This handbook offers every Bethel student an “owner’s manual” for getting the most out of college. However, becoming an educated person involves more than an accumulation of knowledge; true learning demands a person’s full engagement. So, as a student, don’t sit idly by and “receive an education” — it will be very limited. Rather, actively pursue truth; seek understanding; search for wisdom.

As you fill the pages of this planner with various dates, events and commitments, let me encourage you to consider some additional plans for your time at Bethel:

- **Plan to enlarge your vision of the world.** Study abroad for a semester; participate in a Task Force excursion.
- **Plan to engage with your Creator.** Attend chapel with an open mind; seek out a spiritual mentor; join a Bible study or prayer group on campus.
- **Plan to experience new people, cultures and ways of life.** Sit with someone you don’t know in the Dining Commons; spend time with international students; attend diverse campus events.
- **Plan to enlist in service to others.** Get involved in a ministry at a local church; visit the Service Learning Office to connect with an organization near the campus; clean up after your roommate (just once).

College is what you make of it. So dive in and make the most of it. “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17
FACES TO KNOW, PLACES TO GO

Julie Beam
Director of Student Life
ADMI 323

Bill Bemis
Assistant Director for Student Development
ADMI 320

Carol Bemis
Coordinator for Wellness Programs
WELL 105

Joel Boehner
Director of Student Success Center
ACAD 005

Mary Fulton
Health Services Director
WELL 102

Zach Gillis
Campus Coordinator for Intercultural Development
ADMI 319

Reed Lyons
Campus Activities Director
ADMI 325

Jim Metherd
General Manager Food Service
BCDC 104

Paul Neel
Director of Campus Safety
SAFE 103

Michael Yoder
Intramurals Director
ADMI 319
PROBLEM SOLVERS
(WHERE TO GO—WHOM TO SEE)

When you need... 

1. Food, fun, fellowship
   go to...
   Dining Commons, Acorn and Sufficient Grounds

2. To pay a bill
   Student Financial Services, A110

3. Information on chapel
   Student Development Office, A319,
   College Web Page

4. To change a schedule
   Registrar’s Office, A213

5. First aid or illness
   Resident Director or
   Director of Health Services, Wellness Center

6. Personal counseling
   Wellness Center

7. To discuss problems with
   or change a major
   Your Academic Advisor/
   Office of Career Services, A316

8. Books or supplies
   Campus Store

9. Lost & found
   Campus Safety Office

10. To make suggestions
    about food service
    Food Service Manager in Dining Commons
    or Student Life Director, A323

11. Permission to live off
    campus (if eligible)
    Student Development Office, A319

12. To make suggestions for a
    concert or lecture
    Student Council President or Student
    Development Office, A319

13. A loan to pay your bill
    Student Financial Services, A110

14. To buy stamps
    Campus Store
    Kroger Supermarket in Town & Country
    Shopping Center

15. An ATM
    Dining Commons Foyer

16. To cash a check
    Business Office, A110, for verification; then to
    any local bank

17. To report a change of address
    (home or campus) during a
    semester
    Registrar’s Office, A213

18. Emergency phone numbers
    On-campus Safety - #77500
    Off-campus Safety - 807.7500
    Police, Fire, Ambulance - 911
    Hospitals: St. Joseph Medical Center - 574.335.5000
    Memorial Hospital - 574.647.1000

19. A student I.D. card
    Student Development Office, A319

20. A job
    Office of Career Services, A316
WHERE TO GET THE WORD

My Bethel (My.BethelCollege.edu)
At My Bethel, students, faculty and staff can find a wealth of information including college news, announcements, timely alerts, class schedules, meal plan balances, chapel attendance records, and student accounts.

The Bethel Beacon
The Beacon is an online newspaper managed by a staff of student editors and reporters. The latest edition is available online and emailed to students, faculty and staff on each release date.

Pilot Radio
Pilot Radio is a Web-based, student hosted radio station serving the Bethel community.

Bethical News
Bethical News is a segment that airs in chapel each Friday. This news feed informs the campus of upcoming community events and changes. Students can also access Bethical News segments at youtube.com/bethicalnews

Flyers/Posters
All flyers and posters must be approved for posting through the Student Development office. Once approved, postings can be hung in the following locations:
   - The Dining Commons
   - The Academic Center
   - 2nd Floor board in the Huffman Administration Building
   - Entrances of Residential Facilities

ANNUAL TRADITIONS

Alumni & Family Weekend
A time for families and alumni to visit campus, enjoy the community, and participate in a variety of Bethel activities through the weekend.

Ambush
Every spring semester our students, staff, and faculty participate in a campus-wide game of squirt gun tag. Combatants are randomly assigned a target and then scheme, sneak, and hopefully squirt them with their mini squirt gun; acquiring the next target down the line. Nobody knows who’s got who, and mass paranoia rules the campus for a few weeks. Last man, or woman, standing wins!
Battle of the Bands
Each spring Student Council organizes a “Battle of the Bands” featuring four student music groups. The winners have the opportunity to open for a nationally touring artist from an independent label at Subkirke, a local venue for indie artists. Auditions take place in December or January.

Deeper Life Conference
A three-day series that highlights the work of the Holy Spirit in the life of a believer. A guest speaker is invited to share in morning and evening chapel services.

Fall/Spring Plays/Musicals
Each fall and spring Bethel College produces major dramatic works, including a winter musical.

