



Manchester
University

THE

SOURCE

Undergraduate Student Handbook 2021-22



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.

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 Student Life department.

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SPARTAN LIFE

**INFORMATION
FOR THE NORTH
CAMPUS
COMMUNITY**

**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 every 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.



For questions, comments or concerns about diversity at Manchester University send an email to the DEI Core Team DEICoreTeam@manchester.edu

SPARTAN UNITED COVID-19 PLAN

Learning to solve problems is at the core of a Manchester education. Now the COVID-19 pandemic presents a real-world learning opportunity that few of us imagined. As Manchester welcomes students back to our campuses, we embrace our mission to respect the infinite worth of every individual and improve the human condition. With compassion and resilience, we will persevere in the face of adversity, because education is essential to solving problems. We will live, learn and work as Spartans United.

Manchester's Plan

Manchester's goal is to help every member of the MU community stay safe and healthy as we also advance our mission.

- Respect the infinite worth of every individual
- Mitigate health risks for ourselves and others by wearing face coverings when necessary, practicing effective hygiene, and distancing from others where designated on campus
- Follow data-driven, evidence-based advice of medical and public health experts
- Provide education and training for members of the University community
- Protect the most vulnerable members of the Manchester community
- Offer a range of instructional options for students and faculty
- Anticipate and prepare for changing circumstances

Manchester University calls upon all members of the Spartan community to improve the human condition through the COVID-19 pandemic and beyond. With the Spartans United Pledge, we embody our values and mission and call all students, colleagues, alumni and visitors to action. We will be responsible for others and ourselves, and extend compassion, civility and integrity to others.

I pledge to:

- Educate myself regarding regulations, requirements and guidelines pertaining to the campus and community.
- Check my University email frequently each day and follow all guidelines communicated. If I don't understand, I will contact health@manchester.edu.
- Wear a mask/face covering as directed, to protect others and

- myself. If I need a mask, I will contact health@manchester.edu.
- Monitor my health daily and follow the University Care plan for the treatment of COVID-19 symptoms.
- Maintain social distancing and follow guidelines in all campus locations.
- Cover my cough and my sneeze.
- Practice good hand hygiene.
- Communicate with staff and health care professionals promptly if I suspect I have COVID-19 symptoms.
- Maintain physical distancing and stay home if I feel sick or if I believe I have been exposed to someone who has COVID-19.
- Inform my instructors and fellow students who may be counting on me to complete courses and academic goals.
- Abide by protocols set by businesses and other organizations to help mitigate the transmission of COVID-19 in our communities.
- Participate in all educational programs provided to help take care of others and myself.

Face Coverings

The scientific evidence is overwhelming: Wearing cloth face coverings protects others and ourselves from exposure to COVID-19. Face coverings help slow the spread of the virus and wearing one is an important gesture of respect for the people around you. They should cover both the mouth and nose. Face coverings may be required on both MU campuses. All buildings will have "Designated Mask Zone" signs if you are required to wear a mask. These guidelines may change based on recommendations by the Centers for Disease Control and Prevention and state or local mandates. Face coverings are not required when an employee is alone in a room or when students are in their residence hall rooms with their roommate. Members of the MU community are welcome to wear their own face coverings, whether purchased or homemade. If someone forgets to bring a face covering, Manchester will have disposable masks available in the Center for Health and Sports Medicine on the North Manchester campus and the Office of Student Affairs on the Fort Wayne campus. Masks should be laundered frequently and it will be everyone's individual responsibility to clean them. Because masks can trap live virus or other contagious germs, colleagues and students are asked not to launder masks for other people.

Checking Symptoms Daily

Everyone in the campus community will be educated about COVID-19 symptoms and will be expected to monitor themselves for those symptoms before they leave home or their campus housing



CITIZENSHIP AND RESPONSIBILITY

each day. Students and employees will participate in daily symptom checklist monitoring. Students who believe they have COVID-19 or flu-like symptoms should stay in their rooms and contact the Center for Health and Sports Medicine at health@manchester.edu or 260-982-5306.

Quarantine & Isolation

In all likelihood, there will be times when students present COVID-19 symptoms or have been exposed to the virus. In that case, they will require isolation or quarantine. Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Quarantine and isolation guidelines are subject to change based on guidelines from the CDC. Students who do not live in a residence hall, or who reside within a 150 mile radius from the North Manchester campus will be expected to isolate or quarantine at home. When a residential student, whose primary residence is farther than 150 miles from campus, needs to be quarantined or isolated, Manchester has rooms that will be designated for that purpose. These rooms will be separated from other residential student rooms. The Center for Health and Sports Medicine staff will remotely monitor students daily and meals will be delivered to the students. Counseling services and the University pastor will be available remotely as well. The Reopen Work Group has developed detailed protocols for support and safety should they be needed.

Vaccinations

The COVID-19 vaccines provide significant protection against infection and transmission, and Manchester strongly encourages all students to be vaccinated. Vaccines are free, safe and readily available.

If you've already been vaccinated please send a copy of your vaccine card to healthservices@manchester.edu. The University will maintain this information as we do with other vaccination records.

ACADEMIC PROGRAM

INTRODUCTION

The Manchester University *Catalog* has comprehensive information about the academic program. Find it online at 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*.

Spartan Success Advisors will provide 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 Spartan Success Advisors will notify faculty via email.

No written "excuses" are issued by the Student Life designee or the health personnel, 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 can be scheduled by contacting the Director or Assistant Director of Success Advising. These interviews are meant to gather information about students' experience while attending Manchester University, what they benefited from, what was missing, and what could be improved to enhance the student experience. As a part of the exit interview, students complete the withdrawal form which must be completed with signatures. 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.

LEAVE OF ABSENCE

A leave of absence allows a student to suspend their college



studies for period of up to one year, without severing their connection to Manchester University. Students may want to pursue a leave of absence for medical, mental health, or career reasons. A leave of absence is granted only with written approval from the Vice President of Student Life, and must be submitted prior to the start of the term for which the leave is requested. A student requesting a leave of absence must be in good academic standing, have no holds (e.g. financial, registration), and submit a signed leave of absence application form. Absent extraordinary circumstances, a leave of absence will not exceed one-year.

Any student who plans to take a leave of absence should consult the Director of Advising.

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 the Fort Wayne campus. The ITS Help Desk is located in Clark.

Faculty, staff, and students may access the public computers. Available applications include Microsoft Office 365 (including Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word), Adobe Acrobat, and assorted other academic software. A system called Printing@MU 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. Each resident hall lab PC is configured with the same software as the public labs and has access to a local Printing@MU printer.

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

One may request technical support via the online Help Desk at <http://service.manchester.edu>, by email at 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

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



ACADEMIC PROGRAMS

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 <https://www.manchester.edu/academics/student-success-center>.

VALUES, IDEAS AND ARTS

The purpose of the Values, Ideas, and Arts (VIA) series is to enhance the connections between what students are learning in the classroom to the rest of the world. VIA events can feature MU alumni talking about their careers, speakers discussing current events, professional ballet and music performances, as well as presentations by our own students, staff, and faculty.

You can view the upcoming VIA schedule on the Manchester University website at <https://www.manchester.edu/academics/VIA>.

If you have questions about anything related to VIA please email ValuesIdeasArtsCommittee@manchester.edu.

ADVISING

Manchester University developed a dual advising model to better meet the needs of our student population. In this model, students have access to a faculty advisor in their academic major and a success advisor through the Office of Student Life.

Success Advising:

Success Advising offers complementary advising services to students throughout their academic career. Success Advisors work with students to see and understand their strengths and challenges and to seek and leverage the right support as needed. Success Advising increases self-awareness, improves the learning experience, and focuses on the development of skills that will serve a student throughout their career and in life. In addition to making sure students are aware of various resources and know how to engage with them effectively, success advisors often focus on building student motivation and willingness to ask for help.

Success advisors provide deliberate, structured interventions to students at critical moments to enhance student motivation and success. By monitoring students' progression through courses

alongside building personal relationships, a success advisor has a holistic view of how a student is doing. They work in conjunction with faculty to ensure student success.

Academic Advising:

Academic Advisors will help students to meet degree requirements and choose courses. Additionally, they will help students to explore their interests, determine their best path forward, and take advantage of opportunities on campus and beyond.

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 POLICY

Academic Integrity

Academic integrity is the commitment of all members of the academic community to act with honesty and integrity in their work. This means students complete their own work, always give credit to the work of others, and refrain from doing work for other students.

Academic Dishonesty Policy

It is the goal of the Office of Academic Affairs (OAA) to provide a policy that is understandable to both students and faculty members; OAA approaches violations of academic integrity as a learning opportunity, emphasizing the importance of accountability and growth for the student.

The Academic Dishonesty Policy applies in cases of plagiarism, cheating, and/or falsification/fabrication as defined below.

