#### Hearing Options

The complainant and accused individual will be asked if they have a preference for an administrative hearing with one (1) hearing officer trained to hear cases involving Sexual Misconduct or a hearing by a University hearing panel of three (3) University employees trained to hear cases involving Sexual Misconduct. The preferences of the parties will be taken into consideration; however, the Title IX Coordinator will make a final determination of the type of hearing conducted based on the preferences of the parties and the seriousness of the allegations. In cases where allegations are the most serious (i.e. involving violence, a weapon, and/or a minor) and time sensitive, the hearing may be conducted by a hearing officer.

If the results of the investigation are conclusive then the Title IX Coordinator in consultation with the dean of student experience or designee and/or assistant vice president of human resources or designee may in his or her discretion refer the case for an administrative hearing for a final determination.

#### Administrative Hearing

Where parties both select an administrative hearing, or the situation requires a quick adjudication (e.g. an accused individual has been suspended pending a hearing), or the results of the investigation are conclusive, the University will conduct an administrative hearing.

In cases involving allegations of student misconduct, the dean of student experience or his/her designee (Administrative Hearing Officer), will conduct an administrative hearing. The Administrative Hearing Officer (Administrator) will carefully review the investigation report and meet with the investigator(s), the parties, and their advisors and witnesses. After hearing all the evidence the Administrative Hearing Officer will determine whether it is more likely than not that the accused party violated this Policy.

In cases involving allegations of misconduct by an employee, guest, and/or vendor, the assistant vice president of human resources or his/her designee (Administrator), will conduct an administrative hearing. The Administrator will carefully review the investigation report and meet with the investigator(s), the parties, and their advisors and witnesses. After hearing all the evidence the Administrator will determine whether it is more likely than not that the accused party violated this Policy.

#### University Hearing Panel

The University Hearing Panel (Panel) will hear all cases where a notice of possible violation was issued but not heard in an Administrative Hearing. A Panel is composed of three full-time members of the University staff and faculty who have been trained to hear Sexual Misconduct cases under this Policy.

In cases involving allegations of student misconduct, the Panel will be appointed by the dean of student experience or in his or her absence the Title IX Coordinator. At the time of the appointment, the dean of student experience will designate a Panel Chair for the hearing to lead the hearing process.

In cases involving allegations of misconduct by an employee, guest, and/or vendor, the Panel will be appointed by the assistant vice president of human resources or in his or her absence the Title IX Coordinator. At the time of the appointment the assistant vice president or designee will designate a Panel Chair for the hearing to lead the hearing process.

Once a Panel is chosen, the members of the Panel shall not discuss the evidence or merits of the case with anyone outside of the proceedings, publically or privately. The Panel Chair will provide panelists with a copy of the complaint, notice of investigation, notice of possible violation, notice of hearing, investigation report, and lists of witnesses and evidence submitted.

The Panel is not an investigative body. Trained investigators appointed by the Title IX Coordinator will conduct the investigation in Sexual Misconduct cases under this policy prior to the hearing.

#### *Pre-Hearing Procedure*

By a date set by the Panel Chair/Administrator, the parties will provide the Panel Chair/Administrator with a list of witnesses they intend to call and copies of all documents that they propose to reference or present at the hearing, including electronic information such as text messages and emails. Evidence of the sexual history of the complainant will not be permitted at the hearing unless it is relevant to the complaint, which will be determined prior to the hearing by the Panel Chair/Administrator. The Panel Chair/Administrator will provide each party copies of the list of witnesses, and identification or copies of documents or other information submitted by the other party. In the absence of reasonable cause, as determined by the Panel Chair/Administrator the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Panel Chair/Administrator by this deadline. The parties are also responsible for the attendance of their



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witnesses. Prior to the hearing, the Panel Chair/Administrator will meet with the parties to review the hearing procedures and to review the notice of possible violation and evidence lists to remove any redundancies or irrelevant materials.

In cases where the hearing panel is utilized, the panelists shall review all information provided to them by the Panel Chair in advance of the hearing. The parties shall be given equal access prior to the hearing of the materials given to the panelists, including but not limited to the complaint, notice of investigation, investigation report, and the notice of possible violation and hearing notice. The Title IX Coordinator may, in his or her sole discretion, limit both parties' access to documents to a review with the ability to take notes, rather than providing the parties hard or electronic copies of these documents.

### *Hearing Procedure*

The hearing is not a legal proceeding and will not follow courtroom procedure or the formal rules of evidence. The Panel Chair/Administrator will determine the order of witnesses and evidence, including the investigator's testimony. The Chair/Administrator will resolve any questions or issues of the hearing procedure.

During the hearing, the parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigation report or in other written materials. Only the Panel Chair/Administrator and panelists may question the individual parties and any witnesses unless permission is granted by the Panel Chair/Administrator to modify the questioning process. Parties may ask the Panel Chair/Administrator to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Panel Chair/Administrator. The Panel Chair/Administrator may, at his or her discretion, disallow or reframe any questions that are irrelevant or redundant. After all witnesses are questioned, each party may make a closing statement. Either party may request a break during the hearing and that request will be granted as long as it is made in good faith and at a reasonable time.

If the Panel or Administrator determines that unresolved issues exist that could be clarified by the presentation of additional information, the Panel Chair/Administrator may suspend the hearing and reconvene it in a timely manner to receive such additional information. The case will then be referred back to the case Investigator(s) to investigate and pursue the additional information and/or unresolved issues. A delay may not be based on the failure of witnesses to appear or other information that should

have been submitted before the hearing.

Upon a reasonable and timely request and at the sole discretion of the Panel Chair/Administrator, the hearing and testimony may be conducted by closed circuit video.

The Panel Chair/Administrator through the Title IX Coordinator's office will arrange for the hearing to be recorded. Parties may request transcripts of such recording.

### **Rights and Responsibilities of the Complainant and Accused**

#### *Rights and Responsibilities of the Respondent*

1. To be notified of possible violations of university policy and informed of the allegations pending against them and advised to review their rights and responsibilities in The Source.
2. The respondent will not engage in any Retaliation against the complainant or witnesses.
3. No form of harassment may be used to obtain admissions of responsibility or information about conduct of other suspected persons.
4. Pending action on the notices of possible violations, the University will not normally alter the status of the respondent, including right to be present on the campus and attend classes. Exceptions may be made for reasons relating to the physical or emotional safety and well-being of students, faculty, and staff of the University.
5. Persons appearing before a University Hearing Panel or at an Administrative Hearing have the right to be assisted by one advisor. Such advisor may not speak on behalf of the person.
6. Persons hearing a case who have a particular interest in a case or who have a conflict of interest regarding the facts or the principal parties (complainant or respondent) in a case should be disqualified. Conflicts must be discussed with the conduct system coordinator at least 24 hours prior to the hearing.
7. The respondent is presumed not responsible unless sufficient information is presented to show that it is more likely than not that the respondent is responsible (the preponderance of the evidence standard).
8. The respondent will be given an opportunity to speak on his or her behalf and present evidence and witnesses.
9. The respondent has the right to remain silent and need not present a response and his or her absence or silence will not be evidence against him or her.
10. The decision in the case is based solely upon the relevant information found in the investigative report and introduced



- during the hearing.
11. Respondents, witnesses, or complainants in a conduct action who are unable to participate in a hearing at the time and date set, due to emergency or other serious circumstances, must discuss the conflict with the conduct system coordinator at least 24 hours prior to the hearing.
  12. Both the respondent and the complainant have the right to appeal the decision from a hearing.
  13. The hearing may proceed in the absence of respondents or their witnesses.
  14. A respondent has a right to be assisted through the reporting process.
  15. A respondent has the right to be treated with fairness, dignity and respect throughout the campus judicial processes.
  16. A respondent has the right to have the respondent's safety considered at all times.
  17. A respondent has the right to information, upon request, about the disposition of the campus conduct cases. Respondents will receive the disposition of the campus conduct outcome in writing.
  18. A respondent has the right to confer with a member of the University counseling team and/or a member of the Health Services staff for health-related concerns.
  19. If a respondent prefers to obtain counseling off campus, members of the University counseling staff will assist in identifying an appropriate and satisfactory referral resource.
- Rights and Responsibilities of the Complainant*
1. Complainants are encouraged to report Sexual Misconduct immediately; quick reporting increases the probability that the alleged perpetrator can be held responsible. However, there is no time limit for making a report.
  2. Complainants are encouraged to take steps to preserve evidence and avoid disturbing the crime scene.
  3. A complainant has the right to report any criminal activity to local law enforcement authorities and pursue prosecution through the criminal court system, but is not required to do so.
  4. A complainant also has the right to report any criminal activity to campus authorities, including University Safety and Student Experience Center staff, and to process the case through the University Conduct Review System. This option is available even if the complainant chooses not to report the incident to law enforcement.
  5. A complainant has a right to be assisted through the reporting process and to expect that the report will be taken seriously and appropriately investigated by campus authorities.
  6. A complainant has the right to be treated with fairness, dignity and respect throughout the campus judicial processes.
  7. A complainant has the right to have the complainant's safety considered at all times, and especially following any act of violence.
  8. A complainant has the right to information, upon request, about the disposition of the campus conduct cases. Complainants of violence, sexual harassment, and sexual assault will receive the disposition of the campus conduct hearing outcome in writing.
  9. A complainant has the right to confer with a member of the University counseling team and/or a member of the Health Services staff for health-related concerns.
  10. If a complainant prefers to obtain counseling off campus, members of the University counseling staff will assist in identifying an appropriate and satisfactory referral resource.
  11. If a complainant requests changes in academic and living arrangements because of an act of Sexual Misconduct, the University will make every effort to assist with making these changes, if the changes are reasonably available.
  12. A complainant has the right to speak on one's own behalf and to present evidence and witnesses in campus conduct cases.
  13. Complainants (and respondents) appearing before a Conduct Review Board have the right to be assisted by one advisor of their own choosing. Such advisor may not speak on behalf of the complainant.
  14. The decision in the case is based solely upon relevant information introduced during the hearing.
  15. The campus hearing may proceed in the absence of a complainant.
  16. A complainant of an act of violence can request not to be present at a hearing. Such a complainant could rely upon written documentation, or may testify via closed-circuit video.
  17. The identity of complainants will be kept confidential, and their names will only be shared with those who have a need to know, including members of hearing bodies and administrators.
  18. Complainants, witnesses, and complainants in a campus conduct action who are unable to participate in a hearing at the time and date set, due to an emergency or other serious



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circumstance, must discuss the conflict with the conduct system coordinator at least 24 hours prior to the hearing.

19. Both the respondent and the complainant have the right to appeal the decision from a hearing.

### Sanctions

If the accused student is found responsible for violating campus policy, the Administrative Hearing Officer or Hearing Panel will consult with the dean of student experience, or designee to determine the appropriate sanction according to the Conduct System Sanction Guidelines as outlined in The Source. If the accused employee or other non-student is found responsible, the Administrative Hearing Officer or Hearing Panel will consult with the assistant vice president of human resources to determine the appropriate sanction according to the employee Conduct System Sanction Guidelines.

The sanctioning process is designed to eliminate the misconduct, prevent its recurrence, and remedy its effects while supporting the University’s educational mission and Title IX obligations.

The guidelines for student violations of this policy include:

Violation	Sanction Range
Child Molesting	Suspension to Expulsion
Non-Consensual Sexual Contact	Community Restitution to Expulsion
Non-Consensual Sexual Intercourse	Suspension to Expulsion
Sexual Exploitation	Suspension to Expulsion
Sexual Harassment	Community Restitution to Expulsion
Sexual Misconduct with a Minor	Community Restitution to Expulsion

### Decision

The Administrative Hearing Office or Hearing Panel Chair will communicate his or her decision, including the sanction, to both parties, concurrently. The Hearing Officer or Panel Chair will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the hearing officer or Panel Chair will send the parties a final outcome letter within ten (10) calendar days of the conclusion of the hearing.

Normally, the sanctions imposed by the Administrative Hearing Officer or University Hearing Panel are not effective until the resolution of any timely appeal of the decision. The respondent may be permitted to attend classes or activities during this time in a monitored or unsupervised manner unless otherwise modified by the

decision of the Title IX Coordinator in consultation with the dean of student experience until the appeal process is complete. Remedial measures in place at the time of the decision shall be maintained until the conclusion of the appeal process.

However, if advisable to protect the welfare of the complainant or the University community, the hearing officer or Panel may determine that any probation, suspension, or expulsion be effective immediately and continue in effect until such time as the appeal is heard or the Title IX Coordinator in consultation with the dean of student experience determines appropriate.

### Appeals

Either party may appeal the decision of the Administrative Hearing Officer or the University Hearing Panel by providing written notice to the Panel Chair/Administrator within ten (10) calendar days of the date the Panel Chair/Administrator communicates the initial decision. The original finding and sanction will stand if the appeal is not timely or is not based in the grounds for appeal stated below. The grounds for an appeal are limited to the following:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. material deviation from established procedures, etc.);
2. New evidence is discovered, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. The written appeal must contain a summary of this new evidence, an explanation for why the evidence was not presented earlier, and an explanation of its potential impact upon the outcome of the hearing; or
3. The sanction assigned is argued to be disproportionate for the severity of the violation.

The notice of appeal must state the basis for the appeal. Upon notice of an appeal, the Panel Chair/Administrator in cases involving students will provide the notice to the dean of student experience. The dean of student experience or designee will review the appeal to determine if it meets the above procedural requirements. If so, the dean of student experience or designee will appoint a Conduct Appellate Panel to hear the appeal.

In cases involving employees, the assistant vice president of human resources or designee will review the appeal to determine that it meets the above procedural requirements. If so, the assistant vice president of human resources or designee will appoint an Appellate Panel to hear the appeal.



The Appellate Panel will review the appeal and all evidence presented at the hearing. If it determines that new evidence should be considered, the Appellate Panel will refer the case back to the original hearing body (Administrative Hearing Officer or University Hearing Panel), which will consider the new evidence and issue a decision.

If the Appellate Panel determines that a material procedural error occurred it may return the complaint to the original hearing body with instructions to reconvene to cure the error. In rare cases where the procedural error cannot be cured by the original hearing body (as in cases of bias), the Appellate Panel may order a new hearing on the complaint with a new hearing body.

If the Appellate Panel determines that the sanctions imposed are disproportionate to the severity of the violation, it will in student cases return the complaint to the dean of student experience or designee who may increase, decrease or otherwise modify the sanctions. This decision is final and not subject to appeal. In cases involving employees, the assistant vice president of human resources or designee, and may increase, decrease or otherwise modify the sanctions. This decision is final.

### Final Outcome Letter

The University is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act). Under the Clery Act, both the complainant and the respondent must be informed of the hearing outcome, and the University may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the hearing body will issue a written final outcome letter concurrently to both the respondent and the complainant. The final outcome letter will set forth, as required by the Clery Act, the name of the respondent; the violations of this Policy for which the respondent was found responsible, if any; essential findings supporting the hearing body's decision on the issue of responsibility; and the sanction imposed, if any. The University neither encourages nor discourages the further disclosure of the final outcome letter by the complainant or respondent.

### Questions and Answers

*What does Title IX have to do with sexual misconduct? I thought Title IX regulated the number of sports offered for men and women?*

Title IX of the Education Amendments of 1972 is a federal law enacted in 1972. The law says that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination

under any education program or activity receiving federal financial assistance..." Sexual misconduct is a form of sex discrimination.

Title IX applies to all people in the University community. Sexual Misconduct can occur between all groups: student and student, faculty member and student, staff member and student, faculty member and faculty member, or staff member and staff member. This policy applies to all members of the University community alike.

*What do I do if I feel I have been sexually harassed?*

Please let someone know right away. Unfortunately, ignoring sexual harassment does not make it go away. You have several options available if you are a member of the Manchester community and feel that you have been subjected to unwelcome behavior of a sexual nature. You may contact Counseling Services Office, Student Experience Center, or the Title IX Coordinator or deputy coordinators.

In some situations, individuals who are experiencing unwelcome behavior feel comfortable approaching the individual who is causing the problem and letting him or her know that the conduct is inappropriate and must stop. Sometimes, individuals are not aware that their behavior is offensive, and quickly apologize and change their behavior once they are aware that their conduct is unwelcome. However, you are not required or expected to confront your harasser prior to reporting unwelcome behavior.

*What do I do if I am sexually assaulted?*

Don't blame yourself; sexual assault is never the victim's fault. If you are a survivor of sexual violence, you have rights and you have options. The University's Title IX staff and Student Experience Center exist to help you get the support you need. Please tell someone as soon as possible. You may contact 9-1-1, University Safety, Counseling Services Office, Student Experience Center, or the Title IX Coordinator or deputy coordinators. Members of the counseling office, the University nurse, and campus pastor may talk with you confidentially. Whether you are a student, faculty, or staff member, you have the right to file a complaint through the university and/or to explore other options.

Once you have contacted someone a member of the Title IX staff will meet with you and talk with you in person about your options and how you can get the help and support you want and need.

*I'm being harassed by someone who is not a Manchester employee, but who comes on campus to conduct business. Is there anything I can do?*



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Manchester's Sexual Harassment Policy protects you from sexual harassment by vendors, contractors, and third parties you encounter in the University community. If you believe that you have been subjected to conduct that violates the policy, please contact the Counseling Services Office, Student Experience Center or the Title IX Coordinator or deputy coordinators as soon as possible.

*What if I am sexually harassed by a co-worker or a student but we are off-campus?*

It is possible for off-campus conduct between Manchester colleagues and/or students to contribute to a hostile working or academic environment, or to constitute quid pro quo sexual harassment in violation of University's policy. You may file a complaint regarding such behavior and the University will investigate it to the fullest extent possible. Please seek help by contacting the Counseling Services Office, Student Experience Center, or the Title IX Coordinator or deputy coordinators if you are subjected to unwelcome conduct of a sexual nature either off-campus or on-campus.

*What if I witness inappropriate conduct, or someone else tells me about it?*

Anyone who witnesses inappropriate comments or conduct, even if it is directed at someone else, can still feel uncomfortable and is encouraged to report it. Moreover, under the University's Sexual Misconduct policy and HR policies, all faculty and staff who become aware of or suspect sexual misconduct are required to report it to Human Resources or the Title IX Coordinator or deputy coordinator (with the exception of the Campus Pastor, University Nurse, and Counselors). If a non-employee witnesses conduct that the person believes might be sexual harassment, the person is encouraged to contact Human Resources or the Title IX Coordinator or deputy coordinators. If you are an employee, you are also obligated to report any conduct you witness that may violate the University's additional harassment policies, such as the prohibition on racial or religious harassment.

*What do I do if I have been accused of Sexual Misconduct?*

Do not contact the alleged victim. You may immediately want to contact someone who can act as your advisor. An advisor can be anyone including your academic advisor but it does not have to be your academic advisor. You may also contact the Student Experience Center or the Title IX Coordinator, to explain and help you understand the University's procedures for addressing Sexual

Misconduct complaints. We encourage you to talk to a confidential counselor in the Counseling Services Office or the campus pastor.

*What about legal advice?*

You may want to retain an attorney if you are accused of Sexual Misconduct to provide you with legal advice regarding the campus conduct proceeding and/or any criminal prosecution. If you choose to retain counsel, you may do so at your own expense. A victim desiring to file a criminal charge against the accused need not hire an attorney as the state's prosecutor will handle the case. Both the accused and the victim may use an attorney as their advisor during the campus grievance processes; however, the attorney may not be able to speak on their behalf.

*If I don't initially make a formal complaint can I do so at a later time?*

Yes, there is no time limit for filing a formal complaint. However, the University strongly encourages prompt reporting of complaints and information rather than risking your or another student's well-being. The University may ultimately be unable to adequately conduct an investigation if too much time has passed or if the accused student has graduated or left school. Factors that could negatively affect the university's ability to investigate include the loss of physical evidence, the potential departure of witnesses, or the inability to recall the incident.

*How long does it take to investigate and resolve my complaint?*

In all cases the Title IX Coordinator strives to respond promptly and effectively by investigating the allegations and addressing the effects of the conduct. Typically, an investigation can take up to approximately sixty (60) calendar days following the receipt of the complaint. Factors that influence the timing of the investigation include the complexity and severity of the conduct, the number and availability of witnesses, and the identification and acquisition of any physical or other evidence.

*What should I do if I observe sex discrimination or sexual harassment, but it is not directed at me?*

Anyone who witnesses sex discrimination or sexual harassment, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes sex discrimination or sexual harassment, please make a complaint in the same manner as if the conduct was directed against you. Employees must report any Sexual Misconduct that they





witness or that is reported to them. Other members of the University community are encouraged to report any Sexual Misconduct that they witness.