Plagiarism: Plagiarism is the presentation of information (either written or oral) as one's own when it is borrowed or copied from another person or source.

Plagiarism includes the following:

- The author of the work is properly identified, but the student does not use quotation marks correctly; or, the material has been only slightly modified or rephrased rather than restated in the student's own words
- Key ideas, words, or items of information that are not common knowledge are copied from another writer/speaker and are presented without proper identification of the source(s).



- The student uses the ideas of several other people/ authors and presents those ideas as their own.
- The student uses an entire paper or speech written or delivered by someone else and presents it as their own.
- The student translates texts written in another language into English and presents them as their own.

Cheating: Cheating consists of any use of notes, texts or other sources that gives a student an unfair advantage in completing a class assignment or an exam.

Cheating can include:

- Using notes on a quiz or an exam when this is not allowed
- Helping another student complete an assignment or exam when they are supposed to complete the work on their own
- Giving another student the answers on homework, quizzes or exams
- Submitting the same work (essay, speech, art piece, etc.) to fulfill assignments in more than one class. If a student wants to submit the same work for assignments in two different classes they must have 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).

Falsification/Fabrication: Falsification or fabrication includes altering information or making up information and presenting it as fact in any academic assignment

It is important to note that plagiarism can be either intentional or unintentional; both kinds are violations of the academic integrity policy. For example, letting a friend look at a paper and not realizing that they copied it word-for-word is not an excuse, nor is not knowing how to cite something correctly.

Cultural differences are also important to recognize; in some cultures or countries it may be fine to take ideas or even entire passages of text from other authors without mentioning where the information was obtained. This differs greatly from the US (and several other countries) in which all words taken from another author as well as every idea taken from another author – even if the words are changed – must be accompanied by a formal citation or acknowledgment of the original author.

It is your responsibility as a student to ask your professors what exactly they mean by proper citation and/or to check with the Writing Center about what might be considered plagiarism.

Academic Dishonesty Procedures

1. In a case of academic dishonesty, the instructor completes an Academic Dishonesty Tracking form and submits documentation of the academic dishonesty to the Associate Dean of Academic Affairs. Before submitting the paperwork, the instructor contacts the student(s) documenting their concerns; they gather information from the students and share their plan of action with the students. The instructor then indicates on the paperwork if they desire a formal meeting with the student(s) and the Associate Dean of Academic Affairs or not.
2. Only the Associate Dean of Academic Affairs (not the professor) knows if this is the accused student's first offense. In cases of a student's first offense, when the case will not involve a formal meeting between the student(s), instructor, and Associate Dean, the associate dean will send a letter outlining the seriousness of academic dishonesty, the specific consequences/penalties assigned by the faculty member, and the consequences if a second offense occurs.

A formal meeting between the student, instructor, and Associate Dean of Academic Affairs occurs for all second (and subsequent) offenses and for any first offenses if requested by the instructor or the student(s).

At the meeting, the allegation and associated grade penalty are discussed, and the student can choose between the following:

- a. Admitting to the allegation and accepting the penalty
- b. Admitting to the allegation but disputing the penalty
- c. Denying the allegation

If the student chooses option (a), the materials are saved in a confidential file by the Associate Dean of Academic Affairs, and the matter is considered closed.



STUDENTS RIGHTS AND PRIVACY

If the student chooses either option (b) or (c), they are referred to the Academic Integrity Panel (AIP), which will then meet with the student and determine whether a violation occurred and/or the associated penalty. The AIP may also be convened at the discretion of the Associate Dean of Academic Affairs in the event of a particularly egregious offense or when additional sanctions may need to be discussed for a student with multiple offenses.

3. The AIP will consist of the associate dean and two faculty selected from six members appointed by AGC. The composition of each AIP will be determined based on scheduling availability and avoidance of conflict of interest. The associate dean will vote only in cases of a tie.

In instances when the case involves confidential information of a medical nature, Title IX concerns, or issues related to disability accommodations, the AIP will not convene; instead, the case will be heard by the associate dean and appropriate representatives from Student Life.

Following the meeting 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

The instructor has the discretion to impose specific penalties, including 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. Penalties for academic dishonesty should be clearly stated in the syllabus for each course.

Due Process and Appeals

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

1. To be informed of the nature of the violation by the faculty member within two weeks of discovery of the incident of dishonesty or cheating.
2. To be accompanied to any meeting by a faculty or administrative staff member from the University campus community under special circumstances.
3. To request an appeal based only on due process or new, exculpatory evidence. Appeals must be submitted to the Office of Academic Affairs within 7 days of receipt of the letter from the associate dean documenting the allegation and/or sanctions. Appeals may be made only with the Vice President for Academic Affairs (VPAA). The VPAA's decision is final and no further appeal procedure shall exist in the University.

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 SERVICES

Manchester University provides students who have documented disabilities with 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 Services is housed in the Success Center.

STUDENT RIGHTS AND PRIVACY

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.

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 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

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 coaching, 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. 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.

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. Location: Chinworth 104 Email: CareerDevelopment@manchester.edu



SERVICES FOR STUDENTS

COMMUTER STUDENT SERVICES

Commuter students at Manchester University have unique needs that residential 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, provide them with University Safety’s number, 260-982-5999. University Safety and/or a Student Life 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 Manchester Dining 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.

Center for Health & Sports Medicine – Care is given for minor illnesses and injuries, and includes physical therapy, treatments and evaluations of orthopedic injuries for all of our students, not just student-athletes.

The center is intended to complement, not replace, a student’s personal health care provider. There is no charge for students registered at Manchester University, however more serious problems may be referred to a local physician, family physician or specialist. The cost of health care beyond that provided by the center 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: Chinworth Center 1st floor is available for use as well as the Spartan Lounge located next to the SAC.

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 (260-982-5888) 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. Typical concerns presented by students who seek counseling include: 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 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 such as Kosciusko or Allen County have cab services. In case of an emergency, ambulance services through Parkview EMS can be summoned by calling 260-982-8212 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 services are available 24/7 at 800-284-8439. This can also be accessed through an assessment at the Parkview Wabash Hospital Emergency Room, 10 John Kissinger Dr., 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 **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

The Business Office will accept payments for University charges, such as January trip payments, with the exception of tuition related payments. The Business Office also offers check cashing services (with student ID) and sells money orders (\$0.50 each).

STUDENT FINANCIAL SERVICES

Student Accounts

Students are responsible to make payment on the Tuition Statement by Aug. 1 for fall semester and Jan. 1 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.studentaid.gov. Indiana residents must have a receipt date between Oct. 1 and April 15 to be considered for Indiana state grant eligibility. Additional information regarding scholarships, grants and loans is available at <https://www.manchester.edu/about-manchester/office-directory/student-financial-services>.

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 Haist Unlimited +25, Haist Unlimited +150, Flex Plan, and Value Plan. Each plan has a block of meals which you can use during the semester.

Haist Unlimited +150 is available to all students. It is unlimited Meals at Haist Commons, and also includes \$150 Flex Dollars with 5 Exchanges. Breakfast 7 - 10:30 a.m.; Lunch 11 a.m. - 4 p.m.; Dinner 4 - 7:30 p.m. The plan also includes meal exchange at Sisters Café and Crush Wilbur's.

Haist Unlimited +25: is also available to all students. It has unlimited Meals at Haist Commons. It includes \$25 Flex Dollars & 5 Exchanges. Available to all students. Breakfast 7 - 10:30 a.m.; Lunch 11 a.m. - 4 p.m.; Dinner 4 - 7 p.m. The plan also includes meal exchange at Sisters Café and Crush Wilbur's.

Flex Plan is only available to Sophomores, Juniors, and Seniors. It has 14 Meals per Week and \$100 Flex Dollars per Semester.

Value Plan includes 10 Meals per Week plus \$25 Flex Dollars per Semester. This plan is available to Juniors and Seniors only.

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 Sisters Café and Crush at Wilbur's 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 Douglas Neuschwanger for more info.

Commuter students, faculty and staff may choose to purchase a non-residential meal plan. These plans include 20, 50, 75 or



SERVICES FOR STUDENTS

100 meals per semester and may be accompanied with Spartan Cash dollars. To purchase a non-residential meal plan, please visit Manchester.sodexomyway.com/shop.

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 for Health & Sports Medicine. Applications for exemptions may be obtained from the Center for Health & Sports Medicine. Students involved in field experience, student teaching, or other academically related programs, may petition through the accommodation process for an exemption from the food plan during the period of that experience.

CENTER FOR HEALTH & SPORTS MEDICINE

The Center for Health & Sports Medicine exists to enhance health, safety and wellness of students by providing compassionate and quality health care services.

The center, located on the first floor of Calvin Ulrey Hall, is staffed by a registered nurse a certified athletic trainer and student health assistants.

The Center for Health and Sports Medicine offers health care for many acute illnesses and injuries for students, including:

- Sore throats
- Fever
- Colds
- Viral Infections
- Flu
- Asthma
- Allergies and allergy shots
- Headaches
- Routine medical exams
- STIs/STDs
- Sprains and strains
- Nutritionist referral
- Physical therapy
- Injury prevention and evaluation
- Mental well-being referral
- Orthopedic acute care
- Pregnancy testing

Students may contact the Center by calling x5306 or stopping by the office to schedule an appointment.

Emergency Medical Resources

In the event of a medical emergency, contact University Safety at 260-982-5999. Ambulance services through Parkview can be summoned by calling 911.

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

Ambulance services through Parkview 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 Sodexo 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 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. Student-athletes must have primary insurance coverage in order to be eligible to participate in NCAA athletics. International students will receive primary health insurance through the 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) provides student support, advocacy, programs and events designed to raise awareness, support and encourage diversity, promote inclusion, foster cross-cultural interaction and exchange, increase understanding, and encourage a global perspective on education. The office also serves as a support and point of contact for international students and students of color. The office is led by the director of student diversity and inclusion, with assistance from a coordinator and student staff. OMA is located in the Jean Childs Young Intercultural Center that serves as a hub for students of all backgrounds to gather, learn, socialize, and have fun. It is home to student organizations including Asian Awareness Association (AAA), African Students Association (ASA), Black Student Union (BSU), Hispanos Unidos (HU), Manchester University Natives and Allies (MUNA), United Sexualities and Genders (USG), and others.

SERVICE ENGAGEMENT

In keeping with key components of University Values "learning, faith and service", Service Engagement houses programs, resources and support for students, faculty and staff. Service Engagement develops relations with community organizations and offers a

variety of long-term and short-term service opportunities including ARC, Blood Drives, U Can Crush Hunger, Polar Plunge, local non-profit event support, community dinners, and programs with the local senior/ retirement centers, as well as youth mentoring and tutoring placements. Service Engagement facilitates Federal Work Study Community Service Placements for student employment. The following resources are open to faculty, staff and students for utilization.

Location: Chinworth 104

Social Media: @ServiceEngagementMU

Email: ServiceEngagement@manchester.edu

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 interfaith 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.



TITLE IX

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.
North Manchester United Methodist Church, 306 E. Second St.
Victory Christian Fellowship, 112 W. Main St.
Zion Evangelical Lutheran Church, 113 W. Main St.
Congregatgion Achduth Vesholom (Reform), 5200 Old
MillRoad, Fort Wayne
B'nai Jacob Synagogue (Conservative), 5200 Old Mill Road, Fort
Wayne,
Universal Education Foundation (mosque), 2223 Goshen Rd.,
Fort Wayne
Friends Church, State Route 13 S., Wabash
Assembly Mennonite Church, 727 New York St., Goshen
Presbyterian Church, 123 W. Hill St., Wabash
St. Matthew's United Church of Christ, 1717 N. Wabash St.,
Wabash

PRINTING@MU

Printing@MU 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 most computer labs. Students may print from any computer lab via

the Printing@MU 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 Printing@MU account by visiting <https://printing.manchester.edu>.

To report any trouble, email helpdesk@manchester.edu.

STUDENT INVOLVEMENT

The director of student involvement and leadership development oversees the broad range of activities planned by student organizations. 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.

SUCCESS CENTER

The Success Center, located in the Jo Young Switzer Center, combines a wide range of services available to students: Academic Support and Counseling. Academic Support includes the Writing Center, Math Center, peer tutoring, and disability services. Individual appointments are available with Academic Support staff members to assist in areas such as study skills, time management, note-taking, and test-taking strategies. Within Counseling Services, licensed therapists provide individual, couple, and group counseling to address a variety of student needs ranging from homesickness, to interpersonal conflicts, to anxiety and depression. Appointments are available in-person as well as through remote platforms. 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.

Spartan Success

What is Spartan Success?

Spartan Success (powered by Starfish) is an online communication tool that offers you early and ongoing feedback regarding your academic success. It is a collaborative effort between the faculty, advisors, and other student support services at Manchester University to ensure student success and retention. Spartan Success is designed to help students be successful in their course and connects students with important campus resources.

How Will Spartan Success Impact Me?

- Instructors may use Spartan Success to give you feedback on your academic performance throughout the term.



- They can raise flags when they are concerned about your academic performance, give Kudos to acknowledge when you've done great work, and issue referrals if they think you'd benefit from a MU Campus resource.
- You will be notified via email if your instructor gives you any of these feedback items.
- Your advisors and academic support know about this feedback, and are here to support you.
- Your flags, kudos, and referrals cannot be seen by other students!
- Spartan Success feedback is cleared after every term for a fresh start in the next semester

How Will I Use Spartan Success?

- Schedule appointments with advisors for advising sessions, and instructors for office hours.
- Ask for additional help using the "I need Help" feature.
- Take action if you get a flag and/or referral.
- Speak with your instructor, use a campus resource, and/or meet with an advisor to create an action plan.
- Celebrate if you get a kudos—stay focused and keep up the good work!

TELEPHONE SERVICE

Manchester does not provide phone service in the residence hall rooms. However, accommodations can be made need for students in need of phone service. Please contact the ITS Help Desk via helpdesk@manchester.edu to inquire.

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

TITLE IX SEXUAL HARASSMENT POLICY

INTRODUCTION

Members of the Manchester University Community have the right to be free from all forms of Sexual Harassment which impede the realization of the University's mission 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. All members of the University Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, Manchester University does not discriminate based on 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 based on sex — including pregnancy discrimination and Sexual Harassment — 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.

Sexual Harassment is defined broadly under this Sexual Harassment Policy (Policy). Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

Manchester University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment 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 Harassment will be deemed 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 Respondent.

DEFINITIONS

The following terms and definitions apply to this Policy.

Actual Knowledge: Notice of Sexual Harassment or allegations of Sexual Harassment to a University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the University with Actual Knowledge



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is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a Student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. “Notice” includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator.

Examples of an Employee with authority to institute corrective measures on behalf of the University include the following identified members of the Manchester University Community: President, Vice Presidents, and Vice President for facilities and auxiliary services, Dean for Pharmacy, Director of Athletics, Director of Human Resources and Title IX Coordinator.

Appointee: An individual deemed to have an affiliation with the university in a non-compensatory capacity as designated in the applicable Human Resources Information System.

Child Molesting: 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 sexually gratifying either person.

Complainant: Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the university, and regardless of whether that person is a member of the University Community.

Consent: Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity.
- B. Consent may be withdrawn at any time.
- C. Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes “blanket” Consent (i.e., permission in advance for any/all actions at a later time/place).
- D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.).
 - i. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to

understand the “who, what, when, where, why, or how” of their sexual interaction).

- ii. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.
 - iii. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- E. It is the obligation of the person initiating the sexual activity to obtain Consent.
 - F. An individual cannot Consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or whom a supervisory or disciplinary authority coerces.
 - i. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person.
 - ii. Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.
 - G. A person who does not want to Consent to sex is not required to resist or verbally object.
 - H. Withdrawal of Consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e. crying, pulling away, and pushing away, not actively participating, laying there, uncomfortable or upset facial expression).
 - I. An individual who has not reached the legal age of Consent under applicable law may not give consent.

Dating Violence: Violence committed by a person—

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship
 - ii. The type of relationship
 - iii. The frequency of interaction between the persons involved in the relationship

Decision Maker: The administrator(s) who oversee(s) any hearing or appeal, which takes place as part of the formal resolution process.



Domestic Violence: Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the Complainant's current or former spouse or intimate partner, a person with whom the Complainant shares a child in common, a person who is or has cohabitated with the Complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for Domestic Violence pursuant to this policy.

Formal Complaint: A complaint filed by the Complainant or the University that triggers the University's full investigation and hearing process under Title IX.

Investigator: An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

Mandated Reporter: Mandated Reporter identifies any Manchester University employee who has a mandate to report incidents of Sexual Harassment to the Title IX Coordinator. Examples of Mandated Reporters include deans, associate deans, vice presidents, coaches, Title IX coordinator and deputy coordinators, hall directors, resident assistants, human resources staff, campus safety officers, staff, faculty members, and administrators.

Respondent: Any member of the University Community who is reported to have engaged in conduct prohibited by this policy.

Retaliation: 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 Harassment.

Sexual Harassment:

- A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

All such acts constitute of Sexual Harassment under this policy.

Sexual Violence: Sexual acts perpetrated without Consent.

Sexual Assault: Non-Consensual Sexual Contact and Non-Consensual Sexual Penetration

Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without Consent and/or by force or coercion.

Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts or object, 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.

Non-Consensual Sexual penetration: Any sexual penetration, however slight, with any body part or object, by any individual upon another that is without Consent and/or by force or coercion.

Sexual penetration includes vaginal penetration by a penis, object, tongue, or finger; 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.