*Does the complaint remain private?*

The University respects the privacy of all parties to a complaint of Sexual Misconduct except insofar as it interferes with the University's obligation to fully investigate allegations of Sexual Misconduct in order to insure the safety of students and employees. Where the obligation to investigate requires the University to release some private information, the University will only disseminate such information on a need-to-know basis. In all complaints of Sexual Misconduct, all parties will be informed of the outcome. The University also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

*Will my parents be told?*

Generally no, unless you tell them or grant them access to your student records. University officials will directly inform parents when requested to do so by a student or in a life-threatening situation. In the event of a major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents.

*Will the accused student know my identity?*

Yes, if you file a formal complaint against him or her. If you choose to not file a formal complaint, the University will only reveal your identity to the accused if it is deemed necessary for conducting a full investigation that is required to maintain a safe campus environment for all. Keep in mind that choosing not to identify yourself and/or the respondent will limit the University's ability to respond comprehensively.

*Will the incident be reported to the police?*

Normally, the University will not file a report with the local police unless the complainant decides to do so. However, the University reserves the right to notify the local police in the event of a violent assault, crime or a felony or in any situation in which the University determines notification of the local police is necessary to protect the safety and welfare of the University community.

*What protection is offered to students going through this process (accuser and accused)?*

Remedial measures, including adjusting class schedules, changing

residence halls, assisting individuals in obtaining assistance at the University and externally, will be offered to both the student who reports Sexual Misconduct and the student who is accused of Sexual Misconduct.

*What do I do if I experience sexual misconduct and I don't want anyone else to know?*

The University provides confidential counseling to survivors of Sexual Misconduct through Counseling Services. Nothing that a survivor tells a University counselor is shared with anyone without the survivor's express, written permission, unless disclosure is required by law.

*Is the university's investigation the same as criminal justice process?*

No. This policy has no impact on a criminal investigation that would be handled separately by police. The university does, however, encourage anyone who believes they have experienced a sexual assault, or any other crime, to make a report to the police department or other appropriate police agency.

*My friend told me he or she was assaulted. What can I do to help?*

Connect your friend to information and resources so that your friend can make informed decisions about any steps he or she may wish to take in reporting the incident and seeking support. You can encourage your friend to go to Counseling Services where he or she can talk to a counselor confidentially. The University's student sexual misconduct policy website is designed to provide information on a student's options in one central place.

*What are my support resources if I am accused of sexual misconduct?*

There are numerous support resources available for complainants and respondents, both on campus and in the community. Those resources available for respondents include the Dean of Student Experience, Counseling Services, University Nurse and the Title IX Coordinator.

*What if I'm an employee at the university and I have become aware of an incident of sexual misconduct?*

All employees of the University are required to report Sexual Misconduct. All other members of the University community are encouraged to report Sexual Misconduct. The University is committed to responding to any report of Sexual Misconduct



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made to a Responsible Employee. Reports will be referred to the University's Title IX Coordinator for review.

### *What are the possible outcomes of an investigation?*

Once the investigators have completed an investigation, he or she will prepare an investigation report, which may recommend a notice of possible violation. The Title IX Coordinator will review this report before it is final. This report generally will be provided to the complainant and respondent. If the investigation report does not recommend a notice of possible violation, the complainant may request a second review by the Title IX Coordinator to determine if a notice of potential violation should have been issued. The Title IX Coordinator's decision on this point is final. If a notice of possible violation is issued, the University will grant a hearing on the complaint. The hearing will allow the University to evaluate the evidence and determine if it is more likely than not that Sexual Misconduct occurred. If the respondent is found responsible for Sexual Misconduct at the hearing, the University will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects while supporting the university's educational mission and Title IX obligations. There also is an appeal process available to complainants and respondents.

### *If I am found responsible for sexual assault/misconduct, what will be my next steps?*

If a respondent is found responsible for sexual misconduct, the university's next step is to initiate a sanctioning process. Sanctioning is designed to eliminate the misconduct, prevent its recurrence, and remedy its effects while supporting the university's educational mission and Title IX obligations.

### *What if I'm retaliated against for participating in an investigation?*

The university will take all appropriate steps to ensure that any person who reports or complains about Sexual Misconduct, or participates in an investigation of Sexual Misconduct will not be subjected to Retaliation. Anyone who believes they are experiencing Retaliation is strongly encouraged to report that concern using the same procedure for reporting possible sexual misconduct under the policy. A Retaliation concern will be reviewed as a separate offense under this policy.

## BYSTANDER INTERVENTION

There are three components to Active Bystander Intervention, referred to as the ABCs:

1. **A**ssess for safety. Ensure that all parties are safe, and assess

whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.

2. **B**e with others. If safe to intervene, you're likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends who you know well.
3. **C**are for the victim. Ask if the victim of the unwanted touching, sexual advance, attention, or behavior is okay. Does s/he need medical care? Does s/he want to talk to an Advocate to see about reporting the matter? Ask if someone she/he/per trusts can help him or her get safely home.

Active Bystander Intervention can take a number of forms:

- Talking to a friend to ensure he or she is doing okay
- Making up an excuse to help the friend get away from someone
- Enlist the assistance of others in the area Calling the police (911)
- Calling MU University Safety (260-982-5999)
- Use "Report It" located at <http://www.Manchester.edu/common/reportit.htm>
- Take a photo or video of the event
- Recommending to a bartender or party host that someone has had too much to drink
- Pointing out someone's disrespectful behavior in a safe and respectful manner that tends to de-escalate the situation
- Removing a friend from a risky situation quickly
- Physically intervene if safe to do so
- Scream or blow a whistle to distract an aggressor or to call attention of others.

No one is asking an active bystander to take the place of the police. Your personal safety is critically important. Before you act, you should think about the following:

- How can you keep yourself safe in this situation?
- What are all the options available to you?
- Who else might be able to assist you in this situation?

## ATHLETIC INEQUITY

By law no one, on the basis of sex, can be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any campus program or activity. This includes the intercollegiate athletic programs at Manchester University. Areas covered include but are not limited to the provision of equipment and supplies; scheduling of games and practice times and opportunity to receive coaching and academic tutoring.



### What happens if I report Athletic Inequity?

The info will be forwarded to the Title IX coordinator, who will investigate the issue.

### Who will know about this if I report Athletic Inequity?

The Title IX coordinator will inform necessary personnel, which typically includes the director of athletics and/or the dean for academic resources.

### Do I have to disclose my identity?

You do not have to disclose your identity unless you'd like a direct response to your report.

### Are there alternate ways to report this?

You may directly contact the Title IX coordinator, Manchester University's Title IX coordinator for athletics issues or use the Report It! link at [www.manchester.edu/forms/title9/](http://www.manchester.edu/forms/title9/).

## STUDENT EDUCATION ON NON VIOLENCE POLICY AND PROCEDURES

Sexual assault prevention and education at Manchester University are provided within several University programs. Through incorporating information on personal security, sexual assault, and prevention of sexual assault into a variety of existing programs, it is intended that students will be exposed to such information throughout their University careers. The primary means used to convey information regarding personal security and sexual assaults are as follows:

#### 1. Fall Welcome Week

New students and parents are provided with access to written information regarding safety and security issues on campus. Speak Culture: A prevention of sexual assault session is presented to new students who attend orientation. Information is provided to Student Orientation Leaders (SOLs) concerning sexual assault prevention and reporting, and that information is conveyed to new students via SOL group meetings and/or residence hall meetings/programs.

#### 2. Campus Programs

Throughout the academic year, Student Experience Center staff members offer programs and educational opportunities in response to student needs.

#### 3. Residence Hall Staff Training

Because the undergraduate and professional residence hall staff is in close daily contact with the majority of students, it is likely they will receive reports of sexual assault. Information

on dealing with victims, reporting options, preserving evidence and counseling resources is included in their training.

## PREVENTION AND REDRESS OF DISCRIMINATION, HARASSMENT AND BIAS (TITLE IX)

### I. DISCRIMINATION

#### A. Application

Manchester University seeks to provide an environment free of discrimination. This policy applies to students, faculty and staff of the University, as well as to individuals employed by contractors who provide routine services at the University.

#### B. Definition

For purposes of our policy, discrimination is defined as the act of treating an individual differently because of his or her national or ancestry, race, color, age, sex, gender identity or expression, sexual orientation, familial status, religion, disability, physical appearance or veteran status. The forms of such discrimination may involve biased grading, committee assignments, intra-campus employment opportunities or use of campus facilities.

### II. HARASSMENT

#### A. Application

Manchester University seeks to provide an environment free of any behavior constituting harassment as defined below as well as by civil or criminal law applicable to Manchester University. Manchester University invites students, faculty and staff to join together in fostering an environment of mutual respect.

#### B. Definition

Manchester University defines Harassment as the systematic or continued unwelcome actions of one party or a group, including threats and demands, interpersonal conduct or comments—written, spoken or transmitted electronically—which would be offensive to a reasonable person, for reasons including but not limited to their race, color, national origin, ancestry, sex, sexual orientation, gender identity, or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other legally protected category.

Similarly, any form of intentional behavior that a reasonable person would find threatening or intimidating because s/he is in a protected category constitutes harassment. (Sexual harassment is specifically addressed below.) Such acts can create a hostile or



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intimidating work or educational environment that not only damage the process of teaching and learning, but also violate the integrity of the university.

Manchester University affirms that it values both freedom of speech and appreciation of diversity. MU understands the fundamental importance of the open and free exchange of ideas and opinions and does not wish to limit or abridge those exchanges. It recognizes that conflicts may arise between freedom of speech and the right of individuals to be free from harassment and statements or dissemination of opinion will be made with a proper regard for the protection of individual rights, religious and moral convictions and academic freedom and advocacy.

### III. BIAS

#### What is Bias?

Bias incidents are acts that do not appear to constitute crimes or actionable discrimination, but which may intimidate, mock, degrade, or threaten individuals or groups and which one could reasonably conclude targets a member or group within the University community because of that individuals or group's actual or perceived age, ancestry, or ethnicity, color, creed, disability, gender, gender identity or expression, immigration or citizenship status, marital status, national origin, race, religion, religious practice or sexual orientation. Bias incidents can cause a number of emotional responses including but not limited to anger, fear, resentment (in others) or could endanger the health, safety, or welfare of anyone in the Manchester community.

Bias incidents take many forms including words, signs, symbols, threats or actions, electronic or in person. They include acts of intimidation, vandalism, harassment, and expressions of hate or hostility; they have an adverse impact on the learning environment that is inclusive of all.

#### How to report a bias incident?

If you have observed or experienced a bias incident, you are encouraged to contact a faculty or staff member with whom you are comfortable, report it at the Report It! page, or call one of the following offices:

#### How to report a bias incident?

If you have observed or experienced a bias incident, you are encouraged to contact a faculty or staff member with whom you are comfortable, report it at the Report It! page, or call one of the following offices:

University Safety & Security (260) 982-5999

Counseling Center (260) 982-5306

Human Resources (260) 982-5288

Multicultural Affairs (260) 982-5423

Residential Life (260) 982-5052

Student Experience Center (260) 982-5052

Success Center (260) 982-5076

#### What happens if I report a bias incident?

- Once a report has been received, the Office of Student Experience will communicate and review the facts promptly with the reporter and will offer services related to safety, counseling or other supports that may be appropriate.
- The Office of Student Experience will promptly document the report of the incident (i.e. who, what, when, where). Additionally, those directly concerned with the incident should take steps to retain any physical evidence.
- The reporter will be assured that his or her physical and emotional needs are important and appropriate actions will be taken (i.e. possible relocation, academic accommodations, counseling, etc.) by appropriate Manchester staff.
- Bi-weekly reports of report incidents will be reviewed by the Bias Incident Response Team (Counseling Team, Hall Directors and Dean of Student Experience). This team will meet regularly to review information available regarding report biased incidents and implement strategies to educate and/or engage the campus community as appropriate. The Bias Incident Response Team does not take the place of front-line staff that may be dealing with student concerns. The work of the Team is both preventative and responsive. In addition, counseling services are available to anyone that would like the support. Human Resources may be included when the reporter is a faculty or staff member. When appropriate, enhanced safety measures (patrols, surveillance etc.) will be promptly initiated and directed by University Safety.

#### Who will know about this if I report a bias incident?

When the report is received, University Safety will make an incident report. The incident report will be reviewed by the Counseling Team and others deemed appropriate.

#### Do I have to disclose my identity?

Yes, however, your name, to the extent practical, will be confidential and when reporting you may ask to keep your name anonymous.



## DEPARTMENT OF UNIVERSITY SAFETY

The safety and security of members of the campus community and their guests are a primary concern of the University and a principle responsibility of the Department of University Safety. A trained officer is on duty 24 hours a day, seven days a week, supplemented by student cadets. Officers patrol the campus and are charged with the enforcement of federal, state and local laws, as well as University policies and regulations. Although campus officers do not make arrests, University Safety maintains a close working relationship with the North Manchester Police Department.

### MASS EMERGENCY NOTIFICATION SYSTEM

We use an emergency notification system called Rave to alarm you (through text messages and other ways) in a crisis (criminal, environmental, etc.). If you haven't already you should sign up now through Rave (<https://www.getrave.com/login/manchester>). Log in using the same credentials you use to access Canvas. You can add 3 cell and 3 landline phone numbers as well as 2 email addresses. We recommend you add your parents to keep them informed.

### EMERGENCY CAMPUS LOCK DOWN PLAN

The decision to implement an emergency campus lock down will be made only if there is a serious risk of danger to the staff, faculty and/or students of Manchester University.

The decision to lock down campus will be made by a member of the University Safety staff, law enforcement personnel, or any member of the President's Cabinet. The decision will be communicated by all means appropriate and available.

The all clear signal will be given by law enforcement personnel after consultation with appropriate University officials.

#### Procedure during lock down:

In the event of a lock down, you should move quickly out of common areas and into the nearest residence hall room, classroom or office. Once you are in a room:

- secure the door by any means possible,
- cover the window(s) in the room to prevent anyone from seeing inside (without compromising your personal safety), and
- assume a safe position away from doors and windows. Remain in your secure location until the all clear signal has been given by law enforcement personnel.

### CRIME REPORTING

Students, faculty, staff and guests of the University are encouraged to report emergencies and criminal activities to the University Safety Office. The University Safety office is located in the Clark Computer Center. Telephones are available in every campus building, and emergency phones are located at the main entrances to each residence hall. To report an emergency or criminal activity, dial 260-982-5999. An officer will take a report and follow up on your information. Anonymous information may be left on the confidential tip line, 260-982-5995.

Interviews with University Safety personnel are subject to video and audio recording. Any evidence obtained from these recordings may be considered during campus conduct proceedings. Persons appearing before conduct hearing officers do not have a right to receive this evidence prior to their hearings. When these recordings are a part of a pending criminal case, the evidence may be withheld until released by the Wabash County Prosecutor's Office.

### UNIVERSITY STUDENT PATROL

Safety cadets provide support and security coverage for campus activities sponsored by student organizations. The safety cadets work with the sponsoring organization to assure the smooth implementation of events. For more information about the cadet program, contact the Department of University Safety.

### VEHICLE REGULATIONS AND PROCEDURES

The following regulations and procedures are necessary for safety, traffic order and protection on the campus. The University may revoke campus vehicle privileges from anyone at any time for just cause. The University supports and enforces on-campus, local and state vehicle regulations.

With reasonable belief of a crime or policy violation, officers may search any vehicle belonging to students and employees. A refusal to cooperate, may result in disciplinary action.

### DEFINITIONS

**MOTOR VEHICLES** include automobiles, trucks, motorcycles, motor scooters, mopeds, golf carts, snowmobiles and other motor-powered vehicles.

**STUDENTS** include **ALL** persons enrolled in courses, including online courses, regardless of place of residence. Students working part time for the University are subject to student regulations.



## SAFETY ON CAMPUS

**FACULTY AND STAFF** refers to all regular employees of the University.

**VISITOR** refers to any person other than faculty, staff or student.

**TOWING** refers to the removal of a vehicle from University property to an off-campus facility.

**BOOTING** refers to the use of a vehicle immobilizer to prevent the vehicle from being moved.

### VEHICLE REGISTRATION REQUIREMENTS

Any member of the faculty, staff or student body employed by or attending Manchester University must register motor vehicles and obtain and display a current registration permit. Motor vehicles are registered online through ChetNet at [ChetNet.Manchester.edu](http://ChetNet.Manchester.edu). The vehicle must be covered by the minimum liability insurance as required by the state in which the vehicle is registered.

Faculty and staff must register motor vehicles and obtain a staff decal when commencing employment, or upon change of a motor vehicle.

Student motor vehicles must be registered as a part of the regular enrollment procedure, or when the vehicle is brought to campus. It is the responsibility of the vehicle operator to ensure that the vehicle is registered.

**Green & Red Parking:** All students, faculty and staff who park a vehicle on campus must display a green or a red decal in their window. All parking areas will have corresponding green or red signs. Vehicles with red decals park in Red Lots. Vehicles with green decals park in Green Lots. Green Lots are for visitors, commuter students, and faculty and staff. Red Lots are for resident students only. Vehicles with red decals parked in Green Lots will be ticketed, and vehicles with green decals parked in Red Lots will also be ticketed. Vehicles parked overnight in Green Lots will be ticketed, because full access to Green Lots is needed for maintenance, cleaning and snow removal in the early hours of the morning. Overnight visitors may obtain a parking permit through University Safety. The Green & Red Parking Map and parking information are available on the University Safety website at: [www.Manchester.edu/OSD/Security/parkinginfo.shtml](http://www.Manchester.edu/OSD/Security/parkinginfo.shtml)

A registration decal must be affixed to the lower right-hand corner (passenger side) of the vehicle's front windshield.

Defective decals must be replaced immediately. There is no charge if an identifiable portion of the decal is turned in for replacement.

Expired decals should be removed.

Removal of a decal from the vehicle is required upon:

1. Change of ownership of vehicle (privileges are not transferable.)
2. Termination of association with the University.

### GENERAL VEHICLE REGULATIONS

1. Indiana State laws governing the movement, operation and parking of motor vehicles apply on University property.
2. The maximum speed limit for all vehicles on University property is 15 miles per hour, including golf carts and bicycles, as well as all motorized vehicles; town streets could be posted differently.
3. Pedestrians have the right-of-way at all times.
4. Motorbikes, mopeds, motorcycles and motor scooters shall be operated on streets designed for normal licensed vehicles, not on pedestrian walkways.
5. Privately owned and unauthorized golf carts and/or other non-licensed vehicles are not permitted on University property.
6. Parking of motor vehicles on University property is confined to areas designed for that purpose. Parking or driving on walkways, yards or grassy areas is not permitted.
7. Parking is prohibited at all loading and service docks and zones, fire lanes, entrances to buildings, and at any location where curbs or pavement are painted yellow.
8. The responsibility for finding a legal parking space rests with the motor vehicle operator.
9. The person in whose name a vehicle is registered is responsible for violations involving that vehicle, even when driven by other persons.
10. Parking in fire lanes adjacent to residence halls and other campus buildings constitutes a threat to persons and property and is strictly prohibited. Use of fire lanes for loading or unloading is permissible for brief intervals, during which time the driver must be at the vehicle AND have hazard lights on. Violations of this regulation could result in towing and revocation of campus vehicle privileges.
11. Residence halls have designated loading zones, marked by signs, permitting drivers to leave vehicles unattended for 10-minute intervals while loading and unloading.
12. Recreational off-road vehicles, such as snowmobiles, dune buggies, trail bikes, mopeds, etc., are not permitted on campus, nor at the Koinonia Environmental Retreat Center.



13. Some parking areas on campus are designated reserved parking and are posted “Handicapped,” “Visitor” or “Reserved” parking.
14. Visitors may park overnight in designated parking areas, providing that a permit has been obtained from the University Safety Office and is properly displayed.

## VIOLATIONS

Citations requiring identification through the BMV are subject to a fee. All citations must be paid online using a valid credit/debit card, or by E-Check. Outstanding citations not paid within (10) days may result in booting and/or towing of your vehicle should it be found on Manchester University property, and/or a registration hold for future classes. The following transaction fees will apply to all online payments: E-Check \$2.50, Credit Car \$2.95 and Debit Cards \$1.00. Citations must be paid by visiting the following url: <https://nmreex01.manchester.edu/cesireportexec/ocp>

Five violations or more within a given academic year may result in that person's vehicle(s) being booted (immobilized) with each violation after the fourth citation. Booting may occur without warning upon issuance of the fifth citation and beyond. Repeat offenders risk losing their campus parking privileges for the remainder of the academic year, and booting/towing of their vehicle(s) when parked on campus. Unregistered vehicles will be booted following the issuance of the third ticket. Vehicles left booted for 48 hours may be towed off campus, at the owner's expense.

Falsification of information to obtain a registration permit will result in the revocation of campus parking privileges for the remainder of the academic year, and charges of “Dishonesty” filed through the Student Conduct Review System.

The appeals process has been eliminated, and violators are expected to pay their fines.