Sexual Exploitation(s): Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited. Examples of Sexual Exploitation include, but are not limited to:

- A. Engaging in voyeurism;
- B. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- C. Going beyond the boundaries of Consent (e.g., letting others hide in a closet to watch you having consensual sex);
- D. Invasion of sexual privacy;
- E. Knowingly transmitting a sexually transmitted infection (STI) to another;
- F. Non-consensual pictures, video-, or audio-recording of sexual activity, or the nonconsensual distribution of such material;
- G. Possession, use, and/or distribution of alcohol or other drug (e.g., Xanax, Ambien, Benadryl, Rohypnol ("Roofies"), Ketamine, GHB, etc.) for the purpose of engaging in or facilitating any activity prohibited under this policy;
- H. Prostituting another.



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Sexual Misconduct with a Minor: 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.

Stalking: A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the Complainant to fear for their own or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant's property.

Student: An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the university to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the university; "Student" also includes registered Student organizations. A Student organization remains a "Student" for purposes of this policy for one calendar year following the expiration of the organization's most recent registration.

- i. The university reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.

Title IX Coordinator: The designated university official with primary responsibility for coordinating the university's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the university responds appropriately, effectively, and equitably to all Title IX issues.

University Community: Manchester University faculty, staff, Students, student employees, graduate associates, Appointees, volunteers, suppliers/contractors, and visitors.

POLICY

I. SCOPE

A. Medium

- i. This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.

B. Jurisdiction

- i. Manchester University has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The University must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.
- ii. The University's disciplinary response may be limited if the Respondent is a visitor or other third party or is not subject to the University's jurisdiction.

C. Location

- i. This policy applies to alleged Sexual Harassment that takes place in a University's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the University exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.
- ii. This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a Student organization that is officially recognized by the University.
- iii. This policy applies to alleged Sexual Harassment that occurs during off-campus, Study Abroad, Study-away, May or January term travel programming outside of the United States.
- iv. In situations not covered above, but where the Sexual Harassment undermines the security of the University Community or the integrity of the



educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.

- D. This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of Manchester University who exercise their legitimate First Amendment rights.
- E. Policy Maintenance
- i. Manchester University and the Title IX Coordinator manage this policy.
 - ii. This policy and the associated procedures will be revised by Manchester University.

II. RECEIVING SUPPORTIVE MEASURES

- A. Members of the Manchester University Community impacted by Sexual Harassment are encouraged request supportive measures. Upon submission of a report to the Title IX Coordinator, supported measures will be utilized.

III. EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

- A. Manchester University designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the University.
- B. The following employees have been designated by the University as having the authority to initiate corrective measure on its behalf: :
- i. Title IX Coordinator
Ali Goetcheus
 - ii. President of University
Dave McFadden
 - iii. Vice Presidents
Dr. Celia Cook-Huffman, Vice President for Academic Affairs
Melanie Harmon, Vice President for Advancement
Dr. Lea Johnson, Vice President for Health Science Initiatives
Ryon Kaopuiki, Vice President for Enrollment and Marketing
Dr. Abby Van Vlerah, Vice President for Student Life

Clair W. Knapp, Chief Business Officer and Vice President for Finance

- iv. Vice President for Facilities
Alexis Young, Assistant Vice President for Facilities and Auxiliary Services
 - v. Dean of Pharmacy Program
W. Thomas Smith, Pharm.D., J.D. Dean of Pharmacy Programs and Professor of Pharmaceutical Sciences
 - vi. Director of Human Resources
Brandee Estes
 - vii. Director of Athletics
Rick Espeset
- C. When one of the above employees learns of alleged sexual harassment, that employee should contact the Title IX Coordinator in the student life division as soon as possible. Submission can be made through the Report IT button located on the bottom of Manchester University webpages.
Ali Goetcheus
Title IX Coordinator
Director of Conduct
Chinworth Center
aigoetches@manchester.edu
260-982-5721
- D. Employees may have additional reporting obligations provided by law and/or other University policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

IV. EMPLOYEE DUTY TO REPORT

All University employees have reporting responsibilities to ensure the University can take appropriate action.

- A. All University employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a disclosure of Sexual Assault or becomes aware of information that would lead a reasonable person to believe that a Sexual Assault may have occurred involving anyone covered under this policy, must report all known information immediately.



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- B. In addition to the requirement of reporting incidents of Sexual Assault, the following members of the University Community have an additional obligation to report all other incidents of Sexual Harassment, when they receive a disclosure of Sexual Harassment or become aware of information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy. These individuals must report the incident within five workdays of becoming aware of such information:
- i. Executive officers;
 - ii. Deans, directors, department heads/chairs (including those serving in assistant or associate roles);
 - iii. Graduate and undergraduate chairs;
 - iv. Supervisors who have hiring or firing power over at least three employees who are not Student or post-doc employees;
 - v. Faculty and staff who serve as advisors to or coaches of University-recognized Student groups;
 - vi. Any individual, whether an employee or not, who serves as a coach of a club sports team;
 - vii. All individuals, including Student-employees (such as Resident Advisors) working in Student Life, the Division of Public Safety and Security, Intercollegiate Athletics, and Office of Equity, except those who serve in non-supervisory positions in dining services, clerical, or custodial/maintenance capacities;
 - viii. Campus Security Authorities designed by the University under the Clery Act not otherwise specified in this provision; and
 - ix. Individuals serving in any of the positions described above on an acting or interim basis.
- C. Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the University:
- i. At public survivor support events including, but not limited to: “Take Back the Night,” candlelight vigils, protests, and survivor speak-outs;
 - ii. To Student-employees when they are operating outside of their official work capacity; or
 - iii. During an individuals’ participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.
- D. Employees with a duty to report should refer to the chart in Reporting Allegations of Sexual Harassment. Contacting the Title IX Coordinator in the Student Life Division to share all known information will satisfy the employee duty to report.
- E. Employees may have additional reporting obligations provided by law and/or other University policies.
- F. The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the University as a confidential reporter:
- i. Professional and pastoral counselors
 - a) A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the University Community and who is functioning within the scope of that license or certification and their university employment.
 1. This definition applies even to professional counselors who are not employees of the university but are under contract to provide counseling at the university.
 2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the university).
 - b) A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the university.
 1. In this context, a pastor or priest who is functioning as an athletic director or as a Student advocate would not be exempt from the reporting obligations.



- ii. Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their university employment.
 - a) For example, a physician with a dual appointment as a clinician and professor would be required to report instances of Sexual Harassment of which they become aware in the scope of their employment as a professor, but must keep such information confidential and privileged if learned in the scope of their duties as a physician unless there is a mandatory reporting requirement under state law.
- G. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

- A. Any person may report sexual harassment. By way example, this includes:
 - i. Students
 - ii. Employees
 - iii. Parents
 - iv. Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- B. Reports can be made to the Title IX Coordinator in the following ways:
 - i. In-Person: Chinworth Building, Student Life Office
 - ii. Virtually: Manchester University Microsoft Teams/ Manchester University Zoom
 - iii. ReportIt!: <http://forms.manchester.edu/title9>
 - iv. Phone: 260-982-5721
 - v. Email: aigoetcheus@manchester.edu
- C. Making a report to Manchester University and to law enforcement are mutually exclusive events. Making a report to the University does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the University.

However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.

University Safety North Manchester Campus
Ext. 5999

260-982-5999

Address: Clark Computer Center

North Manchester Police Department

911

Address: 709 W Main St., North Manchester, IN 46962

Non-Emergency-Phone: (260) 982-855

Fort Wayne Campus/Parkview Security

260-266-1800

Fort Wayne Police Department

911

Address: 1 E Main St. 108, Fort Wayne, IN 46803

Non-Emergency-Phone: (260) 427-122

VI. CONFIDENTIALITY AND PRIVACY

- A. Manchester University recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions, or when the University is required to provide information under the law.
- B. If an incident is disclosed or reported to the University and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the University prohibits Retaliation and explain the steps the University will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the University can honor the request while still providing a safe and nondiscriminatory environment.



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- C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the University proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.
- D. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

VII. RETALIATION

- A. University policy and law prohibit retaliation. Manchester University will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.
- B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a Student, independent of the merits of the underlying allegation.
- C. Allegations of Retaliation should be reported to the Title IX Coordinator.

VIII. INVESTIGATION AND RESOLUTION OPTIONS

- A. Initial Assessment
 - i. The Student Life Division reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.
 - ii. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine

the available options for resolution and will communicate the options to the parties.

- B. Informal Resolution
 - i. Informal resolution may be utilized in some circumstances if the University deems appropriate and both parties agree to it.
- C. Investigative Resolution

The Student Life Division, Title IX Team may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

IX. REMEDIES

- A. When the University makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.
- B. Corrective Actions/Sanctions
 - i. When the Respondent is a Student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
 - ii. When the Respondent is an employee, corrective actions may be taken pursuant to the Corrective Action/Termination Policy], [Student Employment Policy, and/or Faculty Manual. Disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.
 - iii. Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a Student employee who is dismissed from the university may also be subject to termination or other corrective actions.



- C. Any corrective actions or sanctions will not take effect until any appeals have been completed.
- D. Interim Supportive Measures
- i. Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the University's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:
 - a. No contact directives;
 - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Referral to campus safety for increased safety measures, safety escorts, timely warnings;
 - d. Academic support including extensions of time and other course-related adjustments;
 - e. Modification of work or class schedules;
 - f. Change in work or housing locations;
 - g. Change in reporting relationship;
 - h. Consideration of leave requests;
 - i. Assistance with academic petitions; and
 - j. Any other measure deemed applicable by Title IX Coordinator
 - ii. During the period of any investigation, a Respondent can be put on administrative leave if they are an employee of the University. If the Respondent is a Student of the University, they may be removed from educational activities following an individualized safety and risk analysis determines that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.
 - iii. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other University employees with a need to know.
 - iv. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.
- E. Other Remedial Measures
- i. When the university is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the university may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.
 - ii. Remedial measures may include and are not limited to:
 - a. Providing training on Sexual Harassment;
 - b. Increasing security in a designated space;
 - c. Changing policy or procedure; and
 - d. Conducting climate checks.
- X. FALSE ALLEGATIONS**
- A. It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.
 - B. The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.
- XI. PROCESS ABUSE**
- A. No member of Manchester University Community may:
 - i. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;



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- ii. Make, in bad faith, materially false statements in or related to a process covered by this policy;
- iii. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
- iv. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

XII. TRAINING

- A. All faculty, staff, Student employees, graduate associates, and Students are required to take annual Sexual Harassment training as directed by the university. Manchester University monitors compliance, and records completion.
- B. Non-Compliance for Employees in Sexual Harassment training may result in corrective action.
- C. Non-compliance for Students in Sexual Harassment training will be submitted to the restorative justice team for conduct intervention.

PROCEDURE

I. INITIAL ASSESSMENT

- A. Upon receiving a report, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.
- B. The Student Life Division, Title IX team reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.
- C. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.
- D. If the Complainant or the University elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten days including:

- i. The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
- ii. That there is a presumption of innocence in their favor;
- iii. That all parties are entitled to an advisor of their choice;
- iv. That all parties can inspect and review evidence; and,
- v. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

II. DISMISSAL OF A COMPLAINT

- A. In the event that prior to, or in the course of, an investigation, the University determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the University's educational program or activity, the investigation and Formal Complaint will be dismissed. Formal Complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct.
- B. The University reserves the right to dismiss the Formal Complaint and stop the investigation if:
 - i. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;
 - ii. The Respondent is no longer enrolled in or employed by the University; or
 - iii. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).
- C. If the University dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

III. INFORMAL RESOLUTION

- A. Informal resolution may be utilized in some circumstances if a Formal Complaint is filed.
- B. The usage of an informal resolution process is limited in a number of ways:



- i. Informal resolution is unavailable if the Respondent is an employee of the school.
 - ii. Informal resolution may only be used if any and all parties of an investigation agree to it.
- C. In all cases, the University will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the Complainant of options, including the option to begin the investigative resolution process.
- D. The University will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received special training in order to facilitate resolution of the Formal Complaint. Training records can be found on the Title IX webpage, Title IX Team.
- E. Informal resolution can take any form that the parties agree upon. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:
 - i. **Facilitated Dialogue:** A structured and facilitated conversation between two or more individuals, including, but not limited to the Complainant and the Respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.
 - ii. **Shuttle Mediation:** An indirect version of the facilitated dialogue with the Complainant and Respondent develop options or consider alternatives and endeavors to reach an agreement.
 - iii. **Circle of Accountability:** A facilitated interaction between the Respondent and University faculty and/or staff designed to provide accountability, structured support, and the creation of an educational plan.
- F. Depending on the form chosen, it may be possible for a Complainant to maintain anonymity throughout the informal resolution process.
- G. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate university individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

IV. FORMAL RESOLUTION & HEARINGS

- A. The Student Life Division, Title IX Team may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when any party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.
- B. Investigation
 - i. Following the filing of a Formal Complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case. A dedicated member of Title IX Team does all investigations.
 - ii. Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.
 - iii. Formal Complaints of sexual harassment may be consolidated were the allegations arise out of the same facts or circumstances.
 - iv. During the investigation process, parties have an equitable right to:
 - a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
 - b. A process with reasonably prompt time frames, with extensions for good cause, as described in the Procedure section below;
 - c. Present relevant information to the Investigator, including evidence and witnesses;



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- d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
 - e. Have an advisor of their choosing, or through appointment by the University, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
 - f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
 - v. The University must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
 - vi. The University will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
 - vii. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
 - viii. Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The University must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.
- C. Hearings
- i. A Decision Maker(s) oversees all hearings. All Decision Maker(s) have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker(s).
 - ii. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.
 - iii. The Decision Maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.
 - iv. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
 - v. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the University will provide an advisor for them.
 - vi. Questioning & Cross-Examinations
 - a. The Decision Maker(s) may question individual parties and witnesses.
 - b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party with a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker(s) are not required to be answered.
 - c. If a party or witness is, absent from the live hearing or refuses to answer cross-examination or other questions, the Decision Maker(s) may not rely on any statement of that person in



reaching a determination of responsibility. The Decision Maker(s) may not draw an inference about the determination regarding responsibility based solely on a party or witness' absence from the live hearing or refusal to answer cross-examination or other questions.

- vii. If, at any point during the hearing, the Decision Maker(s) determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
- viii. Hearings may be conducted virtually with technology at the University's discretion. However, if either the Complainant or Respondent asks to be in separate rooms, the University must grant this request and provide appropriate technology to allow for simultaneous participation.
- ix. All hearings will be memorialized through an audiovisual record and transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

D. Resolution

- i. The Decision Maker(s) will communicate his or her decision to both parties, concurrently. The Decision Maker(s) will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Decision Maker(s) will send the parties an outcome letter within ten business days of the conclusion of the hearing.
- ii. The Decision Maker(s) bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the preponderance of the evidence standard: If the evidence indicates that it is more likely than not that Respondent committed the alleged act(s), then the Respondent will be found responsible for violating this policy.
- iii. The Decision Maker(s)'s written decision must include the following information:
 - a. Identification of the allegations potentially constituting Sexual Harassment;
 - b. A description of the procedural steps taken

from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the University's code of conduct to the fact;
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctioned imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided; and
- f. The procedures and permissible bases for either party to appeal.
- iv. If the Respondent is found responsible for violating this policy, the Decision Maker will consult with any appropriate university officials', depending if the respondent is a student or faculty/staff member. The in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Decision Maker(s)'s written decision.

V. APPEALS PROCESS

- A. If either party disagrees with the outcome of the Decision Maker(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten days of receiving the Decision Maker(s)'s written decision.
- B. Appeals may be filed due to:
 - i. A procedural irregularity that affected the outcome.
 - ii. New evidence being discovered that was not reasonably available at the time of the determination or dismissal.
 - iii. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).



TITLE IX

- C. The Assigned Appeal Decision Maker will examine all evidence in order to determine if the appeal has merit. The Assigned Appeal Decision Maker will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

VI. RECORDKEEPING

- A. The University shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

RESOURCES:

On Campus Resources

Victim Advocate

Heidi Vandermark
Success Center 202J
hjvandermark@manchester.edu
260-982-5415
Confidential

University Pastor

Rebekah Houff
Petersime Chapel
rlhouff@manchester.edu
260-982-5243
Confidential

University Counseling

April White
JYSC 202G
adwhite@manchester.edu
260-982-5888
Confidential

North Manchester Campus Safety

260-982-5999
Clark Computer Center
Non-Confidential
Fort Wayne Campus Security
260-266-1800
Non-Confidential

Off Campus Resources

Sexual Assault Treatment Center

Open 24 hours
1420 Kerrway Ct. Fort Wayne, IN 46805
260-423-2222
Confidential

Parkview Hospital ER

Wabash: Emergency Room
(Open 24 Hours)
911
10 John Kissinger Dr. Wabash, IN 46992
260-563-3131
Circumstantial

Fort Wayne: Emergency Room

(Open 24 Hours)
911
11109 Parkview Plaza Dr. Fort Wayne, IN 46845
Circumstantial

North Manchester Police Dept.

911
Address: 709 W Main St., North Manchester, IN 46962
Non-Emergency-Phone: 260-982-855
Circumstantial

Fort Wayne Police Dept.