## RESIDENTIAL LIFE

### PHILOSOPHY

Established as a residential university, Manchester University emphasizes and values the total educational experience gained from living on campus. Learning is a continuous process. Residential students spend more than four hours in the residence hall for every hour spent in class. Therefore, the hall environment can make a significant educational contribution.

Residents are strongly encouraged to become involved in the many opportunities for leadership that are available within the

residence halls and on campus. Examples of these leadership opportunities are Hall Council, Residence Hall Association (RHA), Student Senate and Manchester Activity Council (MAC).

Successful residence hall living, as well as living in the surrounding community, is an exercise in student responsibility. This involves mutual respect, student ownership, consideration and maintaining an atmosphere of cooperation and appreciation for the privacy and rights of others.

Manchester University is a traditional residential campus. All students are required to live on campus for at least six full semesters unless they qualify for an exemption by one or more of the following criteria:

- they are married;
- they have dependent children living with them;
- they are classified as a senior with 92 credit hours completed;
- they are living with their parents in their parents' primary place of residence within 40 miles of North Manchester;
- they are a non-traditional student (age 24 or older);
- they have been officially approved to live off campus.

All students who want to live off campus must fill out and turn in a Request to Live Off-Campus application. This application can be found online at <https://ChetNet.Manchester.edu>. **Students who have not signed up for housing and have not been officially approved to live off campus or commute may be subject to fines as well as be liable for the full cost of room and board.**

### HOUSING POLICY

In order to live in campus housing, students are required to be full-time, degree-seeking students in good standing. Students who drop below full-time credit (12 hours) must submit a written request to the Director of Residential Life to remain in University housing. If permission is granted (based on the reason for the request and past behavior), the student will have to continue to pay the full-time tuition rate, remain registered for at least nine(9) credits, and maintain exemplary behavior or face the loss of housing privileges.

### STAFFING

Important parts in the staffing of each residence hall are the resident assistants (RAs). RAs serve as peer counselors to other students, challenge and encourage residents to grow, contribute to and support the development of community. RAs are involved in educational, social, cultural and recreational programming in the halls and in the enforcement of University policies. Hall directors



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## RESIDENTIAL LIFE

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and area coordinators, full-time professional staff are responsible for the general operation of the hall, provide supervision for the RAs. The director of residential life is responsible for the general supervision, staffing and operation of the Office of Residential Life.

### ACTIVITIES AND HALL COUNCIL

Students are strongly encouraged to become involved in their living environment, within the floor where they live, in their hall, or in other areas of the campus. To support and encourage hall activities and community development, a Residence Hall Association (RHA) fee has been incorporated within the room charges. As elected hall representatives (with the direction and support of the residential life staff), RHA and Hall Council members are responsible for the allocation and management of these funds. For information regarding campus activities see the activities section of this handbook.

### LOBBY HOURS/SECURITY

Residents may have guests 24 hours a day, seven days a week. These times and days are subject to change during the academic year. Residents must be with their guests at all times and are responsible for preserving the security of the building. Residents should not admit people other than their own guests. The main exterior doors to each hall are currently locked at all times. A resident's room key also will unlock the exterior doors. Doors should NOT be propped open.

### QUIET AND STUDY HOURS

Specific quiet and study hours will be established by each Hall Council within the following guidelines:

1. Quiet hours begin no later than 10 p.m., Sunday through Thursday, and no later than midnight Friday and Saturday nights.
2. Quiet hours MUST continue until at least 7 a.m. each day. Hall Councils are encouraged to establish quiet and study hours besides those outlined, especially during midterm and final examination periods.
3. The third floor of Oakwood Hall has been designed as a "24-hour quiet floor." The hall government will establish designated courtesy hours within the above guidelines.
4. Courtesy hours are in effect at all times. Music, voices, etc. should not be heard outside the hall or on another floor at any time. In general, the right for quiet supersedes the right to be noisy.

### VISITORS/OVERNIGHT GUESTS

All residents and their guests are expected to follow the established community hours of the hall in which they are visiting. Residents are accountable and responsible for the conduct of their guests while on residence hall property or immediately adjacent areas, or a residence hall-sponsored or supervised activities. This is true when guests are there by the resident's explicit invitation and also when the guests are present by the resident's acquiescence. Entertaining guests is a negotiable issue with a roommate, not an inalienable right. Each student has the right to entertain guests in their room/suite, as long as the roommate's rights to access, privacy and to study and sleep free from disturbance are respected. A resident may not entertain guests in a room over the objections of a roommate. Residents are allowed to have overnight guests for a maximum of two consecutive nights and for no more than 6 nights in any calendar month. The same individual may not be an overnight guest in the residence halls for more than 6 nights in any calendar month, regardless of who is hosting the guest. The overnight guest policy applies even if you are assigned a single room or are currently not assigned a roommate(s). Overnight guest visitation is restricted when the residence halls are closed for breaks or holidays. Guest restrooms are located in the lobby area of each residence hall. Guests of opposite sex should use the designated restrooms in the lobby/basement and should not use the community bathrooms on the floor.

During special event weekends, children under 10 years of age will be permitted to stay with their host/ hostess with prior special permission from the hall director. Any guest under the age of 18 must complete a waiver including the signature of the parent or guardian.

Guest rooms are available for a fee and may be reserved 24 hours in advance by calling Conference Services at 260-982-5551. All guests are subject to the same policies as residents. Guests who violate University regulations may be asked to leave the campus and their host/hostess will be held responsible for their actions.

### KEYS

Room keys are issued to every resident at the time of check in. To aid in hall/room security, residents should carry their room key with them and keep their room doors locked. University keys may not be duplicated. Students with "copies" of University keys will be charged for changing the lock core and reissuing keys. Any student who possesses unauthorized keys will be subject to disciplinary action by the University.





**Lockouts** – Hall staff may admit a resident into their room, however, students that have multiple lockouts must meet with the hall director.

**Lost Keys** – If a student has lost a key, they will be charged for the replacement of the core and for new keys to be made.

## CARE OF FURNITURE AND ROOMS

### Damages

Residents are responsible for any damages that may occur in the rooms or the common areas. The following guidelines have been established:

1. The RA inspects each room, detailing the condition of the room prior to occupancy.
2. Upon occupancy, each student reviews the inspection form for accuracy and signs that they agree with the condition of the room as listed on the room inventory form.
3. As students check out of their room, they will review their room and room inventory form with their RAs. If any damages (beyond normal wear and tear) have occurred or any furniture is missing, the resident will be charged for any repairs or the replacement of missing furniture. If roommates fail to agree who is responsible for the damage, the cost of repairs will be split among roommates.
4. A student has the option of appealing the damage charge to the director of residential life within one week prior to check out.
5. Graduation or sending of transcripts will be delayed until payment is made.

### Common Area Damages

It is expected that all furnishings, equipment and premises will be properly cared for by the residents. Damage that occurs in any common areas (e.g., but not limited to lounges, bathrooms, study rooms and hallways) will be investigated to find individual cause. Damage which is not identified to an individual(s) may be assessed to the wing, floor or hall members. If damage is considered malicious, a fine may be added to the cost of the repair.

### General Room Condition Information

Rooms should be kept clean during occupancy and left clean upon vacancy. University furniture is not to be removed from the assigned room without permission from the residential life staff. Screens may NOT be removed from any window in the hall, including student rooms.

Replacement or repair of furniture, screens, room fixtures, etc. will be charged to the occupants of the room.

Furniture or furnishings attached to the room should not be removed.

Furniture in the lounge areas and study rooms is for common use only and may not be used in individual rooms. (See policy 16a, clarification B.)

### Storage

The only storage available is limited to bed storage in East and Garver Halls when a resident is using a loft. No storage is available to students for personal belongings during the semester, over the summer months or while they are not enrolled as a student. Items left behind will be discarded as abandoned items. Students must store bed ends/frames in approved spaces under the supervision of the hall staff. When bed parts have been stored, they **MUST** be returned to the room in their original condition prior to time of vacancy. Failure to do so will result in a furniture replacement, repair or moving charge.

Students are responsible for any bed parts placed in storage.

### Lofts/Bunk Beds

Home-constructed bunk beds and lofts may be used in student rooms of East and Garver Halls, provided that:

- (a) the lofts/bunks meet the specifications of the University. (A copy of lofts/bunks specifications is available in the Office of Residential Life.)
- (b) the Office of Residential Life must be notified immediately after the lofts/bunks has been erected. Routine visits by the residential life staff, maintenance or other University officials may be necessary if additional inspections are needed.

### Room and Common Area Painting

Students may not paint their rooms.

Students may petition through Hall Council to paint floor murals. The director of residential life and maintenance shall have final approval of mural designs.

### COOKING

Cooking is limited in student rooms, based on the residence hall. Students are allowed to use refrigerators (five cubic feet or less), popcorn poppers, coffee pots and hot pots without open coils in their rooms. Toasters/toaster ovens, Instant Pots or other countertop pressure cookers and other larger cooking appliances are not allowed. Large cooking appliances can include but are not limited to George Foreman grills, waffle irons or air fryers. Crockpots/slow cookers are allowed but should be used in the common kitchens and not in individual student rooms.



## CONDUCT POLICIES AND PROCEDURES

Dirty dishes, pots and pans, and food should not be left in the open in kitchens or restrooms, as they constitute a health hazard. If items are left in these areas, they will be discarded.

### ELECTRICAL APPLIANCES

As a fire prevention and damage control measure, these regulations apply to the use of electrical appliances:

#### 1. Resident's Room

Small appliances such as radios, stereos, TVs, clocks, etc. are allowed. Radio and television antennas (including extension wires) may be placed in student rooms but may not extend outside the student room in any manner. Hair dryers, electric blankets and other small appliances may be used, provided circuits are not overloaded. Because of greater electrical capacity in the buildings, microwaves may be used in Helman and Oakwood Halls. Generally, the electric appliance combined load for any one room should not exceed 600 watts.

#### 2. Common Use Areas

Areas for ironing have been provided in the residence halls.

#### 3. Precautions

Make sure the appliance is unplugged when it is not in use. If an extension cord is required, it **MUST** be a fused power strip.

#### 4. Infractions

Disregard of any part of the electrical appliance policy may lead to the confiscation of the appliance or equipment and disciplinary action.

5. **Halogen lighting** systems are not permitted in any of the residence halls.

### FIRE ALARMS AND STORM WARNINGS

**In case of fire: PULL THE NEAREST ALARM AND IMMEDIATELY EXIT THE BUILDING.**

In case of a fire alarm, students should alert their roommate and residents in adjacent rooms, close room doors, and exit the building as quickly and quietly as possible without running.

**In case of a storm warning**, students should go immediately to the designated "storm safe areas" located within that residence hall. They should sit along inside walls, away from the windows. All occupants are expected to abide by tornado alarms.

The fire alarm is a continuous sounding of the alarm system, from inside of the building. The storm warning siren is an intermittent sounding of the alarm from outside of the building. Storm warnings are activated by town officials or University Safety personnel based on information from the National Weather Service.

The building alarm system is used only for notifying occupants of an actual fire or a drill. Any student found guilty of setting off a false alarm or tampering with fire equipment (including smoke detectors) will be subject to disciplinary action.

Fire drills are held each semester at times selected by University Safety and the residential life staff. During drills, the hall is completely evacuated. Persons are to remain outside the building until the official conducting the drill gives permission to return to the hall. Refusal to leave the building during a drill is a violation of University policy. (University policy 9b – Disregarding Alarms.)

### ROOM ASSIGNMENTS

Each spring, all returning residents are given an opportunity to reserve their room for the following year.

If available, single rooms for returning residents are first granted to the next academic year seniors. All students requesting and receiving a single room will be charged an additional single room fee. Single rooms are granted on a space-available basis. If occupancy rates require the elimination of single rooms, that process will be done in reverse priority order.

After current residence hall students make their reservations for fall, all other current off-campus students (including study abroad) are given the opportunity to reserve accommodations for fall.

New students will be assigned rooms based on admission date. New students will be given the opportunity to make roommate requests on their application. Room assignments will be made by the residential life staff in mid July and students will be notified of their assignments by mail.

Students who reserve a room for fall and are declared ineligible will lose their reservation on the date of their ineligibility. If students are later reinstated, they must reapply for a room and will be assigned where space is available.

### ROOM CHANGES AND CONSOLIDATION PERIOD

Under normal circumstances, room changes are **NOT** made during the first two weeks of classes. Following that period, requests for room changes are made to the hall director. No one may move from one room to another without the permission of the director.

Room consolidation may occur when students are left in double rooms by themselves. At the time of the vacancy, the hall director will provide a list of students seeking roommates. Each individual is responsible for finding a roommate or choosing to live in single accommodations, if available, paying the additional charge. Students may be expected to consolidate to achieve double accommodations within a residence hall but are not asked to move



to another residence hall. Students who refuse to consolidate are in violation of University policy and may be assessed the prorated single room charge. Consolidation for fall semester will not be required after Thanksgiving break. Consolidation for spring semester will not be required after spring break.

### VACATION HOUSING

During some vacation periods it may be necessary for some students to remain on campus. The university allows students to remain in their residences during vacations if they are required to stay on campus due to academic or athletic commitments or if they are working at least 30 hours per week for the university. Students who need to remain on campus during a vacation period should notify their Hall Director.

### UNIVERSITY SEARCH POLICY

Manchester University respects the privacy of students, but reserves the right to inspect the contents of students' rooms, packages, handbags, etc., whether locked or unlocked, should there be a reason to believe that the university policies have been compromised or violated. Prohibited items may be confiscated by university officials.

Students are required to fully cooperate with university officials in a search of their rooms or any personal property on the campus; to open doors, drawers, automobiles and/or other containers upon request. A refusal to cooperate may result in disciplinary action.

Whenever prohibited items are confiscated, an official inventory will be prepared. A copy of the inventory will be available to the student. A photo of each item may also be taken as further documentation of the search. Contraband such as drugs, drug paraphernalia, weapons, firearms, and alcohol may not be returned to students.

The university also reserves the right to inspect University-owned property, including rooms and vehicles, for purposes of maintenance, repair, and/or health and safety reasons. All residence hall rooms will be entered and inspected by the hall staff for safety and security concerns the day/evening of hall closing breaks (i.e., Thanksgiving, semester, January, Spring breaks).

## CONDUCT POLICIES FOR CAMPUS AND COMMUNITY

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In order to create and maintain a positive community, central principles or characteristics of that environment must be described. University policies help to describe the campus community we are

seeking. They offer a rationale for community guidelines, identify the limits of acceptable behavior, and call community members to be accountable to each other.

- There are three principles which form the framework of the policy statement: respect for others, safety and security, and community expectations. As responsible members of the community, students, staff and faculty are expected to support and practice these principles, and the specific policies based on them, and to hold others accountable as well.
- These policies apply on University property, including University-owned vehicles, Koinonia Environmental and Retreat Center, and to all students, faculty and staff, as well as guests of the University.
- Normally, the *The Source* policies apply only when school is in session. If school is not in session, but an individual is on University-owned property when an incident occurs, policies will still apply.
- While the policies are designed to respond to behavior on campus, students' behavior off campus is a concern to the University. The University will take action when behavior has a direct impact on the University environment or on the reputation of the University, or when the behavior is of such gravity that the University would be remiss not to do so.

Violations of University policies in residence hall rooms are the responsibility of the resident(s) of that room unless other students' responsibility can be clearly established. Students should keep their rooms locked when they are away to prevent theft or other violations of policy in their rooms.

Resident students have the right to privacy and to sufficient quiet for study and rest.

**An individual's right to personal use of his/her room takes precedence over the right of a roommate to have a guest at any time.**

Consistent with the mission of Manchester University, members of the University community are expected to demonstrate respect for others and an appreciation for the worth of every person.

All members of the University community share responsibility for maintaining a quality campus environment. Ignoring actions or activities that disrupt or violate community guidelines damages our environment and infringes upon the rights of individuals. All students share responsibility for upholding these University guidelines and policies. Students are in violation if they are present



## CONDUCT POLICIES AND PROCEDURES

during the violation of a University policy, but choose not to act. If a student is present when others violate a specific policy, all students present share responsibility for that policy-violating behavior. Students present during a University policy violation have several options:

- To be actively involved in the incident, which is a violation of the policy.
- To choose to remain in the presence of the violation and take no action, which is a violation of the policy.

Or to avoid involvement in the violation by:

- stopping the violation or eliminating the cause,
- immediately leaving the premises upon realizing a violation has occurred or is about to occur,
- or seek the help of a third party (a resident assistant, hall director, safety officer) to help resolve the violation.

Policies in this section are designed to create a community in which individuals are treated with respect and in which all share in the responsibility for creating a positive community. The following behaviors are violations of University policies.

### 1. HARASSMENT, INTIMIDATION, PROVOCATION, HAZING AND FIGHTING

Policy 1a. **Harassment:** Verbal or written acts of abuse via any means of communication, including but not limited to: telephone, mail or electronic medias. (IC-35-45-2-2) This policy also prohibits repeated or continuing impermissible contact that would cause a reasonable person to suffer emotional distress. (IC 35-35-10-2)

Policy 1b. **Intimidation:** Threatening another person via any means of communication. (IC 35-45-2-1)

Policy 1c. **Provocation:** Reckless and/or intentional conduct likely to provoke a reasonable person to commit battery. (IC 35-42-2-3)

Policy 1d. **Criminal Recklessness/Hazing/Initiation:** Forcing or requiring another person to perform an act that creates a substantial risk of bodily injury or emotional stress, with or without the consent of that person, as a condition of association with a group or organization. Recklessly, knowingly, or intentionally performing an act that creates a substantial risk of bodily harm to another person. (IC 35-42-2-2)

Policy 1e. **Battery:** Knowingly or intentionally touching another person in a rude, insolent, or angry manner. (IC 35-42-2-1)

All incidents should be reported through the "Report It" button at <http://www.Manchester.edu/common/ReportIt.htm>

### 2. EXPRESSIONS OF HATE/DISRESPECTFUL BEHAVIOR

Policy 2a. **Expressions of Hate:** Manchester University maintains a zero tolerance policy toward insulting, hateful or otherwise offensive behavior or speech. Such conduct includes, but is not limited to, racial, sex, gender identity or expression, sexual orientation, religious, ethnic or other slurs; slander; and/or the display or transmission of offensive symbols and/or messages based on national or ethnic religion, race, color, age, sex, gender identity or expression identity or expression, sexual orientation, familial status, religion, disability, or veteran status.

Policy 2b. **Disrespectful Behavior:** Disrespectful behavior, including, but not limited to, verbal and/or written abuse via any means such as electronically or social networking.

All incidents should be reported through the "Report It" button at <http://www.Manchester.edu/common/ReportIt.htm>

### 3. SEXUAL ASSAULT

Policy 3a. **Non Consensual Sexual Intercourse (Rape):** means any sexual intercourse however slight, with any object by a person upon another person without consent and/or by force. Sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Policy 3b. **Non Consensual Sexual Contact (Sexual Battery):** any intentional sexual touching, however slight, with any object by a person upon another person without consent and/or by force. Sexual contact includes contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.



Policy 3c. **Child Molesting:** means a person at least 18 years of age who, with a child under 14 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

**Policy 3d. Sexual Misconduct with a Minor:** means a person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

**Policy 3e. Criminal Deviate Conduct:** A person who knowingly or intentionally causes another person to perform or submit to deviate sexual conduct when the other person is compelled by force or imminent threat of force, the other person is unaware that the conduct is occurring, or the other person is so mentally disabled or deficient that consent to the conduct cannot be given, commits criminal deviate conduct.

Policy 3f. **Other Sex Crimes** not listed above as described in the Indiana Code.

Policy 3g. **Sexual Harassment:** unwelcome, sex-based verbal or physical conduct that is, sufficiently severe or pervasive that it unreasonably interferes with an individual's work or academic performance or unreasonably creates an intimidating, hostile, or offensive working or academic environment. To constitute Sexual Harassment, the conduct must be offensive both from a subjective viewpoint (the viewpoint of the alleged victim)

Policy 3h. **Sexual Exploitation:** occurs when a person takes non-consensual or abusive sexual advantage of another for his/her per own advantage or benefit, or to benefit or give advantage to anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; non-consensual recording; photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex, or transmitting photographs of the intimate parts of another, which were

consensually taken, to a third person without consent); engaging in voyeurism; knowingly transmitting a sexual transmitted infection to another person; exposing one's genitals in non-consensual circumstances, including forcing another to expose their genitals; and sexually-based stalking and/or bullying may also be forms of sexual exploitation.

All incidents should be reported through the "Report It" button at <http://www.Manchester.edu/common/ReportIt.htm>

#### 4. DISORDERLY CONDUCT

Policy 4a. **Disorderly Conduct:** Obstruction or disruption of normal University activities by any means, including physical or psychological methods, disturbing the peace, dropping or throwing objects, sports in residence halls unless approved, or inappropriate behavior on University property.

Policy 4b. **Disorderly Conduct – While Under the Influence:** No person while under the influence of alcohol or other drugs shall engage in conduct or create a condition that represents a risk of physical harm to self or another, or results in damage to property, or is likely to be offensive or cause inconvenience, annoyance, or alarm to others.

Clarification: "Intoxicated" means under the influence of alcohol or other drugs so that there is an impaired condition of thought and action and the loss of normal control of a person's faculties. In the absence of detection devices, such as breathalyzer, etc., observation of behavior by those bringing the charges will be considered grounds for charges. The University reserves the right to use a breathalyzer if deemed necessary. Consumption of alcoholic beverages off campus that influences behavior on campus is subject to disciplinary action under this policy.

Policy 4c. **Disorderly Conduct – Quiet Hours:** Quiet hours are established in each residence hall and are to be observed by all those present in the hall. Reasonable quiet is required in or near sleeping, study and class areas of the campus; actions that interrupt the study, rest or activities of others.

Note: Manchester University recognizes the right of members of the University community to engage in lawful protests, or other forms of demonstration. Forms of protest that do not interfere with the freedom of members or guests of the University community to engage in usual and scheduled activities are permitted. The University reserves the right to designate locations for protests.



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## CONDUCT POLICIES AND PROCEDURES

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### 5. GUESTS

Policy 5. **Guest Conduct:** Members of the University community who bring guests/visitors to the campus assume responsibility for the behavior of those persons and are expected to make them aware of University policies, including vehicle rules and regulations.

Clarification: Students hosting guests on campus who violate University policy will be held accountable for the actions of their guests. Conduct review boards have latitude in assigning sanctions based on the policy violated and the extent of individual involvement and accountability. Guests who violate policy repeatedly or whose violations are of an extremely serious nature are subject to eviction from University property and may be barred from future visits.

Note: Guests attending University-sponsored events and activities must be accompanied by their student host. Guests 16 years or older must be prepared to provide a picture ID (i.e., driver's license) when requested.

### 6. DISCRIMINATION

Policy 6. **Discrimination:** Discrimination on the basis of such factors as national or ancestry, race, color, age, sex, gender identity or expression, sexual orientation, familial status, religion, disability, or veteran status in any program, service, activity or aspect of the University.

Clarification: All persons admitted to or employed by Manchester University have the same rights and privileges. The University follows a strict policy of nondiscrimination in administering its educational policies, recruitment and admissions policies, loan and scholarship programs, employment practices, athletic and other University-sponsored programs.

### 7. NON-COMPLIANCE WITH UNIVERSITY OFFICIALS

Policy 7. **Non-compliance:** Students must comply with verbal or written instructions, electronic or otherwise, of University officials, and/or public safety officials, acting in the performance of their duties. (It is the students' responsibility to check University email daily.) This includes any request to present an ID card, or to gain entrance to an area when a violation of campus regulations is suspected.

Clarification: All employees of Manchester University are considered University officials.

Note: If students believe the authority of a University official is being misused, the situation should be discussed with the official's supervisor or brought to the attention of the vice president for student experience.

### 8. SOLICITING, SALES, AND FUNDRAISING

Policy 8. **Soliciting, Sales and Fundraising:** Soliciting of any kind and selling of merchandise on campus is not permitted. Violators are subject to eviction from University property and/or disciplinary action.

Note: Students, staff, faculty and registered campus organizations may solicit or sell merchandise for charitable causes in specific locations on campus, in campus buildings, and in residence halls, after permission to do so has been granted by the vice president for university advancement.

Note: Permission must be obtained from the Office of University Advancement for canvassing or soliciting for sales or gifts by people not affiliated with the University.

### 9. FIRE SAFETY ASSOCIATED GUIDELINES

Policy 9a. **Open Flames/Fires:** Any open flames or open flame devices, or the igniting of materials, including incense and candles, constitute potential fire hazards and may not be lit without permission from the appropriate University official

Note: Candles with a previously burnt wick are not permitted in residence halls.

Policy 9b. **Disregarding Alarms:** Disregard or refusal to obey tornado warnings and/or fire alarms/drills and procedures.

Policy 9c. **Tampering with Safety Equipment:** Tampering with fire and safety equipment (including smoke detectors and pull stations).

Policy 9d. **False Reporting:** Knowingly initiating or circulating a false report or warning of an impending bombing, fire alarm, activating campus emergency phones, placing false 911 calls or other such calamity.



Policy 9e. **Fireworks/Incendiary Devices:** Possession and/or use of fireworks, incendiary devices, and other types of explosives.

Policy 9f. **Cooking:** Cooking in students' rooms is limited. Details are outlined in the residential life section.

Policy 9g. **Holiday Decorations:** If any decorations are deemed a hazard they must be removed immediately. No cut evergreens may be used in campus buildings.

Note: Exceptions to the open flame policy may be made for religious observances, recreational fires (bonfires, cooking fires, etc.) and other special events. Such permission must be obtained in advance from the director of University Safety.

### 10. WEAPONS

Policy 10. **Weapons:** The possession on campus of any instrument that could be perceived as a dangerous and/or deadly weapon, including but not limited to knives (dagger, dirk, poniard, stiletto, switchblade, butterfly, or gravity knife), guns, airsoft, bb and pellet guns, bows and arrows, martial arts weapons, etc., is not permitted. This prohibition extends to any vehicle parked on University property and to any decor items which, though intended for display only, could be considered potentially dangerous. (Any exception to the above policy must be approved in advance by the director of University Safety).

Clarification A: This policy is not intended to prohibit the possession of small folding pocket knives, with a blade length of 3 inches or less, or kitchen utensils; however, if such items are used in a threatening or dangerous manner, such behavior will constitute a violation of this policy.

### 11. THEFT

Policy 11. **Theft:** Unauthorized taking/use of individual, municipal, community or University property.

### 12. PROPERTY DAMAGE AND LITTERING

Policy 12a. **Property Damage and Littering:** Damage, destruction or littering of University property or the personal property of others.

Policy 12b. **Removal of Screens:** Unauthorized removal of screens from any window within the residence halls or other University buildings.

### 13. PETS/OTHER ANIMALS

Policy 13. **Pets/Animals:** No pets/other animals (including but not limited to tadpoles, toads, frogs, turtles, hermit crabs, snakes, etc.), with the exception of fish and service animals, are allowed in residence halls.

### 14. ALCOHOLIC BEVERAGES

Clarification: The University reserves the right to use a breathalyzer to determine if alcohol has been consumed.

Clarification: Consumption of alcoholic beverages off campus that influences behavior on campus is subject to disciplinary action under this policy.

Policy 14a. **Known Presence:** If a student is present when others violate an alcohol policy, it is a violation of this policy, unless the student avoids involvement by following the procedures outlined on page 22.

Policy 14b. **Possession/Consumption:** Possession, consumption, sale, or transfer of alcoholic beverages, their containers, or alcohol paraphernalia (including but not limited to cartons, bottle caps, labels, etc.) on University property or in University-owned vehicles.

Note: While involved in any University-related activity away from campus, students are expected to exhibit behavior related to alcohol use that is legally, socially and culturally responsible.

Clarification: Possession, consumption or distribution of beverages labeled "nonalcoholic" (such as, but not limited to, O'Douls and Sharps) will be viewed as a violation of this policy.

Policy 14c. **Minor in Possession/Consumption:** It is a violation of Indiana State law and this policy for a person under the age of 21 to consume and/or be in possession of alcohol or alcohol paraphernalia (including but not limited to cartons, bottle caps, labels, etc.) on University property or in University-owned vehicles. For more information, and for the full text of the Indiana code, check the following website: [www.in.gov/legislative/ic/code/title7.1/ar5/ch7.html](http://www.in.gov/legislative/ic/code/title7.1/ar5/ch7.html)

Policy 14d. **Distribution to Minors:** It is illegal to provide alcohol to a person under the age of 21, and/or to induce the minor to consume/possess alcohol.



## CONDUCT POLICIES AND PROCEDURES

Policy 14e. **Public Intoxication:** It is a violation of State of Indiana law for a person to be in a public place or a place of public resort in a state of intoxication caused by the person's use of alcohol or a controlled substance.

Clarification: "Intoxicated" means under the influence of alcohol or other drugs so that there is an impaired condition of thought and action and the loss of normal control of a person's faculties. In the absence of detection devices, such as breathalyzer, etc., observation of behavior by those bringing the charges will be considered grounds for charges.

### 15. DRUGS

Policy 15a. **Known Presence:** If a student is present when others violate a drug policy, it is a violation of this policy, unless the student avoids involvement by following the procedures outlined on page 22.

Policy 15b. **Drugs:** The use or possession of any narcotic, hallucinogen, or other drug, except as permitted by law.

Clarification: This ban includes the use on campus of any simulated substance, including but not limited to K2 (also known as synthetic marijuana).

Policy 15c. **Drug Paraphernalia:** The use or possession of any drug paraphernalia, except as permitted by law.

Clarification: Bongs, hookahs, and other similar devices are not permitted.

Policy 15d. **Dealing drugs:** The manufacture, sale, delivery, or transfer of any narcotic, hallucinogen, or other drug, or financing the above, except as permitted by law.

Policy 15e. **Dealing drug paraphernalia:** The manufacture, sale, delivery or transfer of any drug paraphernalia, or financing the above, except as permitted by law.

Clarification: Because of the wide range of differing opinions regarding the accuracy and reliability of drug tests, they are not taken into consideration at conduct hearings.

Policy 15f. **Public Intoxication:** It is a violation of State of Indiana law for a person to be in a public place or a place of public

resort in a state of intoxication caused by the person's use of alcohol or a controlled substance.

### 16. TOBACCO-FREE CAMPUS POLICY

Policy 16. **Tobacco-Free Campus Policy:** Manchester University is dedicated to providing and promoting a healthy and productive environment for its students, faculty, staff, and guests. This Tobacco-Free Campus Policy is consistent with that goal.

The use of tobacco products is prohibited on all Manchester University campuses at all times. Tobacco use includes any lighted tobacco products and/or any oral tobacco products. The prohibited areas within each of the campuses include all buildings, facilities, indoor and outdoor spaces, and grounds owned or leased by the University. This policy also applies to parking lots, sports venues, University vehicles and private vehicles parked on University property. For purposes of this policy only, the North Manchester campus is further defined to include the streets, sidewalks, and tree lawns within the campus, as well as all properties adjacent to the campus. Persistent violators of this policy will be addressed as a conduct issue for students.

Clarification: Bongs, hookahs, and other similar devices are not permitted.

### 17. DISHONESTY

Policy 17a. **Dishonesty:** Intentional falsification, through commission or omission of information, or misrepresentation to any University official and/or public safety officials

Clarification: This includes but is not limited to statements made to any investigating official, statements made during a University disciplinary hearing, statements made on any University form or document, or the unauthorized and/or improper use of University forms, documents or records.

Policy 17b. **Academic Dishonesty:** The presentation of information (written or oral) as one's own when in reality some or all of the information was derived from some other source.

Note: Acts of plagiarism or cheating will be ordinarily dealt with as a disciplinary matter through the Office of Academic and Student Affairs. See Page 9 for more information.





### 18. INAPPROPRIATE USE/ENTRY OF UNIVERSITY PROPERTY/FACILITIES

Policy 18a. **Inappropriate use/entry of University Property/Facilities:** Unauthorized use, entry, or occupancy of any University facility, structure (including roofs, building ledges, student rooms and special facilities), equipment or property.

Policy 18b. **Furniture Removal:** Placement of unwanted room furnishings or personal belongings in hallways or any location other than storage rooms. Placement of furniture from lounges, study rooms, etc., in residence hall rooms.

Policy 18c. **Door Blocking/Propping:** The blocking or propping of fire doors, windows or outside doors, or otherwise interfering with the closing or locking devices on doors or windows necessary for the security or fire safety of University buildings.

### 19. INAPPROPRIATE DISPLAYS ON WINDOWS, DOORS, AND IN ROOMS

While privacy of the individual's residence hall room is respected, it is recognized that the decorations and furnishings of that room should reflect positively on the policies, standards, commitments and philosophy of the University and should reflect respect for others.

Policy 19a. **Inappropriate Product Signs:** Signs, containers, trademarks and other displays on windows and doors that advertise or represent products (such as alcoholic beverages), behaviors, or philosophies not compatible with University policies or commitments.

Policy 19b. **Inappropriate Municipal/Business Signs:** The possession or display in University buildings of signs or other facsimile that appear to be the property of municipalities or private business (without proof of ownership) will be turned over to the Office of University Safety.

### 20. STUDENT RESIDENCE

Policy 20a. **Residence Requirement:** As a residential institution, Manchester University supports the intrinsic benefits provided in a residential collegiate experience. All full-time students attending Manchester University are required to live on campus for three years unless they are married, are classified as a senior, or are living in their parents' or legal guardian's primary place of residence within 40 miles of North Manchester. Any exception must be approved by the director of residential life.

Note: Student who do not sign up for housing or are not approved to live off campus will be billed for campus housing.

Policy 20b. **Requirement to Provide Off-Campus Address and Phone Number:** Students who are eligible to live off campus and choose that option must provide their address and telephone number to the Office of the Registrar by the first class day of each semester or session and must notify that office if they change their address or telephone number during the semester.

Policy 20c. **Residence Hall Agreement:** The signing of the residence hall agreement assigns to the student general responsibility for the condition of the room, its contents, and the activities that occur within that room until the student officially checks out with a University official.

Clarification: This policy addresses the issue of policy violations occurring in a room where the responsible students(s) are absent and where the door has been left unlocked, or a key provided, thus creating an environment where University policy could be violated.

The sanction assigned will be related to the specific policies violated in the room.

Note: The University reserves the right to ask students to vacate the rooms for disciplinary reasons.

### 21. IDENTIFICATION CARDS

Policy 21. **Identification Cards:** Identification cards are issued to all students who are enrolled in classes for credit. Students are expected to carry their ID cards and present them to University officials, or be able to produce them within a reasonable amount of time, whenever such a request is made. Student ID cards are to be used solely by the individual to whom they are issued.

### 22. VEHICLE REGULATIONS

Policy 22a. **Vehicle Registration Requirement:** Students must register their motor vehicles and obtain and properly display registration decals.

Policy 22b. **Insurance Requirement:** Each vehicle registered on campus must be covered by the state-required minimum of liability insurance for the state in which the vehicle is registered.

Policy 22c. **Motor Vehicle Violations:** Moving and parking violations on campus are subject to enforcement.



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Note: For additional information about vehicle regulations and procedures, refer to the following link: [www.Manchester.edu/osd/security/files/ParkReg.htm](http://www.Manchester.edu/osd/security/files/ParkReg.htm).

### 23. SKATEBOARDING/ HOVERBOARDS

Policy 23a. **Skateboarding:** Skateboarding is not allowed on any part of the University campus. Longboards, in-line skates and quad skating are permitted on campus for transportation purposes ONLY. They can be used on the sidewalks and users should be mindful and cautious of pedestrians and should follow normal traffic guidelines. They are PROHIBITED from the use of tricks or being used inside of any buildings. Persistent violators of this policy will be addressed as a conduct issue for students.

Policy 23b. **Hoverboards:** Because of recent concerns by the Consumer Product Safety Commission and the potential impact these devices may have on campus safety, self-balancing scooters, more popularly known as hoverboards, including, battery operated scooters, and hands-free segways are prohibited on University properties.

### 24. ELECTRONIC DEVICES

Policy 24a. **Inappropriate Use of Electronic Devices:** Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within University-owned or University-operated facilities. This includes abuse of cameras and cellular devices with photographic/video capability. Utilizing these devices for the purpose of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing/videotaping individuals in secured areas such as lavatories or locker rooms. Taking photographs/videos of any individuals against their will, or distributing photos/videos without the other person's consent, is strictly prohibited.

Note: Indiana law allows for the recording of conversations, where one person is a party to the communication, or where one of the parties to the communication has given prior consent to the recording.

Policy b. **Social Media Computing:** In general, the University views social networking sites (e.g., Facebook, Twitter), personal websites, and weblogs (blogs) positively and respects the right of students to use them as a medium of self-expression. If a student chooses to identify himself or herself as a student of Manchester

University on such internet venues, some readers of such websites of blogs may view the student as a representative of spokesperson of the University. In light of this possibility, the University, its programs or activities, and/or other students or employees, in a blog or on a website.

1. Be aware that your online actions, images, posts or comments can reflect on Manchester University. Accordingly, social media pages and/or blogs may be reviewed from time to time by University personnel.
2. Be respectful to the University, other students, employees and your audience; do not use blogs or personal websites to disparage or harass the University, students or employees.
3. Please do not use obscenities, profanity, ethnic slurs or vulgar language. Show proper consideration for others' privacy and for topics that may be inflammatory, such as politics and religion.
4. Do not allow social media activities to interfere with University commitments. Refer to the *IT Policy Guide* on Gateway.
5. Make your writing clear that you are speaking for yourself and not on behalf of the University. Personal blogs should have clear disclaimers that the views expressed by the blog author are the author's alone and do not represent the views of Manchester University. Be clear and write in first person.
6. University logos and trademarks may not be used without consent from the Manchester Office of Marketing.
7. Respect intellectual property laws, and reference or cite sources appropriately. The absence of lack of explicit reference to a specific site does not limit the applicability of this policy. Where no policy or guidelines exist, students should use their judgment and take the most prudent action possible. Consult with the Information Technology Services (ITS) department if you are uncertain.

Policy c. **Illegal File Sharing Policy:** By Federal law, MU must inform all students and employees that the University is committed to prevent illegal file sharing of copyrighted materials. To this end, the Information Technology Services (ITS) team has the technology to identify this file sharing activity and apply a graduated response. For repeated violations—or, in the case of child pornography, a single violation—you may lose your network access to important resources like Canvas and ChetNet temporarily or up to a calendar year.



## 25. DOMESTIC AND DATING VIOLENCE, STALKING

Policy 25a. **Domestic Violence:** A felony or misdemeanor crime of violence committed by-

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

Policy 25b. **Dating Violence:** Violence committed by a person-

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship."

Policy 25c. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress."

## 26. LOCAL, STATE AND FEDERAL LAWS

Policy 26. **Local, State and Federal Laws:** Any behavior that is a violation of local ordinance, Indiana state or U.S. federal law is also a violation of University policy.

Note: The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include pursuing disciplinary action for violations of local, state or federal law – on or off campus. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code of Conduct. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

## 27. USE OF DRONES AND UAVS

**Policy 27. Use of Drones and UAVs:** The operation of a drone or UAV (unmanned aerial vehicle) on or over Manchester University property is prohibited.

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## CONDUCT REVIEW SYSTEM

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The Conduct Review System is a developmental and accountability system designed to emphasize citizenship responsibilities and privileges, assist in solving problems and conflicts, and advance the best interests of all members within the University community. The Conduct Review System represents the campus community in the exercise of disciplinary processes, seeking to determine the most constructive and positive response to conduct violations.

The powers of the Conduct Review System are exercised within the broad framework of University process procedures and those policies set forth by the trustees and the president of the University. While the dean for student experience has been assigned overall responsibility for the system, the day-to-day operation of the conduct system has been delegated to an director of residential life. The major components of the Conduct Review System are:

**Student Conduct Review Board.** The Student Conduct Review Board is composed of 10 students, who are advised by the conduct system coordinator, or designee, as assigned by the director of residential life. For purposes of hearing cases, the Conduct Board is divided into two sections, each comprised of five students.

**Hall Directors.** Hall directors have been assigned responsibility for exercising powers of the Conduct Review System, as assigned by the director of residential life.

**Administrative Hearing.** Typically, in cases that are more serious in nature, director of residential life and/or dean of student experience and/or designee will meet with students involved and adjudicate the case.

**University Hearing Panel.** A University Hearing Panel is composed of three full-time members of the University staff and faculty. The University Hearing Panel will hear cases when the Student Conduct Review Board is inactive or when the content of the behavior is such that it is prudent for faculty/staff to hear the complaint. Panels are appointed to hear a specific case by director of residential life and/or dean of student experience.

**Standard of Proof in Conduct Cases.** The University Conduct System uses a preponderance of the evidence standard when determining responsibility in student conduct cases. A



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preponderance of the evidence means that the evidence shows that it is more likely than not that the accused individual violated a University Policy. In the context of a hearing, the accused individual will be found responsible for alleged policy violation if the administrator or hearing panel conducting a hearing, concludes that a violation of university policies is more likely than not occurred based upon careful review of all evidence presented.

Note: Notices of conduct hearings will be communicated by email, and students are expected to regularly check their email.

For additional information regarding the conduct system, contact the associate dean and director of residential life or designee on the second floor of Calvin Ulrey at 260-982-5052.

### CONDUCT SANCTIONS

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include pursuing disciplinary action for any violation of state or federal law, on or off campus, which affects the University's educational interests. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this handbook. Disciplinary action at Manchester University will normally proceed at the same time civil charges are being adjudicated.