911
Address: 1 E Main St. 108, Fort Wayne, IN 46803
Non-Emergency-Phone:
260-427-1222
Circumstantial

TITLE IX TEAM

Manchester University receives annual training for all Title IX roles, which can be found on the University Title IX Webpage. The University reserves the right to interchange trained members of the Title IX team to meet the needs of each investigation. Manchester University reserves the right to contract with outside providers for roles as need is presented. The Title IX Coordinator will assign team members roles at the start of each investigation and provide



written notice to all parties. Please reference the primary role of each member and contact information below:

Title IX Coordinator

Ali Goetcheus
Student Life
260-982-5721
aigoetcheus@manchester.edu

Deputy Coordinator-North Manchester Campus

Tami Hoagland
Athletics
PERC 214
260-982-5390
tlhoagland@manchester.edu

Deputy Coordinator- Fort Wayne Campus

Tayshia Turner
Human Resources
Fort Wayne Campus
260-470-2702
tswilliams@manchester.edu

Investigator

Brandee Estes
Human Resources
CU HR Suite
260-982-5288
bjestes@manchester.edu

Investigator

Jessica Montalvo
Student Life
127E
260-470-2655
jmmontalvo@manchester.edu

Investigator

Stacy Stetzel
Academics
ACEN 329
260-982-55421
ssstetzel@manchester.edu

Investigator

Barb Burdge
Academics
ACEN 214
260-982-5365
bjburdge@manchester.edu

Advisor

Kaitlyn Zook
Adminssions
ACEN: Welcome Center
260-982-5509
KMZook@manchester.edu

Advisor

Walter Smith
Pharmacy
FWT: 125E
260-470-2668
wtsmith@manchester.edu

Decision Maker/Hearing Officer

Abigail Van Vlerah
Student Life
Chinworth Center
260-470-5132
alvanvlerah@manchester.edu

Appeals

Julie Knuth
Administration
Funderburg Library
260-982-5214
jjknuth@manchester.edu

*Personnel changes and assignments may occur, please check website for up to date information on roles.

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

I. DISCRIMINATION

A. Application

Manchester University seeks to provide an environment free of



TITLE IX

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 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

Student Life 260-982-5052

What happens if I report a bias incident?

- Student Life 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.
- Student Life designee 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 their physical and emotional needs are important and appropriate actions will be taken (i.e. possible relocation, academic accommodations, counseling, etc.) by appropriate Manchester staff.
- The President's Diversity, Equity and Inclusion Core Team will meet each quarter to review information available regarding report biased incidents and implement strategies to educate and/or engage the campus community as appropriate. 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 Title IX Coordinator 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 Spartan Alerts (MU Alerts) to notify you through text messages and other ways in a crisis (criminal, environmental, etc.). If you haven't already you should sign up now through Informacast via <https://admin.icmobile.singlewire.com/icmobile/e393ec09-5652-11e9-9a4c-5d291c4fc0c8/#/home>.

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

Student patrol workers provide support and security coverage for campus activities sponsored by student organizations. The student patrol workers collaborate with the sponsoring organization to assure the smooth implementation of events. For more information about



SAFETY ON CAMPUS

the student patrol workers 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.

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. 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

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. 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.
12. Some parking areas on campus are designated reserved parking and are posted "Handicapped," "Visitor" or "Reserved" parking.
13. 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 as well as a hold on future student transcripts. 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. 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 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>. The application must be submitted for every academic year by the deadline listed on the Manchester Residential Life website. **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



RESIDENTIAL LIFE

to the Director or Assistant 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 University policies. Hall Directors, full-time professional staff, are responsible for the general operation of the hall and provide supervision for the RAs. The Assistant Director of Residential Life is responsible for the general supervision, staffing and operation of the Office of Residential Life.

ACTIVITIES IN RESIDENCE HALLS

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. 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. Student IDs will allow access to each resident's assigned hall. Doors should NOT be propped open.

QUIET AND STUDY HOURS

Specific quiet and study hours can be established further by a hall vote 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. Halls are encouraged to establish quiet and study hours besides those outlined, especially during midterm and final examination periods.
3. 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 three 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 assistant director of residential life within one week after 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

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.

Lofts/Bunk Beds

Home-constructed bunk beds and lofts may not be used in any residence hall.

Room and Common Area Painting

Students may not paint their rooms.

Students may petition through their Hall Director to paint floor murals. The assistant 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 available at the front desk of each hall and should only be used in the common kitchens, not in individual student rooms.

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:



CONDUCT POLICIES AND PROCEDURES

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. 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.

3. Infractions

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

4. 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.

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 residence life staff, 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 request to stay through the office of residential life.



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).

MU STANDARD

Manchester University expects students to show, such respect for order, morality, personal integrity and the rights of others as is identified of good citizens both within and outside the University. Failure to do this may be sufficient cause for removal from the University.

WHAT IS THE MU STANDARD?

The MU Standard is an aspirational statement of Manchester's ideal of moral and civic community. Manchester translates the core values into aspirational learning goals for all Spartans: Integrity, Faith, Learning, Diversity, Community, and Service.

Students will respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity and expression, or socioeconomic status.

Students will uphold the integrity of the university as a community of scholars in which free speech is available to all and intellectual honesty is demanded of all.

Students will comply with University policies, state, and federal law.

For the purposes of clarity, students should be aware and are subject to restorative justice at Manchester University for acts of misconduct including but not limited to:

- Violation of University policy
- Violation of a specific University directive
- Violation of an applicable state or federal law
- Physical assault
- Theft of property or services
- Vandalism/Destruction of property
- Threats (verbal or online)
- Hazing
- Hate crimes
- Alcohol- and drug-related violations, including driving under the influence
- Intentional or reckless property damage
- Seeking a University benefit to which a student is not entitled
- Falsifying a document
- Impersonating another
- Computer violations
- Knowingly or recklessly exposing others to significant danger
- Upholding the University values and mission

OUTCOMES FOR VIOLATING THE MU STANDARD

Manchester University assess the violation of each standard in order to develop outcomes with each student to help repair harm for the individual in the community. Outcomes range from formal warning, counseling, and community service to expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense and precedent in similar cases when considering upon outcomes and repairing harm.

RESTORATIVE JUSTICE PROCESS

Manchester University believes in the infinite worth of each individual and the improvement of the human condition. Restorative Justice ("RJ") allows for fair process with engagement, explanation, and expectation of clarity, which allows growth in mindset, and maturity of a student while provided with opportunity to learn from mistakes. It will encourage students to take responsibility by holding them accountable for their actions including making repairing harm. Finally, it will enable the restoration of an individual in the community.

The restorative justice approach supports each member(s) of the community while they repair harm. At times, it becomes necessary



CONDUCT POLICIES AND PROCEDURES

for the University to intervene. In the event that an individual or group of community members chooses to violate University standards, values, or behavioral expectations, they can expect to participate in a restorative justice process. This process may include one of the following possibilities:

1:1

In minor behavior violation situations, Restorative Justice Coordinator or Student Life designee(s) may meet with the individual(s) involved and attempt to resolve the situation. This may result in an agreement, a mediation, referral for counseling, or creative sanction.

University Hearing Panel

University Hearing Panel is composed of three (3) full-time members of University Staff and Faculty. The University Hearing Panel will hear cases when the content of the behavior is such that it is prudent for faculty/staff to hear the complaint. Panels are appointed to hear specific cases by Restorative Justice Coordinator or Student Life designee(s).

Platforms:

Manchester University reserves the right to hold hearings on Microsoft Teams, Web EX, Zoom or other selected video platforms.

Standard of Proof

Manchester University uses a preponderance of the evidence standard when determining responsibility in MU Standard violations. A preponderance of the evidence means that the evidence shows that it is more likely than not that, the accused individual violated a University standards. The accused individual will be found responsible for alleged standard violation if the 1:1 or UHP concludes that a violation is more likely than not occurred based upon careful review of all evidence presented.

Note: Student (s) are notices by email and students are expected to regularly check their email.

PATHWAYS TO REPAIRING HARM

Upon the determination of a violation, each student participates in the development of a Memorandum (MOU) of Understanding with steps to repair harm for the individual in the community. Pathways may include but not limited to assessment, counseling, community service, mediation, education development, and suspension/expulsion. Pathways are developed with each hearing

body. Each pathway is developed to ensure a understanding of the impact of violating the MU Standard and the willingness of an individual to accept responsibility for actions. Each MOU is monitored by the Restorative Justice Coordinator for compliance, non-compliance will result in student account holds.

*****Should the behavior of a student be deemed counter to the education process, and/or harmful or dangerous to other students/faculty/staff, University reserves the right to remove that student from particular settings related University (i.e. the institution, a class, a team, or a residence or social participation) pending the outcome of the disciplinary process.*****

APPEAL

Students who have been found to be in violation of University standards have the opportunity to appeal the finding under the following circumstances:

1. New unexamined evidence or considerations are presented.
2. The student believes that there was undue bias present in their earlier hearing/review.
3. The student believes that the outcome of the hearing/review was too severe in relationship to the violation.