The Conduct Review System is responsible for determining the truth in disciplinary complaints and assigning sanctions. While the hearing body has latitude in the development of a sanction, their jurisdiction is limited by the guidelines that follow on page 53. In developing an appropriate sanction, the hearing body will consider the behavior of individuals and their past conduct records. A sanction will normally consist of a conduct status, the assignment of community restitution and specific conditions which seem appropriate given the circumstances of the behavior. Monetary fines are assigned in most cases.

Following a finding which assigns responsibility, hearing bodies assign sanctions based on the nature of the complaint, and the conduct record of the individual involved. The classifications of sanctions are:

1. Reprimand (R): A reprimand is a written sanction, the result of an assignment of responsibility for a more serious violation of University policy or a repeated violation of a policy of a less serious nature. This conduct standing implies that subsequent policy violations will be cause to consider

disciplinary probation or more severe action. Reprimand will usually carry conditions that are recommended by the hearing body.

2. Social Suspension (SS): Social suspension is the exclusion of the student from all or specified extracurricular and social activities of the University for a stated period of time. Social suspension does not affect the student's involvement in his or her academic program.
3. Disciplinary Probation (DP): Disciplinary probation is the most serious conduct standing that the University applies in response to behavior, short of separating the student from the University. Additional conditions may be imposed depending upon the violation. A student violating the terms of disciplinary probation, or involvement in subsequent violation of policy during the period of probation, may be suspended or expelled from the University.
4. Removal from residential facilities. Based on a single serious violation or an accumulation of behavioral sanctions and/or concerns, students may be removed from their residence hall and reassigned to another hall or, in more serious circumstances, required to live off campus. The director of residential life will have final authority to administer this sanction. Students removed from the hall also may be banned from all residential facilities.
5. Suspension(s): Suspension is the separation of the student from the University (exclusion from classes, residence halls, food service, activities and other privileges) for a specific period of time. Suspension is usually the result of an accumulation of behavioral sanctions or a single violation that creates a notable threat or an endangerment. The decision to implement this action rests with the dean for student experience or other designee. NOTE: An director of residential life or designee may suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to him herself, to others, or to the stability and continuance of normal University functions. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before director of residential life or designee in order to discuss the following issues only: a) the reliability of the information concerning the student's conduct; b) whether the conduct and surrounding



- circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to self or to others, or the stability and continuance of normal University functions.
6. **Expulsion:** Expulsion is the permanent and immediate separation of the student from the University due to significant and/or felonious acts against individuals or the University, or due to activities outside the University that could pose a threat to individuals or the University. This action is taken only by the president or other cabinet member of the University with the president's approval. This ruling is not subject to appeal. **NOTE:** The president or other cabinet member of the University with the president's approval may expel a student immediately whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to him/herself, to others, or to the stability and continuance of normal University functions.
  7. **Community Restitution:** Community Restitution (CR) involves the assignment of specific tasks or hours of work service in various capacities across the campus and in the North Manchester community. Examples of CR include work within the food service, library, residence halls, buildings and grounds, maintenance, or other areas of the University, or in specific civic projects in North Manchester. CR will normally be assigned in all conduct cases.
  8. **Monetary Fines:** Monetary fines are assigned in most cases.
  9. **Online Alcohol Education and Individual Substance Evaluation:** Students who are found responsible in cases involving alcohol and other drugs are required to take an online assessment with an individual evaluation follow-up.
  10. **Substance Abuse Treatment Seminar:** The University sponsors a substance abuse treatment seminar facilitated by a licensed clinician who focuses on addiction. This all-day seminar will be mandatory for all second level alcohol violations, and will be followed up with an individual evaluation. This treatment option is also available to students who may wish to participate on their own or may be referred through other campus offices.
  11. **Parent Letter:** The University reserves the right to notify parents or legal guardians of alcohol and/or drug violations and sanctions for those dependent students under the age of 21.
  12. **Creative Sanctions:** Creative sanctions include, but are not limited to, research papers, presentations, letters of apology, outside counseling, etc.



## CONDUCT POLICIES AND PROCEDURES

### CONDUCT SYSTEM SANCTIONS/GUIDELINES

The following guidelines for sanctions are used by all hearing bodies. The sanction range for each violation was set to allow hearing bodies the latitude to accommodate circumstances when lesser or greater involvement is determined. (Sanctions are more fully defined on page 31.)

R=Reprimand CR=Community Restitution PL=Parent Letter DP=Disciplinary Probation \$\$\$=Fine to be Paid

Violation	Policy	1st Violation Sanction	2nd Violation Sanction
Harassment	1a	5 - 20 CR + \$50 + R	DP - Suspension
Intimidation	1b	10 - 20 CR + \$50 - \$200 + DP - Removal from Hall	Suspension
Provocation	1c	10 - 20 CR + \$50 - \$200 + R - DP	DP or Suspension
Hazing / Initiation	1d	5 - 20 CR + \$50 + DP	Suspension
Battery	1e	10 - 20 CR + \$50 - \$200 + R - Removal from Hall	Removal from Hall Suspension
Expressions of Hate	2a	5 - 20 CR + \$50 - \$200 + DP - Suspension	Removal from Hall Suspension
Disrespectful Behavior	2b	5 - 20 CR + \$50 - \$200 + DP - Removal from Hall	Removal from Hall Suspension
Non-Consensual Sexual Intercourse (Rape)	3a	Suspension - Expulsion	Expulsion
Non-Consensual Sexual Contact (Sexual Battery)	3b	10 - 20 CR + \$50 - \$200 + DP - Expulsion	Expulsion
Child Molesting	3c	Expulsion	
Sexual Misconduct with a Minor	3d	10 - 20 CR + \$50 - \$200 + DP - Removal from Hall	Suspension or Expulsion
Disorderly Conduct	4a	5 - 20 CR + R - DP	DP - Suspension
Disorderly Conduct - While Under the Influence	4b	15-30 CR + \$100 - \$200 + Alcohol Education + Individual Evaluation + R	20 - 40 CR + \$250 + Substance Abuse Treatment Seminar + Individual Evaluation + DP - Suspension
Disorderly Conduct - Quiet Hours	4c	0 - 5 CR + R	\$50 - \$100
Guest Conduct	5	5 - 20 CR + \$50 - \$100 + R	\$50 - \$200 + DP
Discrimination	6	0 - 10 CR + R	\$50 + DP
Non-Compliance with University Official	7	5 - 20 CR + \$50 - \$200 + R - Removal from Hall	10 - 20 CR + \$50 - \$200 + DP - Suspension

## CONDUCT POLICIES AND PROCEDURES



R=Reprimand CR=Community Restitution PL=Parent Letter DP=Disciplinary Probation \$\$\$=Fine to be Paid

Violation	Policy	1st Violation Sanction	2nd Violation Sanction
Soliciting, Sales and Fundraising	8	0 - 10 CR + R	\$50 + R
Open Flames/Fires	9a	0 - 20 CR + R	\$50 - \$100
Disregarding Alarms	9b	5 - 20 CR + \$50 - \$150 + R - Removal from Hall	\$50 - \$200 + Suspension
Tampering with Safety Equipment	9c	10 - 20 CR + \$50 - \$200 + DP - Removal from Hall	Suspension
False Reporting	9d	20 CR + \$500 + DP - Removal from Hall	Suspension or Expulsion
Fireworks/Incendiary Devices	9e	10 - 25 CR + R + \$100	\$50 - \$200 + DP or Suspension
Cooking	9f	0 - 20 CR + R	\$50 - \$100
Weapons	10	5 - 20 CR + \$50 - \$200 + R - Suspension	\$200 + Suspension or Expulsion
Theft	11	5 - 20 CR + \$50 - \$200 + R - Suspension	Suspension
Property Damage and Littering	12a	10 - 20 CR + \$50 - \$200 + Restitution for Damage + DP - Removal from Hall	Suspension or Expulsion
Removal of Screens	12b	0 - 5 CR + Restitution + R	\$50 - \$200 + DP
Pets / Animals	13	0 - 10 CR + R	10 - 25 CR + \$100 + DP
Alcohol - Known Presence	14a	R + \$50	10 - 20 CR + R + \$100 + Alcohol Education + Individual Evaluation + PL
Alcohol - Possession/Consumption	14b	5 - 20 CR + R + \$100 + Alcohol Education + Individual Evaluation	15 - 30 CR + \$250 + Substance Abuse Treatment Seminar + Individual Evaluation + DP + PL
Alcohol - Minor in Possession/Consumption	14c	10 - 25 CR + R + \$150 + Alcohol Education + Individual Evaluation + PL	20 - 35 CR + \$300 + Substance Abuse Treatment Seminar + Individual Evaluation + DP
Alcohol - Distribution to Minors	14d	5 - 20 CR + R + \$100	15 - 30 CR + \$250 + Alcohol Education + Individual Evaluation + DP + PL



## OTHER CAMPUS POLICIES

R=Reprimand CR=Community Restitution PL=Parent Letter DP=Disciplinary Probation \$\$\$=Fine to be Paid

Violation	Policy	1st Violation Sanction	2nd Violation Sanction
Alcohol or Drugs – Public Intoxication	14e/15f	0 – 15 CR + \$50 – \$100 + R - DP	10 – 25 CR + \$100 + Alcohol Education + Individual Evaluation + DP + PL
Drugs – Known Presence	15a	5 – 20 CR + \$100 + R + PL	DP - Suspension + \$150 - \$300 + CR 20-50
Drugs or Drug Paraphernalia	15b/15c	15 – 30 CR + \$250 + Addiction Assessment + Substance Abuse Treatment Seminar + DP – Suspension + PL	Suspension
Dealing Drugs or Drug Paraphernalia	15d/15e	30 – 50 CR + \$300 + Addiction Assessment + Substance Abuse Treatment Seminar + PL + DP – Expulsion	Suspension – Expulsion
Smoking/Smokeless Tobacco	16	5 – 10 CR + R	DP
Dishonesty	17a	5 – 20 CR + R	DP
Inappropriate Use/Entry of University Property/Facilities	18a/18b/18c	0 – 10 CR + R	10 – 25 CR + \$100 + DP
Inappropriate Displays on Windows, Doors and in Rooms	19a/19b	0 – 10 CR + R	10 – 25 CR + \$100 + DP
Identification Cards	21	0 – 10 CR + R	10 – 25 CR + \$100 + R
Vehicle Regulations	22a/22b/22c	R	DP – Suspension of Parking Privileges
Domestic Violence	25a	10 – 20 CR + \$50 – \$200 + DP – Expulsion	Expulsion
Dating Violence	25b	10 – 20 CR + \$50 – \$200 + DP – Expulsion	Expulsion
Stalking	25c	5 – 20 CR + \$50 – \$200 + DP - suspension	Suspension -Expulsion

### APPEALS

A student may appeal the decision of the Administrative Hearing Officer or the University Hearing Panel by providing written notice to the Panel Chair/Administrator within ten (10) calendar days of the date the Panel Chair/Administrator communicates the initial decision. The original finding and sanction will stand if the appeal

is not timely or is not based in the grounds for appeal stated below. The grounds for an appeal are limited to the following:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. material deviation from established procedures, etc.);





2. New evidence is discovered, unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. The written appeal must contain a summary of this new evidence, an explanation for why the evidence was not presented earlier, and an explanation of its potential impact upon the outcome of the hearing; or
3. The sanction assigned is argued to be disproportionate for the severity of the violation.

The notice of appeal must state the basis for the appeal. Upon notice of an appeal, the Panel Chair/Administrator in cases involving students will provide the notice to the dean of student experience. The dean of student experience or designee will review the appeal to determine if it meets the above procedural requirements. If so, the dean of student experience or designee will appoint a Conduct Appellate Panel to hear the appeal.

The Appellate Panel will review the appeal and all evidence presented at the hearing. If it determines that new evidence should be considered, the Appellate Panel will refer the case back to the original hearing body (Administrative Hearing Officer or University Hearing Panel), which will consider the new evidence and issue a decision.

If the Appellate Panel determines that a material procedural error occurred it may return the complaint to the original hearing body with instructions to reconvene to cure the error. In rare cases where the procedural error cannot be cured by the original hearing body (as in cases of bias), the Appellate Panel may order a new hearing on the complaint with a new hearing body.

If the Appellate Panel determines that the sanctions imposed are disproportionate to the severity of the violation, it will in student cases return the complaint to the dean of student experience or designee who may increase, decrease or otherwise modify the sanctions. This decision is final and not subject to appeal.

### **UNIVERSITY POSITION ON ALCOHOL AND OTHER DRUGS**

While the position to use or not use alcohol and other drugs is a matter of personal choice, the position of an institution to prohibit such possession and use and to enforce that decision is a right of the institution. Manchester University believes that use of alcohol and other drugs is detrimental to the educational environment and

objectives of the University, and is, therefore, prohibited.

Manchester University is committed to providing a drug-free environment. It is widely recognized by health professionals that alcoholic beverages, tobacco and other drugs have a profound effect on the health and behavior, both social and personal, of users. On a college campus, alcohol and other drugs invariably interfere with the student's academic work. And a student's behavior while under the influence can lead to interpersonal conflicts, violations of civil law, and actions endangering health, life, safety and property.

NOTE: If a student's health, academic performance, or continuation at the University appears to be jeopardized by use/abuse of alcohol or other drugs, the University may require an assessment, with the results being made a matter of confidential record. Continued abuse of alcohol or other drugs could result in the University requiring treatment as a condition of enrollment.

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### **OTHER CAMPUS POLICIES**

#### **USE OF VIDEO MEDIA ON CAMPUS**

Title 17 of the United States Code, Sections 501 and 506, expressly prohibits the showing of video media in public places without separate licensing from the copyright owner. This is a FEDERAL LAW, part of the copyright statutes, and first offense infringement that could result in penalties from \$250 up to \$10,000 per violation. Manchester University is NOT a holder of ANY license that would permit the showing of video media for entertainment purposes anywhere on campus. Use of video media as instructional material in connection with specific course content as approved by the academic program of the University is permitted under specific guidelines. By law, prerecorded video media available in stores on a purchase or rental basis are for "PRIVATE HOME USE ONLY" and may not be shown in public. Courts have NOT upheld residence halls as equivalent to "homes," although the issue in individual student rooms has not been addressed. The U.S. Copyright Act grants to the copyright owner the exclusive right, among others, "to perform the copyrighted work publicly." This would mean that "performing" the video (i.e. playing the video for the entertainment of more than the owner/renter and family, i.e. one or two friends) is viewed as a "public" performance, whether an admission charge is made or not. In specific reference to residence hall lounges, lobbies, game rooms, TV rooms, etc., and the use of video media of movies purchased or rented from distributors, the General Counsel for the U.S. Copyright Office offered the following interpretation: "A performance is 'public' if it takes place



## OTHER CAMPUS POLICIES

at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances gather.” Therefore, based on the above, the use of video playback equipment anywhere on campus, other than in the residence hall room of the owner of such equipment, or in the classroom, as defined by the academic program of the University, is a violation of federal copyright law and is subject to campus and/or civil enforcement.

### ILLEGAL FILE SHARING POLICY

By Federal law, MU must inform all students and employees that the University is committed to prevent illegal file sharing of copyrighted materials. To this end, Information Technology Services (ITS) has the technology to identify this file sharing activity and apply a graduated response. For repeated violations—or, in the case of child pornography, a single violation—you may lose your network access to important resources like Canvas and ChetNet temporarily or up to a calendar year.

### MASS EMERGENCY NOTIFICATION SYSTEM

We have an emergency notification system called Rave to alert you (through text messages and other ways) in a crisis (criminal, environmental, etc.). If you haven't already you should sign up now through Rave (<https://www.getrave.com/login/manchester>). Log in using the same credentials you use to access Canvas. You can add 3 cell and 3 landline phone numbers as well as 2 email addresses. We recommend you add your parents to keep them informed.

### MANCHESTER UNIVERSITY CHARITY GAMING POLICY

Manchester University is a not for profit tax exempt institution of higher education. As such, generally, we do not conduct charitable gaming events of any kind including: bingo raffles, door prizes, a charity game night, a festival event or the sale of pull-tabs, punchboards or tip boards. Should any type of charitable gaming event be considered, there are state legislative and state administrative rules and regulations that apply. In Indiana, all gaming must be approved by the Indiana Department of Revenue.

Please be aware that Manchester strongly discourages gaming of any description. On very rare occasions when gaming might be considered, a request must be put in writing and be pre-approved by the vice president for university advancement. Such requests must be received 30 days in advance of any planned event.

Approved by the Cabinet Jan. 31, 2006.

### MANCHESTER UNIVERSITY FUNDRAISING POLICY

The Office of University Advancement (OUA) is charged with responsibility for raising funds for the institution, including coordinating on-campus and off-campus solicitation for funds from University constituents and donors.

When fundraising initiatives (an organized activity of raising funds) are being considered, faculty, staff and students are required to submit a written proposal a minimum of 30 days prior to the implementation of any fundraising efforts to the vice president of university advancement for approval.

Soliciting of any kind (including cash or in-kind gifts) and the selling of merchandise on campus is not permitted without prior approval. Faculty, staff, students and registered campus organizations including co-curricular groups may solicit or sell merchandise for charitable causes in specific locations on campus, in campus buildings, and in residence halls after permission to do so has been granted.

Faculty, staff, students and registered campus organizations including co-curricular groups may solicit or sell merchandise for charitable causes in the greater community after permission to do so has been granted.

Approved by the Cabinet Oct. 31, 2006.

### POSTING POLICY

1. Strong Universities like Manchester are places of ideas. Ideas are presented, exchanged, tested, evaluated, accepted, rejected, refuted, modified, defended and promoted. We, as a community, expect their communication.
2. Universities that are “places of ideas” celebrate academic freedom when persons of competence and expertise speak or write from their knowledge and experience, acknowledge everyone's right to free speech and expression, and promote an open exchange of ideas.
3. Manchester University has a specific set of values. They are most fully and clearly stated in our Mission and Values Statements, which include the respect and appreciation for the infinite worth of every person while also nurturing a sense of self-identity and expression. These values should be reflected in signs and other communications.
4. Postings and/or chalking that contain the following must not be displayed and will be removed immediately:
  - Messages that are vulgar or profane or contain such language.
  - Messages that are sexist, racist, homophobic or the like.



- Messages that promote items that violate University guide lines, such as alcohol, tobacco or firearms.
  - Hurtful messages directed at an individual.
5. Any individual or for-profit group not affiliated with the University should not post and/or have chalk advertisements on campus unless in designated areas, and only with the approval of the Office of Residential Life for residence halls, the Office of Conference Services for the Jo Young Switzer Center and the Office of Admissions for the Academic Center. Such postings and advertisements will be removed immediately.
  6. Postings should contain:
    - Date:** either with the date of event, or the date of posting. After three weeks from posting or after the event occurs, anyone can remove a sign. At semester's end, all postings will be cleared (with some thoughtfulness on long-term interests), so the next semester starts clean.
    - Author:** Signs/postings should contain either the author's name or sponsoring organization's name.
    - Size:** Signs should not exceed 14" x 22" (1/2 sheet of poster board), unless with special permission by the building authority (see No. 9 below).
  7. Location of postings: In buildings, signs should not be posted on any wooden walls or anywhere that obstructs the view or creates a safety hazard (for example, glass doors, lights, etc.) Exceptions will be made for safety and security notices that should stand out. Signs should use push pins for bulletin boards and posting putty for all other surfaces.
  8. Chalking should only be placed on exposed sidewalks so that weather can remove them in time.
  9. Additional questions about postings or to gain permission to place signs larger than 14" x 22" (1/2 sheet of poster board) should be directed to the following building authorities:
    - The Jo Young Switzer Center and Cordier Auditorium – Office of Conferences and Facilities, upper Jo Young Switzer Center
    - PERC – Athletic Director's Office, upper level, PERC
    - Administration Building – Office of the President, Administration Building
    - Residence Halls – Office of Residential Life, 2nd floor, Calvin Ulrey Hall
    - Academic and Welcome Center – Office of Admissions, Academic Center

- All other buildings – Office of Academic Affairs, Administration Building.

## SOCIAL MEDIA COMPUTING POLICY/GUIDELINES

In general, the University views social networking sites (e.g., Facebook, Twitter), personal websites, and weblogs (blogs) positively and respects the right of students to use them as a medium of self-expression. If a student chooses to identify himself or herself as a student of Manchester University on such internet venues, some readers of such websites or blogs may view the student as a representative or spokesperson of the University. In light of this possibility, the University requires that students observe the following guidelines when referring to the University, its programs or activities, and/or other students or employees, in a blog or on a website.

1. Be aware that your online actions, images, posts or comments can reflect on Manchester University. Accordingly, social media pages and/or blogs may be reviewed from time to time by University personnel.
2. Be respectful to the University, other students, employees and your audience; do not use blogs or personal websites to disparage or harass the University, students or employees.
3. Please do not use obscenities, profanity, ethnic slurs or vulgar language. Show proper consideration for others' privacy and for topics that may be inflammatory, such as politics and religion.
4. Do not allow social media activities to interfere with University commitments. Refer to the IT Policy Guide on Gateway.
5. Make your writing clear that you are speaking for yourself and not on behalf of the University. Personal blogs should have clear disclaimers that the views expressed by the blog author are the author's alone and do not represent the views of Manchester University. Be clear and write in first person.
6. University logos and trademarks may not be used without consent from the Manchester University Office of Marketing.
7. Respect intellectual property laws, and reference or cite sources appropriately. The absence or lack of explicit reference to a specific site does not limit the applicability of this policy. Where no policy or guidelines exist, students should use their judgment and take the most prudent action possible. Consult with the Information Technology Services (ITS) department if you are uncertain.



**CLUBS AND ORGANIZATIONS**

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# **CHET LIFE**

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**CLUBS AND  
ORGANIZATIONS**

**A GUIDE TO GETTING INVOLVED & BECOMING A BETTER LEADER**



# GET INVOLVED!!

## ANNUAL EVENTS

The first campus-wide activity each year is the annual **Student Involvement Fair**. The fair is held on Tuesday, August 28th from 4:30 p.m. - 6:00 p.m. on the Mall. The Spring Involvement Fair will be held on the first Thursday after spring semester classes begin. Manchester University club and organization members will be available to answer any questions you may have regarding respective groups and are eager to assist you in signing up for membership! The involvement fair provides an excellent opportunity to meet new people, collect more information about campus life at

MU, and GET INVOLVED.

**Kickoff Weekend**, the first weekend after fall and spring semester classes begin, is sponsored by the Manchester Activities Council (MAC). The goal for the weekend is to meet new people and to have a great time! Watch for details about the weekend.

Manchester University's Theater Society, coordinates the One Acts in Wampler Auditorium. If the acting bug has bitten you, consider taking advantage of this opportunity to exercise your thespian muscles. Look for signs around campus for further information.





## CLUBS AND ORGANIZATIONS

Manchester Activities Council (MAC) sponsors Costume **BINGO** near Halloween. Students donate canned foods in exchange for BINGO cards. They can also participate in audience judged costume contests, with the ability to win prizes for both.

**May Day Weekend**, sponsored by MAC, is one of the most popular weekends on campus. Traditional activities include the tricycle race and annual air band competition where students team up to create lip sync acts complete with choreography and costumes. The annual mud volleyball contest on Saturday accommodates approximately 60 teams.



### STUDENT ORGANIZATIONS

#### **Student Senate (S.S.)**

S.S. is the central student governing body on campus. S.S. is dedicated to voicing student concerns on current issues and facilitating the communication regarding these issues between Manchester University students, administration, faculty and staff. The S.S. is composed of an executive board, faculty and staff representative, and student representatives from each class voted on by their peers.

For more information, interested students should contact the director of student involvement (260-982-5029).

#### **Student Budget Board (SBB)**

Student Budget Board is the organization that oversees the distribution and spending of student activity funds. The board meets weekly, reviews budget proposals from organizations, approves funding for various activities, and monitors expenditures of the organization receiving funds.

All students are eligible to run for election to SBB. Interested persons may contact the director of student activities (260-982-5029) for further information.

#### **Manchester Activities Council (MAC)**

MAC is the major programming group on campus. It provides social, recreational, and educational activities that encourage students to enjoy campus life and to get involved in leadership experiences. MAC meets weekly to plan for events such as Kick-Off Weekend, Homecoming Week, Costume BINGO and May Day

Weekend. To get involved with MAC, watch for new member recruitment info, or tell any MAC member or the director of student involvement (260-982-5029) of your interest.

#### **African Student Association (ASA)**

ASA is a student organization that meets weekly to discuss the African culture. Their goal is to try to dispel stereotypes and discuss current issues that are happening in African countries. Their major events include Taste of Africa, Afro Caribbean Dance and Let's Chill the African Way.

#### **United Sexualities and Genders (USG)**

USG is a student organization on campus that meets weekly to discuss and educate on different queer topics, movie nights, and self-care activities. USG members plan the annual drag show that takes place during May Day Weekend and plan events for Pride Week.

#### **Manchester University Dance Team**

The Manchester University Dance Team adds exciting entertainment to pre-game and halftime University basketball games. Routines are student-choreographed to a variety of different types of music. There are no prerequisites for membership. Tryouts take place in August, with practices beginning immediately after selections are made. Practices during the season vary depending on availability of the members, but the dance team usually meets twice a week for two-hour periods in addition to performing at all home men's basketball games and occasional women's games. An end-of-season party celebrates the season. Interested persons should watch for posted meeting times and tryout times or call the Office of Student Activities (260-982-5029).

### RELIGIOUS/SPIRITUAL LIFE

#### **Campus Interfaith Board (CIB)**

The mission of Campus Interfaith Board (CIB) is to encourage members of the Manchester University community to develop an authentic, living faith. CIB offers opportunities for students



to examine and celebrate their own beliefs, traditions and faith experiences, as well as those of others in the University community.

Events include worship experiences, retreats, educational and social events, and discussion forums about spiritual issues important to young adults in today's world. Look for CIB events, such as Focus on Faith Week and Sacred Spaces trips, on the Campus Interfaith Board webpage at [www.manchester.edu](http://www.manchester.edu).

Ten students, the university pastor, and another faculty or staff member serve on the board. Eligibility is open to all who apply. Board meetings are scheduled on a weekly basis, at a time that is determined by board members. Questions may be directed to the university pastor, in Petersime Chapel (260-982-5243).

### **Chapel**

Chapel provides a weekly opportunity for students, staff and faculty to worship together. The Campus Ministry staff plans the services with opportunities for interested and curious students to explore and express their faith, and the faith of others, through music, drama, reflection, prayer reader's theater and other expressions of worship which celebrate the life of Jesus, the grace of God, and the joys and concerns of the Manchester University community.

Chapel is every Tuesday at 7 p.m. in Petersime Chapel.

For more information call the university pastor (260-982-5243).

### **Manchester Catholics**

Manchester Catholics is an organization for all interested Catholic and non-Catholic students, faculty and staff. The group provides religious education, pastoral care, mutual support, fellowship and formation for service to others, all within the framework of religious, intellectual and social endeavors.

Manchester Catholics sponsors weekly meetings that include times of discussion, fellowship, prayer and Scripture reading. For more information contact the university pastor (260-982-5243.)

### **Simply Brethren**

Simply Brethren consists of students and a staff advisor who meet regularly for fellowship, education, activities and faith development. Though the group is called "Simply Brethren" and seeks to embody Church of the Brethren heritage and teachings, students from any denomination or faith are welcome to participate in the fellowship and exploration. For more information, contact the university pastor (260-982-5243).

### **Fellowship of Christian Athletes**

This group, for both athletes and non-athletes, has weekly meetings, Bible study and occasional special events. It provides a place for discussion, connection, support and education while growing in faith. Men's and Women's Bible study groups that grew out of FCA meet weekly.

### **Radically Obedient Brethren Outreach Team (ROBOT)**

ROBOT takes teams of students to lead worship in local Church of the Brethren congregations each spring. The services are planned entirely by students. For more information, contact the university pastor (260-982-5243).

### **Other Opportunities**

Various other worship and spiritual life opportunities are available on campus, including several Bible study groups; a handbell choir; "Food for Thought" learning and fellowship dinners; game and discussion nights; and occasional trips and special events. Visit the Campus Ministry/Religious Life section of the website and contact the chapel office for information.

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## **RESIDENCE HALLS**

### **Residence Hall Association (RHA)**

The Manchester University Residence Hall Association is an organization that consists of students who live in the residence halls. RHA's mission states, "RHA strives to provide the opportunity for leadership, recognition, and improvement within residential life and the Manchester community." RHA consists of two representatives from each hall and elected executive officers. The Manchester RHA is an excellent organization from which to reach out to the entire residence hall population.

### **Hall Council**

Each residence hall at Manchester University includes a volunteer student leader core entitled Hall Council. Just as the flavor and culture of each residence hall on campus varies, so does the makeup of each Hall Council. These leadership bodies all consist of an executive board elected by the individual hall residents. Wing/floor representatives are a vital part of Hall Council and are elected at the beginning of each year to be the voice of the wing/floor. Hall Councils are responsible for programming ranging from all-hall dances to events like the ever-famous Rhiney Bowl. Hall Councils are also the place where residents' voices can be heard in a public setting. Leadership opportunities abound in Hall Council and it is a great way to continue building your leadership skills.



## CLUBS AND ORGANIZATIONS

### MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs provides enriched social, cultural, and educational experiences for ethnically diverse students, as well as opportunities for all members of the campus community to learn about the heritage and culture of these traditionally under-represented groups. This mission is accomplished via sponsored programs designed to raise awareness, foster cross-cultural interaction and exchange, increase understanding, and ultimately encourage the development of appreciation for the contributions persons from diverse cultures make to our society.

Many of the multicultural student programs originate in the Jean Childs Young Intercultural Center, a University-owned facility on the corner of East Street and College Avenue. The Intercultural Center serves several significant functions for students: It is a place to study, learn about social and cultural issues, relax and spend time with friends. The facility houses a library, a kitchen, a lounge that serves as a meeting and entertainment area, the director and assistant director of intercultural services office and the multicultural affairs programmer's (MAP) office.

In addition, several multicultural student organizations, such as the Black Student Union, Hispanos Unidos, Asian Awareness Association, Manchester University International Association and African Students Association, develop programs and activities that help members of the University community learn about and interact with persons from diverse cultures. The Office of Multicultural Affairs welcomes faculty, staff and students to participate in all programs sponsored by the office. For more information, contact the Office of Multicultural Affairs (260-982-5423) or visit [www.manchester.edu/multicultural](http://www.manchester.edu/multicultural).

#### **African Student Association (ASA)**

African Student Association was formed because a need was seen to educate people on African culture, norms, values and history. It is meant to encourage good and strong relationships between students of African descent and other organizations on campus. It strives to encourage sharing of ideas and experiences by the African students with the rest of the campus; to educate and thus dispense stereotypes. Its goals are to reach out not only to students at Manchester University but to the whole community at large. The organization does not discriminate on basis of race, religion or other cultures, and everyone, not only African students, is welcome to join.

#### **Asian Awareness Association (AAA)**

Asian Awareness Association is designed to promote Asian cooperation through open communication. AAA's activities concentrate around the following topics: diversity in culture and society, problems that exist in society, how we can make other people aware of our cultures, religions and ways of life. We are to make a spirit for Asian issues, cultures and life, voicing concern on current issues, and facilitating the communication regarding these issues for the betterment of Manchester University and the surrounding community. AAA engages in various activities throughout the year that encompass both the campus and the community, including a week devoted to Asian awareness. All students, faculty and staff are invited to join, attend and participate with the development of this organization.

#### **Black Student Union (BSU)**

The mission of Black Student Union focuses on promoting unity throughout the African-American community, as well as spreading unity among students of other cultures at Manchester. BSU is involved in numerous activities, including planning school dances, theatrical productions, various presentations and activities during Black History Month, and meetings and social gatherings at the Intercultural Center. BSU is an active student group which sponsors cultural and social events, provides leadership opportunities, and encourages networking among African-American students, faculty and staff. BSU has participated in gospel festivals, trips to various museums, Black History Month convocation and a variety of other social and outreach activities. All students, faculty and staff are invited to the weekly meetings and to participate in the development of the organization.

#### **Hispanos Unidos (HU)**

Hispanos Unidos (Hispanics United) is a support organization for students interested in learning more about and sharing Hispanic culture. Hispanos Unidos meets weekly throughout the year. Special activities include dances and festivals in surrounding areas, and field trips to Chicago, Indianapolis, and to other exhibits supporting Hispanic culture. HU hosts speakers and presentations on issues important in the Hispanic culture, teaches cultural dances, music, and games, and celebrates Hispanic Heritage Month. These activities and events provide campus-wide exposure to the Latino culture.



**Manchester University International Association (MUIA)**

The purpose of the MUIA is to provide support for all new and continuing students from other countries who are attending Manchester University. The association provides an opportunity for an exchange of culture and traditions between international students and persons of the Manchester University community. The association also works with the Office of Admissions in the recruitment of international students for the University.

All international students are automatically eligible for membership. Persons in the Manchester University community who express interest in international affairs also may join MUIA.

**United Sexualities and Genders (USG)**

United Sexualities & Genders exists with the intention of providing visible, tangible support for, lesbian, gay, bisexual, transgendered, straight and questioning members of the MU community. The organization meets once a week in a nonthreatening space for members. All correspondence is through email (using an United Sexualities listserv).

**CENTER FOR SERVICE OPPORTUNITIES (CSO)**

Manchester University values service because, committing self in service to others connects faith with action and abilities with convictions. The Center for Service Opportunities (CSO) advances community engaged learning while preparing students for lifelong social responsibility. CSO's motto is "volunteer, advocate, give". This motto serves as a continuum, with encouragement to students as they serve with organizations to have a holistic approach. CSO strives to facilitate and centralize all of the volunteer activities on campus while recording level of impact.

CSO's Outreach coordinators are available to help to match volunteer opportunities connect students with off-campus service and assists clubs/ athletic teams to plan service activities (including help with grant funds to finance service projects). We welcome new ideas and partnerships.

Volunteering offers much personal satisfaction and is a valuable tool for personal and professional growth. Knowledge gained in the classroom is the beginning of education and wisdom, not the end. Utilization of service as a tool for employment is beneficial when creating resumes or applications.

With already 100 plus partnerships we are happy to connect you with your passion or interest. Some of the service opportunities available at MU:

- American Red Cross Blood Drives
- Timbercrest and Peabody Retirement Homes
- Youth Tutor/Mentor placements
- The Beaman House Domestic Violence Shelter
- Animal Shelters
- Fellowship of Churches: Food Pantry, Thrift Store, and Community Dinner
- U Can Crush Hunger

CSO has multiple programs for service opportunities such as Habitat For Humanity, Pathways Summer Service, and Shepherd Summer Internship.

**Habitat for Humanity**

Founded in 1976 by Millard Fuller, Habitat for Humanity is a nonprofit, Christian housing ministry that seeks to eliminate poverty housing and homelessness from the world, and to make decent shelter a matter of conscience and action. Habitat invites people from all walks of life to work together in partnership to help build houses with families in need. Manchester University's campus chapter, founded in 1986 has played an active part in reaching the goals of "a decent house in a decent community for God's people in need." The campus chapter seeks to provide awareness and action in the campus and community through various fundraisers, raking leaves, and day work-camp trips.

**Pathways Summer Service**

The Pathways program sends students from Manchester University to volunteer at host sites across the United States. In addition to helping those in need, students are enriched in many aspects of life. Open to students of all majors, Pathways encourages Manchester University students to explore career vocation through service, and allows them to consider their path in light of their current and future carrier aspirations. Applications will be available through the fall.

**Shepard Institute**

During Fall 2017, Manchester University became a member of the Shepherd Higher Education Consortium on Poverty (SHECP). Through this partnership, we have been able to utilize a network of over two dozen member schools that focus on poverty in the United States. This partnership has enhanced Manchester's opportunities for students seeking poverty-related summer internships. Information sessions will be held during the fall prior to application deadlines. Although complete, this summer internship



## CLUBS AND ORGANIZATIONS

allows access to sites nationwide, thus providing meaningful and secure experiences with housing, transportation, and supervision.

**Center for Service Opportunities** is located in Calvin Ulrey Hall, 2nd floor, our phone number is 260-982-5721. Please feel free to send us an email at [CSO@manchester.edu](mailto:CSO@manchester.edu). If you are interested in seeing what we are all about please follow us on social media   @manchesterCSO.

### PERFORMING ARTS CHORAL ENSEMBLES

#### A Cappella Choir

A Cappella Choir is a select choir of 45-50 voices chosen by audition from the student body. This mixed voice ensemble performs sacred and secular literature from the Renaissance to the 21st century, including classical, opera, jazz and gospel styles. The choir has performed in such prestigious venues as the Vatican in Rome and Carnegie Hall in New York. One cr. hr.; MWR, 3-4 p.m. For more information, call the choral office (260-982-5296).

#### Manchester Choral Society

The Choral Society is a large chorus comprised of students, faculty, staff and persons from the surrounding area. The ensemble rehearses on Monday evenings during the fall semester only and performs two to three times. No auditions are required. One-half cr. hr.; M, 7-9 p.m. For more information, call the choral office (260-982-5296).

#### Chamber Singers

The Chamber Singers is a mixed ensemble of 16-20 members who are auditioned from within the A Cappella Choir. This group performs frequently both on and off campus for civic and University events. Repertoire ranges from Renaissance to jazz. Director is Dr. Debra Lynn. One-half cr. hr.; TR, 3:30-4:30 p.m. For more information, call the choral office (260-982-5296).

### PERFORMING ARTS INSTRUMENTAL ENSEMBLES

#### Manchester University Symphonic Band

The Symphonic Band performs both on and off campus representing the medium of serious wind music to diverse audiences. Founded in 1927, the Symphonic Band welcomes

student membership from all academic areas. Each year, the band goes on tour and have recently toured in Pennsylvania, Chicago, Florida and Puerto Rico. The band has performed at the Indiana Music Educators Conference and the Indianapolis Children's Museum, and is part of the Public Service of Indiana "Powerful Performances" program. Interested wind and percussion players should contact the Music Department (260-982-5325).

#### Jazz Ensemble

In the "Big Band" tradition, the Jazz Ensemble plays music from jazz to swing to rock. The group rehearses twice weekly and performs about six times each year. The Jazz Ensemble tours with the Symphonic Band. Membership is open to all students through auditions. One-half cr. hr.

Interested persons should contact the Music Department (260-982-5325).

#### Manchester Symphony Orchestra

Manchester Symphony Orchestra provides students, faculty and staff, and other local musicians the opportunity to participate in a high quality orchestra performance experience. The orchestra presents four concerts during the academic year, with one concert at the Honeywell Center in Wabash. Concerts usually feature an outstanding guest soloist or student soloists.

Anyone interested in participating in the orchestra should contact the Music Department (260-982-5325). Students selected for membership will enroll in Music 140 and receive academic credit if desired. Scholarships are available for wind, percussion and string players.

#### Manchester University Handbell Choir

The goal of the Handbell Choir is to provide members the opportunity to learn, practice and perform together as a musical ensemble. Through performances both on and off campus, the Handbell Choir represents Manchester University in a positive manner to the community.

The Handbell Choir is open to all students, faculty and staff regardless of musical skill or familiarity with the handbell instruments. Primary requirement for membership is attendance at weekly rehearsals and performances. Membership is limited to the number of positions available in relation to the number of handbells used by the choir. Questions may be referred to the campus pastor (260-982-5243).




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### PERFORMING ARTS DRAMATICS

#### Alpha Psi Omega

Alpha Psi Omega, the dramatics honorary, includes students who have excelled in both acting and technical aspects of University theater. Its purpose is to stimulate interest in dramatic activities and serve as a reward for participation in plays staged by the University.

A regularly enrolled student shall be eligible for membership in the cast after he/she has accumulated a minimum number of points. Points may be earned by participating in Manchester University's theater program through acting or serving on a production staff.

After one has earned the minimum number of points, he/she will be invited to audition for the Alpha Psi Omega cast.

Alpha Psi Omega is responsible for all phases of the New Student One-Acts produced in the fall. Other activities include producing a spring play, fostering the Improv Troupe, sponsoring guest speakers and attending off-campus plays.

If interested in being a part of this organization, contact the director of student activities at 260-982-5029.

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### INTERAMURALS

#### Intramurals

Various intramural sports and recreational activities are offered on campus to encourage physical activity and socialization among students, faculty and staff. Different skill levels are met through co-recreational, men's, and women's leagues. Competitions are held during the fall, January session and spring semesters, and students may participate in as many activities as desired. Intramural activities include basketball, touch football, indoor soccer, sand volleyball, softball and volleyball, as well as special events each semester. Upcoming activities are posted on the intramural website and you can follow @manuintramurals on Twitter.

Questions may be directed to the director of student involvement (260-982-5029). Watch for sign-up times in the Jo Young Switzer Center and on IMLeagues.

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### CLUBS

Manchester University offers a wide variety of clubs and organizations. For more information regarding any of these clubs, or to learn how to start a new one, please contact the director of student involvement (260-982-5029.)

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### STUDENT PUBLICATIONS

#### Aurora

*Aurora* is Manchester University's yearbook. The staff of *Aurora* is chosen from all interested members of the University community. Anyone interested in participating in the production of this creative and historical instrument is invited to apply to be on staff at any time. *Aurora's* pages contain art, photos and stories that represent life at Manchester University each year. The book is distributed to all students in the fall. **NO PRIOR EXPERIENCE IS REQUIRED** to participate on *Aurora*, although it is helpful for editorial positions. Anyone interested in writing, photography, art, layout/design or computer-based desktop publishing is welcome to get involved with the yearbook. Watch for signs for meeting times at the beginning of the fall semester or contact the Office of Student Activities (260-982-5029).