Appeals to hearings/reviews must be submitted to the Vice President of Student Life within seventy-two (72) hours of the hearing/review. Appeals are to be in writing and are to note which of the circumstances listed above the student wishes to have considered. Appeals will be addressed by the Vice President Student Life and/or their designee. The Vice President of Student Life may call an Appeal Board to review the appeal. The Appeal Board would be comprised of faculty, staff, and when appropriate, students. The Vice President of Student Life or the Appeal Board can refer the case back to the University Hearing Panel for reconsideration with comment or they may make a final decision and no other appeal exists.

MISCONDUCT POLICY VIOLATIONS

Policies in this section are provided to define and 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 polices.

Manchester University reserves the right to enforce all polices, procedures and received government directives. Please refer to the COVID 19 section on page 7.



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



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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.

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. Students hosting guests on campus who violate University Policy will be held accountable for the actions of their guest(s).

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.

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.

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.

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, active shooter, 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 or website.

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.

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, live ammunition, 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.



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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

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

Policy 14a. Known Presence: If a student is present when others violate an alcohol policy.

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, hookahs, bong, electronic cigarette devices) on University property or in University-owned vehicles.

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.

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.

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. 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.

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

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

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.

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, Vapes, hookahs, and other similar devices are not permitted.

private business (without proof of ownership) will be turned over to the Office of University Safety.

17. DISHONESTY

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

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.

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, 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

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 or assistant 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.

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.



CONDUCT POLICIES AND PROCEDURES

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.

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.

Policy 24b. 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 or blogs may view the student as a representative or 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.

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.

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.

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, or online, on a purchase or rental basis are for "PRIVATE HOME USE ONLY" and may not be



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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 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.

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

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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).
10. 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.
11. Chalking should only be placed on exposed sidewalks so that weather can remove them in time.
12. 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
 - Residence Halls – Office of Residential Life Office, Chinworth Center

- Academic and Welcome Center – Office of Admissions, Academic Center
- All other buildings – Office of Academic Affairs,

PERSONAL SOCIAL MEDIA POLICY/GUIDELINES

NOTE: The guidelines below refer to personal social media usage by Manchester student and colleagues. For best guidelines and policy for managing and posting to University owned sites, visit <https://www.manchester.edu/hub/social-media/social-media-policy>

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 social media posts 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 ChetNet.
5. Make your writing clear that you are speaking for yourself and not on behalf of the University. Personal social media posts and blogs should have clear disclaimers that the views expressed by the 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.



OTHER CAMPUS POLICIES

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.

VERIFICATION OF STUDENT IDENTITY POLICY

Overview

Manchester University must operate in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, that requires the verification of student identity in distance or correspondence education.

Purpose

The purpose of this policy is to establish identity verification procedures for students enrolled in distance education courses. According to the provisions of the HEOA, all credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. The HEOA has identified the following as acceptable methods of identity verification:

- An individual secure login and password,
- Proctored activities, and/or,
- Other technologies or practices that are effective in verifying student identification.

Scope

This policy applies to all credit-bearing distance education courses and programs offered by Manchester University.

Policy Statement

This policy ensures that Manchester University operates in compliance with the provisions of the HEOA concerning verification of student identity in distance and correspondence education. All methods of verifying student identity in distance education must protect the privacy of student information. The student must be notified of any projected fees associated with student identity verification. Responsibilities for the consistent

application of student identity verification procedures must be clearly stated and described.

Verification Methods

Manchester University uses a secure login and password to ensure that the student who registers for a course is the same student who participates in the course.

- During the admissions process, each accepted student receives a Manchester University network account to include username and email address.
- The network account provides access to a number of systems including Manchester University's learning management system, Canvas, as well as other major applications (i.e. the student information system, Colleague).
- Each student must establish a unique, self-generated password upon initial login to the Microsoft Office 365 email system. An optional and highly recommended Office 365 self-service portal allows students to manage their own password resets.
- Students that require password reset assistance from the ITS Help Desk must provide three pre-determined identifiers (i.e. birthdate, last four digits of social security number). For in-person Help Desk visits, a valid form of identification (i.e. student ID or driver's license) is preferred.
- Students must provide a valid set of network credentials to log into the learning management system to access their course(s).
- All online course work that is graded or contributes to a student grade is submitted via a system that verifies the student's identity through a unique set of network credentials. Faculty may only use third-party apps via the University Learning Management System, so that assignments, submissions and grades are secure.
- Manchester does not support nor assume responsibility for the security of platforms outside institutionally provided systems.
- For courses delivered through interactive video, the student's identity is verified visually by the instructor. For faculty members with visual impairments, alternative arrangements using a proxy will be made.

Student Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the confidentiality of educational records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education.



Manchester University ensures that FERPA rights of their students through the following methods:

- Students gain access to their education records and courses through a secure login with their unique network credentials. Alternatively, students may visit the Registrar to gain access to their education records.
- Students can manage their password resets through the Office 365 self-service password portal or by visiting the ITS Help Desk.
- Manchester University has installed up-to-date network security that safeguards against unauthorized access that could threaten student privacy. This includes an intrusion prevention system, firewall, and anti-virus software.
- In compliance with Indiana law, Manchester University does not collect any personal identifier information from any visitor to their website except for specific university services, such as admissions applications, campus virtual tour, event registration, or other online forms.
- Strict identity verification methods are employed by the Manchester University ITS Help Desk as described earlier in this policy.

Fees

Manchester University does not charge additional fees for student identity verification. However, it is routine for students in an online course to employ a headset and web camera for audio-visual participation in the online course. Faculty members provide this specific information in their course materials and syllabi.

Responsibilities

Office of Academic Affairs:

- The Office for Academic Affairs is responsible for defining and publishing acceptable ethical and academic behavior in the Undergraduate Student Handbook including information on academic dishonesty, plagiarism, and the student code of conduct. These policies are located online at <https://www.manchester.edu/docs/default-source/default-document-library/thesource.pdf>. A Pharmacy Student Handbook is also available upon request.
- The Office of Academic Affairs is responsible for providing instruction and support to faculty members on Manchester University's online teaching protocols and practices.

Information Technology Services:

- The Information Technology Services department is responsible for having an up-to-date Learning Management System, network security, robust password management protocols, and stringent ITS Help Desk procedures

Faculty:

- Faculty members who teach online courses at Manchester University can work closely with an Instructional Designer. The instructional designer provides faculty members with best practices in online teaching and pedagogy and can review courses to ensure effective design.
- Faculty members are responsible for applying pedagogical practices that are effective in student identity verification. Possible methods used include: video streaming interaction; reviewing student writing samples from assignments; routine interaction with the student (through email, phone, or video call); group assignments, etc.
- Faculty members are responsible for including information on academic dishonesty in their course syllabus. Faculty members must also include any hardware or software requirements to participate in the course in the syllabus or course materials.
- Faculty members are responsible for using institutionally provided systems for all assignments and grading.
- Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty members are responsible for noticing changes in student behavior and coursework such as sudden shifts in academic performance, writing styles, or behaving differently in group assignments.

Students:

- Students are responsible for knowledge of the information contained in the Student Handbook and course syllabi. Failure to read university/college/program/course requirements, guidelines, procedures, and policies will not exempt students from responsibility.
- Students have the responsibility to maintain the security of their network credentials and personally identifiable information. Students must abide by the Manchester University IT Policy Guide located at <https://chetNet.manchester.edu/dept/its/Public%20Documents/Policies/IT%20Policy%20Guide.docx>. The guide states that students should not reveal network credentials (primarily passwords) to anyone including the ITS team. Students are therefore responsible for all activity



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associated with their network credentials. The guide also states that users will not violate the privacy of others, intentionally or unintentionally.

Definitions

Distance learning/online course: A method of education or a single course that relies on the Internet for the majority of or all communication, collaboration, participation, and assignment submission.

Review

Manchester University reviews this policy on an annual basis.



SPARTAN LIFE

CLUBS AND ORGANIZATIONS

A GUIDE TO GETTING INVOLVED & BECOMING A BETTER LEADER



BECOME A BETTER LEADER

You are invited to campus involvement through the Spartan life App. <https://manchester.presence.io>

Involvement in campus activities has just become easier, download the Spartan Life App today! As a member of the Manchester Community you can search calendar events, clubs and more.

Located on the first floor of the Chinworth Center, the offices of the director of student involvement and leadership development, the Student Senate, the Student Budget Board, and the Manchester Activities Council (MAC). The Office of Student Involvement is the clearinghouse for all student organizations and has numerous resources available to assist in their development and growth.

Contact Student Involvement:

Samantha Alley, Director of Student Involvement and Leadership Development
Phone 260-982-5029; Fax 260-901-8025
Email SAC@manchester.edu

REGISTERED CAMPUS ORGANIZATION GUIDELINES

A full set of guidelines for registered campus organizations can be found in the Student Organization Manual located on the Student Involvement Spartan Life page.