#### The Oak Leaves

*The Oak Leaves*, Manchester's campus newspaper, is published weekly, except for semester breaks during the academic year. Established in 1913, the paper serves as a forum for community commentary and opinion, and as a vehicle for news that relates to the Manchester campus.

*The Oak Leaves* is edited by Manchester students and supervised by the Student Publications and Media Committee, which is made up of students and faculty, including the *The Oak Leaves* editor-in-chief and advisor. The committee appoints the editor who in turn appoints the paper's editorial, business and production staff. The editor-in-chief and all staff appointees receive honoraria for their work.

Unpaid staff writers are often members of journalism or editing classes, but any student is welcome to work for the paper as an extracurricular activity. Students interested in writing, copy editing, photography, advertising, business and newspaper design are encouraged to get involved. Any full-time student may apply for an editorial or managerial position. For more information, email oakleaves@manchester.edu.



## **REGISTERED CAMPUS ORGANIZATION GUIDELINES**

In order to become a registered organization at Manchester University, a constitution must be submitted for approval to Student Senate. Once a constitution is approved, the organization will be notified, as will Student Budget Board (SBB). The approved organization is then eligible to receive funding for programs and activities through Student Budget Board. Potential organizations must prepare their constitution based on the following guidelines:

### **GUIDELINES FOR REVIEWING CONSTITUTIONS**

Student Senate Constitution Review Committee

#### ***All constitutions must:***

- Be completed in Microsoft Word for uniformity with other constitutions.
- Include mention of an advisor.
- Include mention of executive and special representative duties.
- Include mention of election process/procedure.
- Include mention of meetings; who calls them, frequency, etc.
- Include mention of amendments or a review process being at least once every two years and approved by the Senate.
- Not limit membership by excluding any students if expected to receive SBB funding. All students pay into the SBB funds which are dispersed to all clubs. Therefore, each organization needs to be open to all.
- Include mention that elections are to be held before the conclusion of the spring semester for the following year.
- Capitalize all proper titles and committees.
- Have the most recent revision/approval date apparent at the end of the document.
- Use clear terminology and be grammatically correct for anyone to understand.
- Be aesthetically pleasing and not contain major spacing problems.
- Follow sample constitution, e.g., “Article V, Section 1,” as appropriate structure.

### **SAMPLE CONSTITUTION OF CLUB/ ORGANIZATION**

#### **Name of Club/Organization**

#### **Article I. Club Purpose/Mission**

#### **Article II. Membership**

In support of the MU Mission Statement membership is open to

all interested members of the Manchester University community ...

#### **Article III. Membership Fees (if applicable)**

#### **Article IV. Officers and Advisor**

Section 1. The president, vice president, secretary, treasurer, student government association representative, etc., shall be the officers of the club. Only Manchester University students may serve as officers.

Section 2. The duties of the president shall be to convene and preside over meetings of the club, to supervise and direct all club activities and to attend Presidents’ Council meetings.

Section 3. The duties of the vice president shall be...

Section 4. The duties of the secretary shall be...

Section 5. The duties of the treasurer shall be...

Section 6. An elected officer found deficient in his/her duties may be removed by a two-thirds vote of the club members.

Section 7. A nonelected officer may be replaced by a unanimous agreement of the club’s officers.

Section 8. The duties of the advisor shall be ...

#### **Article V. Elections**

Section 1. Elections shall be held in the spring for the following year.

#### **Article VI. Meetings**

Section 1. The club shall meet on ... (e.g., every first and third Monday of the month).

Section 2. A member may be expelled from the club for missing ... (e.g., three consecutive meetings without sufficient excuse).

Section 3. Quorum for meetings shall be 50 percent of membership plus one.

#### **Article VII. Disbursement of Funds**

Section 1. All disbursements must be authorized by both the president and the treasurer.

Section 2. Any disbursement of funds over (x amount) must be approved by a majority of four officers and the advisor.

#### **Article VIII. Amendments to the Constitution**

Section 1. Amendments to this constitution may be made at any time by a majority vote of the membership.

Section 2. All amendments must be submitted every two years to the Senate and will be discussed with the Office of Student Activities.

#### **Article IX. (If applicable)**

Statement regarding regional/national affiliation recognizing that Manchester University policies supersede affiliation policies.



**Constitution Development Notes**

Remember that the constitution is the document that describes your organization and how it will operate. While developing your constitution, consider the following:

Set a quorum – the minimum number of members who must be present in order for business to be legally conducted.

Define the officers’ duties – delegate responsibilities based on your group’s needs and programs.

Election procedures – consider selecting a nominating committee to recruit the new slate of officers to ensure willing candidates for each vacant office.

Officer transition – schedule spring elections to allow time for outgoing officers to train incoming officers.

Removal of officers – develop procedures for the reality of non-committed officers.

Advisor – your organization must have a faculty or staff member work with the group.

An advisor of any group or organization is to provide support and guidance. Advisors keep the operations running efficiently over the years as students graduate.

**Advisor Roles**

S/he is:

- a historian of past activities and decisions;
- an advocate, and devil’s advocate, for current decisions;
- a resource for understanding University policies and procedures, assisting with the completion of tasks more efficiently;
- a respected friend.

**Advisor Responsibilities**

The advisor:

1. has a concern for the ongoing function of the organization (accomplished by regularly attending organizational meetings, thus establishing continuity);
2. is concerned about developing the leadership skills of members by discussing and helping analyze group interactions and decision making;
3. is aware of the goals and directions of the organization and helps members evaluate the progress toward these goals;
4. advises the group regarding procedures in the areas of scheduling, purchasing, publicizing, organizing events, etc.;
5. advises the organization’s officers regarding operations of the organization;
6. certifies academic eligibility of all members;
7. advises members on financial matters and works with the

treasurer and the student involvement fiscal officer to assure that all organization monies are spent appropriately;

8. serves as a liaison between the organization and other University offices, including the administration;
9. sees the big picture, how current decisions will affect the future of traditional and new events;
10. ensures that programs support the mission of the Office of Student Involvement and, ultimately, the University, benefiting the entire campus community.

No advisor is perfect, but does his or her best to provide the guidance, support, and perspective needed for the organization and its members to succeed.

**ORGANIZATION LEADERSHIP**

YOU’RE THE LEADER, your first meeting is coming up, plus 3,000 more! It’s time to get organized!

Take stock of yourself. Inventory your strengths and talents. Inventory your weaknesses and shortcomings; you have some – be honest! Use your strengths in your meetings. Recruit officers and committee chairs who have strengths where you have weaknesses.

Read your constitution. Know what your organization stands for, what its goals and purposes are.

Have your first meeting goals in mind and tell the members at the beginning of the meeting. This will convey to them that you know where you are headed.

Before your first meeting and before each subsequent meeting, check with your advisor and with the executive council for agenda items. Ask members for additions.

Make your time count. The meeting should begin on time; tell them when it’s going to end, then end it on schedule! This punctuality encourages promptness and commitment of others.

Use names of members when you talk; this lets them know you recognize them.

Hold back on criticism of others or ideas that clearly are “owned” by someone; look for the good in everything offered. Retain the dignity of the members by the way you treat them – with respect.

Strive for consensus, not for simply majority rule. People tend to support what they help create.

Keep a sense of humor. Goofy things will happen; you will do goofy things. Laugh at yourself. Productive meetings don’t have to be grim; they can also be FUN!

Don’t expect to be thanked. You will know when you have done a good job.



## BECOME A BETTER LEADER

### Components of Leadership

- Planning
- Organizing
- Motivating
- Empowering

### Leadership Involves Two Main Factors:

1. Guiding and motivating the behavior of members to fit the plans and goals that have been established by the organization.
2. Understanding the feelings of members and the problems they encounter.

### Practical Guidelines for Leadership

1. Set a good example for your members – practice what you preach.
2. Be consistent in temperament; fair and impartial in delegating, disciplining and rewarding.
3. Show sincere personal interest in group members as individuals without becoming overly involved (practice good listening skills).
4. Seek the counsel of your members and advisors, and allow yourself to be guided by your group members' judgment as much as possible, since this affects their jobs. Encourage feedback.
5. Allow members as much individuality as possible in the way they do their jobs, without compromising quality.
6. Make sure members always know in advance what is expected of them.
7. Be appreciative of the members' efforts by giving praise generously regarding their accomplishments.
8. Use every opportunity to teach members skills you already possess and advance them as much as possible in their responsibilities.
9. Never assign work to a member that you would not do yourself. Don't be afraid to pitch in and help your members accomplish their assignments.
10. Be willing to admit your mistakes.

### Basic Needs of People in Groups for Leaders and Officers to Keep in Mind (from a Member's Perspective)

If you want my loyalty, interest and best efforts as a group member, you must take into account the fact that:

- I need a SENSE OF BELONGING

A. A feeling that no one objects to my presence.

B. A feeling that I am sincerely welcome.

C. A feeling that I am honestly needed for my total self, not just for my hands, my money, etc.

- I need to have a SHARE IN PLANNING THE GROUP GOALS. This need will be satisfied only when I feel that my ideas have had a fair hearing.
- I need to feel that the GOALS ARE WITHIN REACH and that they make sense to ME.
- I need to feel that what the group is doing is WORTHWHILE – that it contributes to human welfare, that its value extends beyond the group.
- I need to share in MAKING THE RULES OF THE GROUP – the rules by which together we shall live and work toward our goals.
- I need to know in some clear detail just WHAT IS EXPECTED of me so that I can work confidently.
- I need to have RESPONSIBILITIES THAT CHALLENGE, that are within range of my abilities, and that contribute toward reaching our goals.
- I need to SEE that PROGRESS is being made toward the goal WE have.
- I need to be KEPT INFORMED. What I'm not up on, I may be down on.
- I need to have CONFIDENCE AND TRUST in our leader.

### Why People Join Groups

1. They like the task or activity of the group (e. g. Ecology Club because of concern for environment, Homecoming Committee because they like to plan social events).
2. They like the people in the group, (e.g. most common reason for social activities).
3. Being in a group can satisfy needs lying outside the group, (e.g. group is a means to an end).

### Factors Increasing Attractiveness of Membership

1. Prestige – the more prestige a person has or is likely to obtain within the group, the more he/she will be attracted to it.
2. Group Climate – a cooperative relationship among members of a group is more attractive than one which is competitive.
3. Degree of Interaction Among Members -- heightened interaction among members may increase attractiveness of group.



4. Size – smaller groups are likely to be more attractive than larger ones.
5. Success -- the maxim that nothing succeeds like success applies to groups also.

**Factors Decreasing Attractiveness of Membership**

1. A group frequently argues about how to solve a group problem.
2. The group makes unreasonable or excessive demands on a person, or the person feels inadequate in the group.
3. Groups have members who are too dominating or have other unpleasant behaviors.
4. Negative evaluation is placed upon membership in a group by peers outside the group.
5. Competition exists among similar groups – desire to be with the “best” or “winners.”
6. Another group is better able to meet individual’s needs.
7. Groups place too many restrictions on their members.

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**OFFICERS' DUTIES**

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**President’s Duties**

- Attend all meetings (arrive early).
- Review minutes of previous meeting to check for unfinished business.
- Check with committee chairs regarding reports or projects before the meeting.
- Prepare agenda for the secretary (plan the meeting).
- Preside at meetings.
- Start meeting on time.
- Announce the business to the group in the order it is to be acted upon.
- Put questions before the group for voting.
- Give information to the group when needed.
- Maintain order.
- Decide questions of order.
- Assist the group with the expediting of business.
- Vote in the case of a tie.
- Appoint committees authorized to appoint.
- Plan the budget (with executive committee and treasurer).
- Become acquainted with members and advisor.
- Set a positive tone and be a positive example; you determine their attitude.
- Be familiar with constitution and bylaws.
- Do long-range planning (with executive committee) for group.

- Perform those duties as stated in the constitution or bylaws.
- Be familiar with duties of all officers.
- See that business is taken care of (delegate authority and hold the chairs accountable for the tasks they’re assigned).
- Arrange for a meeting of outgoing and incoming officers.
- Arrange for individual meetings with incoming officers.

**Vice President’s Duties**

- Attend all meetings (arrive early).
- Perform those duties as stated in the constitution or bylaws.
- Assume president’s responsibilities in his/her absence or resignation.
- Assist president when and where needed.
- Be familiar with constitution and bylaws.
- Keep an electronic copy of the constitution and submit a copy to the Student Senate VP during the first semester of each academic year.
- Keep the constitution up to date and submit a new copy of it to the Student Senate VP when changes are made.
- Be familiar with duties of all officers.
- Follow through on pending business.
- Orient incoming vice president regarding his/her duties.
- Become acquainted with members and advisor.
- Keep records throughout year and submit yearly report.

**Secretary’s Duties**

- Attend all meetings (arrive early).
- Perform those duties as stated in the constitution or bylaws.
- Assist president when and where needed.
- Be familiar with constitution and bylaws.
- Be familiar with duties of all officers.
- Notify members of meetings.
- Type agenda.
- Take role and record absences.
- Record proceedings of group (i.e. minutes\*).
- Be prepared to read minutes, reports and correspondence.
- Reply promptly to correspondence as directed.
- Keep record of policies and standing rules adopted by group.
- Orient incoming secretary.
- Become acquainted with members and advisor.
- Distribute copies of minutes to all members/officers/advisors within 48 hours following a meeting.

**Minutes**

Minutes of meetings should include the following information:



## BECOME A BETTER LEADER

1. kind of meeting (regular, special, etc.)
2. name of group
3. time, date and location of meeting
4. name and title of presiding officer and names of all who attended
5. whether or not a quorum was established
6. action taken on previous minutes
7. statement of finances
8. information about executive council reports
9. information about officers' reports
10. information about committee reports
11. any motions or resolutions (adopted or lost)
12. required previous notices (special election, constitution)
13. program (brief summary)
14. announcements
15. adjournment (time)
16. signature of secretary

### Treasurer's Duties

- Must attend all treasurers' meetings called by the student involvement fiscal officer.
- Attend all meetings (arrive early).
- Be familiar with constitution and bylaws.
- Be familiar with Student Budget Board procedures for payment of bills, use of cash boxes, etc.
- Be familiar with duties of all officers.
- Perform those duties as stated in the constitution or bylaws.
- Assist president when and where needed.
- Plan budget with president and other executive officers.
- Record, keep and have available an accurate record of funds of group.
- Prepare report for secretary (for minutes).
- Request budgets of committees.
- Get proper forms for funds at the student involvement fiscal officer's office.
- Deposit funds promptly.
- Pay authorized bills promptly.
- Orient incoming treasurer.

## ORGANIZATION BENEFITS AND EXPECTATIONS

### Student Senate Leadership Awards

The ADVISOR OF THE YEAR AWARD recognizes an advisor who has contributed to the group above and beyond his/her normal duties.

The MEMBER OF THE YEAR AWARD recognizes a student member of a group on campus who has exhibited outstanding leadership and dedication to the organization.

The ORGANIZATION OF THE YEAR AWARD recognizes the organization who makes tremendous contribution to the students and community of Manchester University.

The PROGRAM OF THE YEAR AWARD recognizes the organization who programmed an activity/event that exceedingly met the needs of the entire campus community. Categories include: community service, diversity, educational/intellectual, social, recreational and spiritual.

Faculty, staff and students are encouraged to submit nominations for the Leadership Awards. Nominations and selections occur in the spring. Individual recipients and organization recipients receive individual awards and their names are included on the perpetual plaques.

### Promotions and Procedures

The Student Budget Board works individually with each registered campus organization to allocate the funds necessary for the organization to function effectively. It is imperative that all executive officers work together with the group as a whole to develop the **budget request** for each respective semester. Organizations are encouraged to consider programming activities and events that will not only appeal to their particular group, but also to the entire campus community. Be as specific as possible when requesting funds. Think ahead on exactly how the money will be spent. Don't just copy last year's budget request. Carefully develop a budget proposal that reflects what the organization hopes to accomplish.

Club/Organization treasurers will receive an email from the director of student involvement each semester containing the updated SBB guidelines and budget template, it will also include key due dates and meeting times to discuss updated guidelines and to assist in budget creating. Once your budget proposal is complete it should be emailed to MUOStudentBudgetBoard@manchester.edu The treasure will then receive updates on their budget status.

Be creative with **promotion and publicity** of events. It is not enough just to post some fliers. Do something unique! Be enthusiastic about your program and others will be too. Always bring a friend or more to your program. Consult with the Office of Student Involvement regarding possible publicity ideas.

The Office of Student Involvement exists to assist campus organization and club leaders in their personal leadership development as well as in the endeavor to lead effective organization





members. The awards and activities publications create the forum by which organizations may gain well-deserved recognition and, hopefully, draw new members! We expect that every campus organization and group take advantage of these opportunities to learn and to promote their organization.

The Office of Student Involvement maintains a calendar of events as a resource for event attendance planning. This calendar can be accessed via ChetNet. After logging into ChetNet, click on the calendar link on the left-hand side of the ChetNet homepage.

### STUDENT ORGANIZATION WEB PAGES

Student organizations are encouraged to publish and maintain an organization web page on the University website. Organization web pages should be updated regularly and kept free of outdated information. All material published to the University website should meet the guidelines set forth by the University webmaster, and all pages should be laid out on page templates provided by the University webmaster.

Organizations must observe all rules regarding copyright restrictions as dictated by the University, and the University reserves the right to remove any material deemed inappropriate or outdated.

Students wishing to create or update organization web pages should contact the Office of Student Activities (260-982-5029).

### STUDENT INVOLVEMENT PLANNING GUIDELINES

The director of student involvement oversees the broad range of activities planned by student organizations. The Office of Student Involvement, located in Calvin Ulrey basement, serves as the focal point of activity planning and provides meeting space for student organizations, and office space for involvement staff.

The director and the student involvement assistant assist and advise all student organizations and groups in the conduct of activities on campus, and oversee scheduling, ensuring compliance with University activity guidelines, and contract negotiations.

### CLUB/ORGANIZATION MEETINGS, ACTIVITIES, AND EVENTS

**All club/organization activities must be registered with the Office of Student Involvement. Any and all activities or events that require the reservation of space, physical setups, and equipment needs must be registered with the Office of Student Involvement.** This includes all meetings (club/ organization regular meetings, committee/subcommittee

meetings, planning meetings, training sessions, etc.) and activities, regardless of whether the attendees are all members of the campus community or only members of the sponsoring organization.

### STEP-BY-STEP PLANNING AND ORGANIZING AN EVENT WITH THE OFFICE OF STUDENT ACTIVITIES

#### Initial Contact

The moment a club/organization brainstorms an activity/ event, a potential date, location, and event time, the Office of Student Involvement should be contacted. The director of student involvement and/or the student involvement assistant will then review the activities calendar and additional activities scheduled by other clubs and organizations to determine conflicts. The club/ organization will then be contacted and updated on the status of scheduling and then programming may proceed.

#### Types of Reservations taken by the Office of Student Activities

##### 1) Meeting Reservations

Reservations for regular club/organization meetings must be made with the Office of Student Involvement the semester prior to the semester of meetings to be scheduled. Regular meeting reservations made for the entire year are preferable. Reservations for committee meetings, planning meetings, training sessions, etc. must be made at least two weeks prior to the desired meeting date.

##### 2) Activity Reservations

All club/organization events (e.g., banquets, tables in the Jo Young Switzer Center for sales and/or elections, etc.) AND all campus wide events\* must be registered with the Office of Student Involvement two weeks (three weeks preferable) prior to the requested date of the event. Requests made with less than two weeks before the desired event date will not be honored.

\* *Campus-wide events are defined as those events to which everyone on campus is invited, beyond the members of the sponsoring club(s)/ organization(s).*

At the time of the initial contact with the Office of Student Involvement, the following information will be requested from the sponsoring club(s)/organization(s) representative(s):

- Event title or theme
- Event date
- Event time



## BECOME A BETTER LEADER

- Event location
- Location logistics
  - Room setup – tables and chairs arrangement, stage, podium, etc.
  - Equipment needed – microphones, DJ equipment, projectors, TV/VCR, etc.

**As a service to both the sponsoring club(s)/ organization(s) and the University staff involved in preparation for the event, the Office of Student Involvement will reserve space, and arrange for physical (chairs, lectern, etc.) and musical (sound and DJ equipment) setups based on information received in the meeting.**

**Under no circumstances should the sponsoring club(s)/ organization(s) make arrangements specified above on their own unless asked to do so by the student involvement staff. The involvement staff has established with Conference Services a system that is convenient for all involved in programming at Manchester University. Other offices will not take requests or reservations for campus-wide events unless contacted by the Office of Student Involvement.**

### **Campus-wide posting of signs**

Great care and consideration must be taken regarding tape used for posting signs. **No tape of any kind** can be used when posting signs. Please use poster putty to adhere all signs to walls. Poster putty can be obtained in the SAC.