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

The advisor 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.



BECOME A BETTER LEADER

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.

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.

OFFICERS' DUTIES

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.



BECOME A BETTER LEADER

- 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:

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 on the Spartan Life homepage.

STUDENT ORGANIZATION WEB PAGES

Student organizations are encouraged to publish and maintain an organization web page through Spartan Life. Organization web pages should be updated regularly and kept free of outdated information. All material published to Spartan Life should meet the guidelines set forth 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

Students wishing to create or update organization webpages through Spartan Life should contact the office of Student Involvement via email at SAC@manchester.edu

The director of student involvement oversees the broad range of activities planned by student organizations. The Office of Student Involvement, located on the first floor of the Chinworth Center, 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.

All student organizations should email SAC@manchester.edu with all reservation requests

Types of Reservations taken by the Office of Student Involvement

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
- 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.

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 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 director of student involvement (260-982-5029 or SAC@manchester.edu).

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.
- 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 or tech set-up made 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 Sodexo dining service office at 260-982- 5289. Catering requests must be made no later than 5 days prior to event.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 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 student organizations should email Samantha Alley, director of student involvement and leadership development, 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 Dining Services for catering needs (260-982-5289). Dining Services 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 Services for any table clothes or linen needs. *Disclaimer: All events held in the Jo Young Switzer Center with food service needs must contact Dining Services to determine food service needs. Food and beverages may not be brought in without permission from Dining Services 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 Auditorium Classrooms Conference Rooms	65 12-35 7-14	Paula Finton 260-982-5551
Calvin Ulrey Hall Plowshares Conference Room	11	Paula Finton 260-982-5551
Chinworth Center 244 Case Studies Classroom Classrooms Seminar & Conference Rooms	46 21-30 6-14	Paula Finton 260-982-5551
Clark Computer Center Room 106	6	Paula Finton 260-982-5551



BECOME A BETTER LEADER

Facility	Capacity	Contact
Cordier Auditorium Lobby	579 210	Paula Finton 260-982-5551
East Hall*		Paula Finton 260-982-5551
Funderburg Library Bigler Terrace Computer Lab Computer Lab WALC Classroom	50+ 24 24 20	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 Paula Finton 260-982-5551
Mall		Paula Finton 260-982-5551
JCYC Intercultural Center Toyota Round	30-40	Paula Finton 260-982-5551
Otho Winger Hall* Wine Recital Hall* Classrooms Link Gallery	84 2-30 84	Paula Finton 260-982-5551
Petersime Chapel Petersime Lounge Petersime Conference Room	84 14 11	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	74 74 12-35 7	Paula Finton 260-982-5551
Jo Young Switzer Center Conference Rooms Shepherd Room President's Conference Room Beauchamp Lounges	0-201 9 9 50	Paula Finton 260-982-5551



OFFICES, DEPARTMENTS AND RESIDENCE HALLS

(If off campus, dial 260-982- plus four digit number)

Academic and Student Affairs, Academic Center	5051	Senior Accountant (student accounts)	5213
Academic Support, Jo Young Switzer Center – 2nd Floor	5076	Senior Accountant (payroll, budget, expenses)	5004
College of Business, Chinworth Center– 2nd Floor	5484	Treasurer	5245
Admissions Office, Academic Center, Welcome Center	5055	Tuition Payments	5282
Alumni Office, Calvin Ulrey – 2nd Floor	5223	Food Service, Jo Young Switzer Center	5289
Archives, Library – 2nd Floor	5361	Gender Studies, Academic Center Academic Center –	
Art Department, Winger – 3rd Floor	5334	1st Floor	5391
Athletic Department, PERC	5390	Graduate Studies Office, Administration – 1st Floor	5051
Athletic Training, PERC	5994	Health Services, Calvin Ulrey – 1st Floor	5306
Audio-Visual Department, Clark – 1st Floor	5270	Helpdesk, Clark Computer Center	5454
Auditorium, Cordier Lobby	5240	History and Political Science Department,	
Auditorium, Technical Director, Cordier	5447	Academic Center	5018
Aurora Office, Administration Basement	5317	Human Resources, Calvin Ulrey – 1st Floor	5288
Biology Department, Science Center – 2nd Floor	5308	Student Employment	5559
Campus Line	5000	Indiana Reading Corps, Calvin Ulrey	5721
Campus Pastor, Petersime	5243	Intercultural Center, JCY Intercultural Center	5423
University Safety, Clark Computer Center		Koinonia Environmental Center,	
Emergency	5999	Campus Office, Science Center – 2nd Floor	5079
Dispatcher	5001	Education Office	
Office	5388	(Upper Level Koinonia)	574-594-3159
Confidential Tipline	5995	Retreat Area (Lower Level Koinonia)	574-594-9995
Campus Store, Jo Young Switzer Center	5275	Library, Circulation/Reserves	5363
Career and Professional Development,		Library Office	5364
Jo Young Switzer Center – 2nd Floor	5242	Manchester University Reconciliation Service	5395
Center for Service Opportunities, Chinworth Center	5721	Marketing, Calvin Ulrey – 3rd Floor	5089
Chapel, Petersime	5234	Mathematics and Computer Science Department,	
Chemistry Department, Science Center – 3rd Floor	5319	Science Center – 1st Floor	5312
Communication Studies, Academic Center	5059	Media and Public Relations,	
Conference Services, Jo Young Switzer Center – 2nd Floor ..	5551	Calvin Ulrey – 3rd Floor	5285
Counseling Services, Calvin Ulrey – 1st Floor	5306	Modern Language Department,	
Economics Department, Academic Center	5205	Academic Center – 1st Floor	5406
Education Department, Academic Center	5056	Multicultural Affairs, Intercultural Center	5423
English Department, Academic Center – 1st Floor	5386	Music Department, Winger – 2nd Floor	5292
Exercise Science and Athletic Training Department,		Natural and Health Sciences, Science Center – 2nd Floor ...	5486
PERC	5381	Oaks Snack Bar, Jo Young Switzer Center	5289
Facility Reservation	5551	Observatory	4142
Fitness Center, PERC	5380	Pathways, Jo Young Switzer Center – 2nd floor	5025
Financial Services, Clark Computer Center		Peace Studies, Academic Center Academic Center –	
Accounts Payable	5216	2nd Floor	5343
Administrative Assistant	5713	PERC (Nights and Weekends)	5380
Junior Accountant (accounts receivable)	5274	Pharmacy Program, Fort Wayne Campus	2700



OFFICE DIRECTORY

Philosophy and Religious Studies Department, Academic Center – 2nd Floor	5041	University Operator.....	0
Physical Plant Office, Maintenance.....	5061	Emergency or after 5 p.m., University Safety.....	5999
Physics Department, Science Center – 1st Floor	5071	Volunteer Services Office	5084
President’s Office, Funderburg Library	5050	Welcome Center (Admissions Office), Academic Center.....	5055
Printing Services, Neher Maintenance Center.....	5278		
Psychology Department, Academic Center	5344		
Public Relations Office, Calvin Ulrey – 3rd Floor	5285		
Registrar, Academic Center	5234		
Residential Life Office, Chinworth Center.....	5052		
Sociology and Social Work Department, Academic Center.....	5064		
Sports Information, PERC.....	5035		
Student Involvement, Chinworth Center Director of Student Involvement.....	5029		
Student Involvement Assistant	5248		
Student Life, Chinworth Center	5052		
Student Employment, Human Resources, Calvin Ulrey – 1st Floor	5559		
Student Financial Services, Chinworth Center	5066		
Success Center, Jo Young Switzer Center – 2nd Floor	5888		
Telephone Services, Computer Center	5454		
<i>The Oak Leaves</i> Office, Administration – Lower Level.....	5317		
Ticket Information, Public Programs, Conference Services, Jo Young Switzer Center – 2nd Floor.....	5551		
Writing Center, Jo Young Switzer Center – 2nd Floor	5048		
University Advancement, Calvin Ulrey – 2nd Floor.....	5412		



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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.

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.

CENTER FOR HEALTH AND SPORTS MEDICINE

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.

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

Jo Young Switzer Center, Second 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

Clark Computer Center
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

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

Academic Center
260-982-5234
Monday - Friday
8 a.m. - 5 p.m.

RESIDENTIAL LIFE

Chinworth Center 260-982-5052
Monday - Friday
8 a.m. - noon
1 - 5 p.m.

STUDENT LIFE

Chinworth Center 260-982-5052
Monday - Friday
8 a.m. - noon
1 - 5 p.m.

STUDENT FINANCIAL SERVICES

Chinworth Center
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.

UNIVERSITY SAFETY

Clark Computer Center 260-982-5388
24-HOUR EMERGENCY PHONE 260-982-5999