### **Remember that part of promoting an event is removing the signs afterward!**

The same applies to decorations. At the end of an activity, always return the space to a better condition than how you found it. (See Residential Life in the policies and procedures section of this handbook.)

In addition, it is important to post signs **in appropriate places**. As indicated in the policies and procedures section for posting in residence halls, signs are not permitted on doors or windows where they would obstruct the view.

### **Dances**

University Safety cadets are required at all dances. Disc jockeys for dances must sign a contract.

All dances will be scheduled for a period not to exceed three hours. Indoor dances will end no later than 1 a.m., and outdoor dances will end no later than midnight. Exceptions shall be granted for formals (i.e., the Valentine semiformal and the spring formal) and dance-a-thons arranged for fundraising purposes.

### **Activities Admission Fees**

Admission costs for dances or movies are generally covered by the activities fee in tuition. However, if your organization wants to charge admission, please contact the student involvement fiscal officer (260-982-5029).

### **RESERVATIONS AND GENERAL POLICIES FOR FACILITY USE**

- A. All facilities are scheduled through the Office of Conference Services (877-624-8377).
- B. Any student organization wishing to reserve campus facilities must do so through the director of student involvement who works in cooperation with Conference Services. Submit a request via email or use the Student Organization Activity Reservations form on the Student Activities Center ChetNet page.
- C. The Office of Conference Services reserves the right to deny permission for the use of campus facilities if it is determined that such reservations are in conflict with the mission of the University or the schedule and/or educational goals and event priorities of the institution.
- D. Specific annual, on-campus events will be given reservation priority (i.e., Homecoming, Commencement) as determined by Conference Services.
- E. University facilities are available to off-campus organizations when there is no facility conflict with the schedule and/or educational goals and event priorities of the University.
- F. On-campus groups wishing to make a facility reservation are asked to first check availability of the facility by going online to their internet browser and typing VEMS in the address line. This viewing can only be done through an on-campus computer. VEMS (Virtual Event Management System) is the online viewing option tied directly to Conference Services Event Management System software, which shows all on-campus facilities reservations.



- G. Facility reservation requests for any facility by on-campus groups must be made through the Office of Conference Services facilities coordinator, by email only (meet@manchester.edu) for documentation purposes and should include specific set-up requests that you require (chairs, podiums, tables, microphones, etc.). If the facilities coordinator is unavailable at the time of your contact, other Conference Services staff members may assist you.
- H. If the facility requested is available, the facilities coordinator will send an email confirmation to the individual making the reservation. That confirmation should be carefully checked for accuracy (the facilities coordinator can be contacted with any changes or corrections).
- I. If the facility is not available, the facilities coordinator will contact the individual requesting the reservation to suggest either an alternative facility and/or date.
- J. Any request for facility setup, tech setup, or catering made with less than 48-hour notice cannot be guaranteed. The further a group/individual plans ahead, the better Conference Services can accommodate and successfully implement the request.
- K. After the facility reservation is confirmed and if there are technical set-up needs pertaining to the event, a member of the technical services staff may, if necessary, contact the individual making the reservation to go over set-up details to ensure accuracy and quality customer service.
- L. If a reservation requires food service, you will be directed to contact the Chartwells dining service office at 260-982-5289
- M. For all student organization events requiring general setups, the items will be delivered to the event location and it will be the responsibility of the students to setup and tear down the tables and chairs. This information will be added to the reservation confirmation. A \$25 fee will be charged to any student organization that fails to tear down their event.

**Cancellations**

- A. If, for any reason, an event and the reserved facility needs to be canceled, contact the facilities coordinator by **email immediately** so that the facility can be made available to other groups potentially wanting to use it. A 24-hour cancellation notice of the event date is required.

Cancellations must be submitted by **email only** in order to ensure proper documentation.

- B. If a facility reservation is not canceled before the required 24-hour cancellation notice by either an on-campus or off campus group, a fee up to \$150 (depending on the complexity of the event set-up) will be automatically charged to the organization or department budget and transferred. This also includes any technology requests that are setup and not used.

**Pricing**

- A. There is no charge for facilities usage by any official on-campus organization.
- B. Charges for facilities usage by off-campus customers are outlined in the **Facilities Seating and Pricing** available from Conference Services.
  - i. By law, a 7 percent state sales tax will be added to all facilities pricing and food.
  - ii. As required by Wabash County, a 5 percent inn keeper’s tax will be added to overnight guests staying on campus.
- C. There is a 25 percent discount for all off-campus, not-for-profit organizations reserving campus facilities. Documentation/proof of not-for-profit status may be required with the reservation.
- D. Not-for-profit groups are considered tax exempt if proper documentation (ST105 Form) is provided to Conference Services prior to the scheduled event.
- E. Manchester University faculty/staff wishing to reserve campus facilities for personal use (events not affiliated with any official campus organization) receive a 50 percent discount on pricing (not including guest suites).

**VEHICLE REQUEST PROCEDURES**

The maintenance office has responsibility for processing vehicle requests. The procedures the maintenance office will follow are:

1. The proper authorization and account number must be filled in on the vehicle request card, otherwise it will **not** be processed.
2. The “applicant” on the vehicle request card should be the driver of the vehicle. The “authorized” signature must be someone other than the driver except in cases where the driver is a VP or above. The driver of the vehicle must be registered with the maintenance office for insurance purposes. If you have not done so, you will be asked to take care of this matter. A vehicle will **not** be issued to a driver not covered



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## BECOME A BETTER LEADER

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by University insurance.

3. In order to drive a University van or People Mover, you must be at least 21 years old and have completed the online van and people mover training and a driving test.
4. Keys will not be issued to non-drivers.
5. Requests for vehicles should be made during regular office hours. The office hours are: 8 a.m. - noon and 1 - 5 p.m., Monday through Friday. The cards should be returned to the maintenance administrative assistant.

### **Picking up keys:**

Keys may be picked up at the Maintenance Office during regular office hours. Arrangements should be made for early pickup of keys

for hours when the Maintenance Office is closed. **ALL KEYS MUST BE PICKED UP DURING OFFICE HOURS.**

**Vehicles returned not filled with gas will incur a charge of \$15 for maintenance to perform the service. Vehicles returned with the interior not cleaned of trash will incur a charge of \$25 for maintenance to perform the service.**

### **Returning keys when the Maintenance Office is closed:**

During the lunch hour on work days, or at other times when the Maintenance Office is closed, place the keys and paperwork (in manila envelope) in the key drop box slot on the Maintenance Office door.



## GUIDELINES FOR RESERVING CAMPUS FACILITIES

When scheduling a room, please follow these guidelines:

1. All students and student organizations should email Sam Alley, student involvement director, with all reservation requests.
2. Please list the following information in the email:
  - Date
  - Facility/room requesting (if known)
  - Event time
  - Reservation time (setup and tear down)
  - Attendance
  - Event type (meeting, luncheon, etc.)
  - Name of organization and the contact person
  - Name of event
3. ONLY after a room is secured, call Chartwells Dining Services for catering needs (260-982-5289). Chartwells will require your room reservation information to confirm catering needs. The consultation will allow you to work with the catering director to determine the best menu selections to fit the needs of the event and your budget. You also may contact Dining Service for any table clothes or linen needs. \*Disclaimer: All events held in the Jo Young Switzer Center with food service needs must contact Chartwells to determine food service needs. Food and beverages may not be brought in without permission from Chartwells and outside food vendors are strictly prohibited.
4. When you receive confirmation, PLEASE REVIEW TO ENSURE ALL YOUR NEEDS ARE INDICATED.

### SPECIAL NOTES:

- **All student organization requests** are scheduled through the director of student activities.

All guidelines apply for the academic year and are adjusted for summer conferences by the Office of Conference Services. Rooms affected are noted with an asterisk (\*).

Facility	Capacity	Contact
Academic Center*		
Atrium		Paula Finton 260-982-5551
Auditorium	130	Paula Finton 260-982-5551
Classrooms	20-46	Paula Finton 260-982-5551
Conference Rooms	12-21	Paula Finton 260-982-5551
Administration Building		
Admin 11 (Video Conference Room)	12	Paula Finton 260-982-5551
Wampler	200	Paula Finton 260-982-5551
Calvin Ulrey Hall		
Plowshares Conference Room	16	Paula Finton 260-982-5551
Clark Computer Center		
Classrooms	30	Paula Finton 260-982-5551
Room 103	20	Paula Finton 260-982-5551



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Facility	Capacity	Contact
Cordier Auditorium Lobby	1,175 150	Paula Finton 260-982-5551 Paula Finton 260-982-5551
East Hall*		Paula Finton 260-982-5551
Funderburg Library Bigler Terrace Computer Lab	50+ 25	Paula Finton 260-982-5551 Paula Finton 260-982-5551
Garver Hall*		Paula Finton 260-982-5551
Helman Hall Guest Rooms 102 and 104	2 each	Paula Finton 260-982-5551
Koinonia Retreat Facility	32	Alexis Young 260-982-5246
Mall		Paula Finton 260-982-5551
Oakwood Hall Guest Rooms 102 and 104	2 each	Paula Finton 260-982-5551
Otho Winger Hall* Wine Recital Hall* Classrooms Link Gallery	170 8-30 170	Paula Finton 260-982-5551 Paula Finton 260-982-5551 Paula Finton 260-982-5551
Petersime Chapel Petersime Lounge Petersime Conference Room	120 20 15	Paula Finton 260-982-5551
Physical Education and Recreation Center and Athletic Fields*		Paula Finton 260-982-5551
Schwalm Hall*		Paula Finton 260-982-5551
Science Center* Atrium Flory Auditorium Classrooms Seminar Rooms	100 130 18-40 12	Paula Finton 260-982-5551 Paula Finton 260-982-5551 Paula Finton 260-982-5551 Paula Finton 260-982-5551
Jo Young Switzer Center Conference Rooms Shepherd Room President's Conference Room Beauchamp Lounges	60-350 16 18 80	Paula Finton 260-982-5551 Paula Finton 260-982-5551 Paula Finton 260-982-5551 Paula Finton 260-982-5551



**OFFICES, DEPARTMENTS AND RESIDENCE HALLS**

(If off campus, dial 260-982- plus four digit number)

Academic and Student Affairs, Administration – 1st Floor ..5051	Financial Services, Administration – 1st Floor
Academic Support, Jo Young Switzer Center – 2nd Floor ....5076	Accounts Payable .....5216
College of Business, Academic Center.....5484	Administrative Assistant .....5713
Admissions Office, Academic Center, Welcome Center.....5055	Junior Accountant (accounts receivable).....5274
Alumni Office, Administration – 1st Floor .....5223	Senior Accountant (student accounts).....5213
Archives, Library – 2nd Floor .....5361	Senior Accountant (payroll, budget, expenses) .....5004
Art Department, Winger – 3rd Floor .....5334	Treasurer .....5245
Athletic Department, PERC .....5390	Tuition Payments .....5282
Athletic Training, PERC .....5033	Food Service, Jo Young Switzer Center.....5289
Audio-Visual Department, Clark –1st Floor .....5270	Garver Hall
Auditorium, Cordier Lobby .....5240	Director Office .....5417
Auditorium, Technical Director, Cordier.....5447	Front Desk .....5092
Aurora Office, Administration Basement.....5317	Computer Lab.....5940
Biology Department, Science Center – 2nd Floor .....5308	Gender Studies, Academic Center Academic Center –
Campus Line .....5060	1st Floor.....5391
Campus Pastor, Petersime .....5243	Graduate Studies Office, Administration –1st Floor .....5051
University Safety, East Street	Health Services, Calvin Ulrey – 1st Floor.....5306
Emergency .....5999	Helman Hall
Dispatcher.....5001	Director Office .....5413
Office.....5388	Front Desk .....5411
Confidential Tipline.....5995	Guest Room 102.....5455
Campus Store, Jo Young Switzer Center.....5275	Guest Room 104.....5456
Career and Professional Development,	Helpdesk, Clark Computer Center .....5454
Jo Young Switzer Center – 2nd Floor.....5242	History and Political Science Department,
Center for Service Opportunities, Calvin Ulrey.....5721	Academic Center.....5018
Chapel, Petersime.....5057	Human Resources, Calvin Ulrey – 2nd Floor.....5288
Chemistry Department, Science Center – 3rd Floor .....5319	Student Employment .....5559
Communication Studies, Academic Center .....5059	Indiana Reading Corps, Calvin Ulrey .....5721
Conference Services, Jo Young Switzer Center – 2nd Floor ..5551	Intercultural Center, 605 E. College Avenue.....5423
Counseling Services, Calvin Ulrey – 1st Floor .....5306	Koinonia Environmental Center,
East Hall	Campus Office, Science Center – 2nd Floor .....5079
Director Office .....5716	Education Office
Front Desk .....5093	(Upper Level Koinonia) .....574-594-3159
Computer Lab.....5719	Retreat Area (Lower Level Koinonia).....574-594-9995
Economics Department, Academic Center.....5205	Library, Circulation/Reserves .....5363
Education Department, Academic Center.....5056	Library Office.....5364
English Department, Academic Center – 1st Floor .....5386	Manchester University Reconciliation Service .....5395
Exercise Science and Athletic Training Department,	Marketing, Administration – Lower Level.....5089
PERC .....5381	Mathematics and Computer Science Department,
Facility Reservation .....5551	Science Center –1st Floor .....5312
Fitness Center, PERC.....5380	Media and Public Relations,
	Administration – Lower Level .....5285



## OFFICE DIRECTORY

Modern Language Department, Academic Center – 1st Floor.....	5406	Registrar, Administration – Lower Level.....	5234
Multicultural Affairs, Intercultural Center.....	5423	Residential Life Office, Calvin Ulrey – 2nd Floor .....	5052
Music Department, Winger – 2nd Floor.....	5292	Schwalm Hall	
Natural and Health Sciences, Science Center – 2nd Floor....	5486	Director Office .....	5444
Oaks Snack Bar, Jo Young Switzer Center.....	5289	Front Desk .....	5090
Oakwood Hall		Computer Lab.....	5124
Director Office .....	5402	Sociology and Social Work Department,	
Front Desk .....	5400	Academic Center.....	5064
Computer Lab.....	5869	Sports Information, PERC.....	5035
Guest Room 102.....	5800	Student Activities, Calvin Ulrey – Basement	
Guest Room 104.....	5801	Director of Student Activities .....	5029
Observatory .....	4142	Student Activities Assistant.....	5248
Pathways, Jo Young Switzer Center – 2nd floor.....	5025	Student Development, Calvin Ulrey – 2nd Floor .....	5052
Peace Studies, Academic Center Academic Center –		Student Employment, Human Resources,	
2nd Floor .....	5343	Calvin Ulrey – 2nd Floor.....	5559
PERC (Nights and Weekends).....	5380	Student Financial Services, Administration – Lower Level...5066	
Pharmacy Program, Fort Wayne Campus.....	2700	Success Center, Jo Young Switzer Center – 2nd Floor .....	5888
Philosophy and Religious Studies Department,		Telephone Services, Computer Center .....	5454
Academic Center – 2nd Floor .....	5041	<i>The Oak Leaves</i> Office, Administration – Lower Level.....	5317
Physical Plant Office, Maintenance.....	5061	Ticket Information, Public Programs,	
Physics Department, Science Center – 1st Floor .....	5071	Conference Services, Jo Young Switzer Center – 2nd Floor.....	5551
President’s Office, Administration – 1st floor.....	5050	Writing Center, Jo Young Switzer Center – 2nd Floor .....	5048
Printing Services, Neher Maintenance Center .....	5278	University Advancement, Administration – 1st Floor .....	5412
Psychology Department, Academic Center .....	5344	University Operator.....	0
Public Relations Office, Administration – Lower Level .....	5285	Emergency or after 5 p.m., University Safety.....	5999
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## SELECTED OFFICE AND FACILITY HOURS

### ACADEMIC SUPPORT

Jo Young Switzer Center, Second Floor (260-982-5076)

Monday - Thursday

8 a.m. - 10 p.m.

Friday

8 a.m. - 5 p.m.

Sunday

5 - 10 p.m.

### University Safety

1305 East St. (260-982-5388)

24-HOUR EMERGENCY PHONE 260-982-5999

### CAMPUS STORE

Jo Young Switzer Center, First Floor (260-982-5275)

Monday - Friday

9 a.m. - 6 p.m.

\*Saturday

10 a.m. - 4 p.m.

Sunday 11 a.m. - 2 p.m.

(\*while classes are in session)

### CAREER AND PROFESSIONAL DEVELOPMENT

Jo Young Switzer Center, Second Floor (260-982-5242)

Monday - Friday

8 a.m. - 5 p.m.

### CHAPEL

(260-982-5057)

7 a.m. - 1 a.m.

### CONFERENCE SERVICES

Jo Young Switzer Center, Second Floor (260-982-5551)

Monday - Friday

8 a.m. - Noon

1 - 5 p.m.

### COUNSELING SERVICES

Calvin Ulrey, First Floor (260-982-5306)

Monday - Friday

8 a.m. - Noon

1 p.m. - 5 p.m.

### FACILITIES RESERVATIONS

Jo Young Switzer Center, Second Floor (260-982-5551)

Monday - Friday

8 a.m. - Noon

1 p.m. - 5 p.m.

### FINANCIAL SERVICES

Administration Building, First Floor

Monday - Friday

8 a.m. - 5 p.m.

Phone Numbers:

Director - Planning & Budget - 260-982-5004

Accounts Payable Specialist- 260-982-5216

Accountant - 260-982-5062

Director-Treasury Management - 260-982-5213

Accountant - 260-982-5274

Treasurer - 260-982-5245

Administrative Assistant to

the Treasurer- 260-982-5713

### FOOD SERVICE

Jo Young Switzer Center, First Floor (260-982-5289)

Monday - Friday

7 - 9:30 a.m. Breakfast

10:30 a.m. - 1:30 p.m. Lunch

1:30 - 2 p.m. Soup and Sandwich

4 - 6:30 p.m. Dinner

Saturday

7:30 - 9 a.m. Breakfast

11:30 a.m. - 1 p.m. Lunch

4:30 - 6 p.m. Dinner

Sunday

8 - 9 a.m. Breakfast

11 a.m. - 1 p.m. Lunch

### HEALTH SERVICES

Calvin Ulrey, First Floor (260-982-5306)

Monday - Friday

9 a.m. - 4 p.m.

To reach health services staff after hours, contact your resident assistant, residence director, or security (260-982-5001 or 260-982-5999) and ask that health services staff be paged. If assistance on campus cannot be reached, and it is an emergency, call 911.

### HUMAN RESOURCES (STUDENT EMPLOYMENT)

Calvin Ulrey, Second Floor (260-982-5559)

Monday - Friday

8 a.m. - 5 p.m.

### INFORMATION TECHNOLOGY SERVICES (ITS)

Clark Computer Center

Monday - Friday

8 a.m. - 5 p.m.

Help Desk (260-982-5454)

(Help Desk hours are posted and vary)

### LIBRARY

(260-982-5364)

Monday - Thursday

8 a.m. - 11 p.m.

Friday

8 a.m. - 5 p.m.

Saturday

9 a.m. - 5 p.m.

Sunday

12:30 - 11 p.m.

Call 260-982-5364 for school break and summer hours.

### MAIL ROOM

Jo Young Switzer Center (260-982-5250)

Monday - Friday

9:30 a.m. - 4 p.m.

Saturday

Noon - 3 p.m.

(The mailroom is closed on Saturdays when class is not in session.)

Closed Sunday

### PERC

(260-982-5380)

### Brown Fitness Center

Monday - Friday

6 a.m. - 10 p.m.

Saturday

10 a.m. - 6 p.m.

Sunday

1 - 7 p.m.

Racquetball Reservations (260-982-5390)

### REGISTRAR

Administration Building, Lower Level (260-982-5234)

Monday - Friday

8 a.m. - 5 p.m.

### RESIDENTIAL LIFE

Calvin Ulrey, Second Floor (260-982-5052)

Monday - Friday

8 a.m. - noon

1 - 5 p.m.

### STUDENT EXPERIENCE

Calvin Ulrey, Second Floor (260-982-5052)

Monday - Friday

8 a.m. - noon

1 - 5 p.m.

### STUDENT FINANCIAL SERVICES

Administration Building, Lower Level

Monday - Friday

8 a.m. - 5 p.m.

Phone Numbers:

Director - 260-982-5237

Assistant Director - 260-982-5282

Student Account Specialist - 260-982-5290

Coordinator - 260-982-5066

### SUCCESS CENTER

Jo Young Switzer Center, Second Floor (260-982-5888)

Monday - Thursday

8 a.m. - 10 p.m.

Friday

8 a.m. - 5 p.m.

Sunday

5 - 10 p.m.

**NOTE:** Summer hours may vary.