Junior-Senior Banquet
The featured event when the junior class honors the graduating seniors. Entertainment and a special speaker are featured.

Labor for your Neighbor
A Saturday morning in spring devoted to serving the college’s physical neighbors. Students help residents living adjacent to the college in the morning and then invite them back to campus to fellowship over a lunch cookout.

Martin Luther King, Jr. Day
The life of Dr. King is celebrated in chapel and through participation in service projects and community events.

Midnight Breakfast
Served each semester by the faculty and staff on the Friday before finals and held in the Dining Commons.

National Collegiate Day of Prayer
On this day, students, faculty and staff join hundreds of prayer groups across the nation in praying for college campuses, and their surrounding communities.

Scripture 66
A designated time when the Bible is read from Genesis to Revelation. Students, staff and faculty are encouraged to stop by any time, day or night, to read or listen to the Word of God.

Service Day
Annual fall day where classes are canceled and the entire student body serves the local community.
Spiritual Emphasis Week
A time of spiritual renewal scheduled during the fall semester. A special speaker is invited to share in morning chapel services and evening meetings during the week.

Tip-Off Madness
A celebration and introduction of the upcoming men’s basketball team. A scrimmage is held the night before the first day of practice.

Vespers
A weekly Wednesday evening service planned and directed by students. This service counts as a chapel attendance.

World Christian Action Conference
A week emphasizing God’s work and mission around the world. A special speaker shares in morning and evening chapel services, and students attend a wide range of seminars related to God’s mission in the world.

STUDENT GOVERNMENT

All full-time students (12 hours or more) of Bethel College are voting members of the Bethel College student association. The governing body of the association is the student council (StuCo).

Executive Officers
2014-2015 Executive officers (class officers are not elected until the fall)
- Executive president: Jordan Holmes
- Executive vice president: Chandler Hadley
- Executive secretary: Julia Shin
- Executive treasurer: Moa Son

The purpose of StuCo is to:
- Plan, promote and assist in the supervision of student body activities,
- Build a closer relationship and better understanding between the administration, faculty and student body,
- Advance student and college community interests,
- Provide a liaison between the alumni association and the student body, and
- Support efforts to serve the greater community outside of Bethel College.

For additional details concerning the rights and responsibilities of StuCo representatives, see the current student council constitution and by-laws (www.BethelCollege.edu/StudentLife/Stuco).
Student Clubs and Organizations
An important part of the life of any college campus is the presence of student-led clubs and organizations. The Bethel College student council seeks to help students develop and fund clubs and organizations that meet their specific needs.

Becoming a club or organization comes with the following privileges:
- The ability to hold fundraisers on campus (with StuCo approval),
- The right to request funds from StuCo for nonrecurring expenses,
- Club renewal forms must be filed by April 15 for the club to remain in good standing for the following academic year,
- The authority to reserve campus facilities and equipment for club activities.

With these privileges also come the following responsibilities:
- Club-sanctioned activities must conform to the Bethel College lifestyle covenant,
- Club renewal forms must be filed by April 15 for the club to remain in good standing for the following academic year,
- An up-to-date and accurate constitution must be on file with the StuCo executive secretary,
- The club president must make a report of the club’s activities and membership to the full student council at the end of each semester,
- The club must make every reasonable attempt to comply with any request from the full student council (e.g., providing documentation of events/finances, attendance at required workshops, etc.).

Procedure for becoming a recognized student club/organization:
1. Find a group of 10 or more students who are interested in starting a club/organization.
2. Find a faculty or staff member who will serve as the advisor.
3. Draft a constitution that contains at least the following:
   a. Name and purpose of the club/organization,
   b. Description of who can be a member,
   c. Description of how the leadership of the club is organized,
   d. Description of how the leadership of the club is elected,
   e. Procedures for calling and running meetings, and
   f. Procedures for amending the constitution/bylaws.
4. Fill out a club registration form
5. Submit the club registration form and constitution to the StuCo executive secretary.
6. The charter members of the proposed club will be asked to appear at a full StuCo meeting to be questioned about the club. If approved, the club will immediately receive all privileges and will be accountable for all responsibilities of a student club/organization.
**Student Clubs**

**American Sign Language Club (ASL Club)**
- **Description:** The ASL club exists to increase opportunities for ASL students to practice American Sign Language in settings outside the classroom; to host events and trips relevant to students wishing to learn about ASL and the culture which surround it; to encourage fellowship among Deaf, hard of hearing and hearing people. Any student interested in and with a basic knowledge of ASL skills (knows the manual alphabet and basic introductory phrases) is invited to join.
- **Advisor:** TBA

**Bethel College Specialty Coffee and Tea Club**
- **Description:** It is the purpose of the Bethel College specialty coffee and tea club to explore enjoyment of coffee and tea. We seek to do this through coffee roasting and blending, tea blending, attending cuppings, and actively researching and practicing the aforementioned activities.
- **Advisor:** Eric Oglesbee

**Black Student Fellowship**
- **Description:** The black student fellowship serves to create, cultivate and challenge students at Bethel College through community service, philanthropic ventures, entertainment and quality programs. We aim to educate the Bethel College community about the culture and heritage of African-Americans. All students of Bethel College, regardless of ethnic background, who possess an interest and concern for the African-American heritage, are eligible for membership.
- **Advisor:** Redgina Hill

**Education Club**
- **Description:** The purpose of the education club is to provide opportunities for out of classroom skill development and to give students a chance to hear from current professionals on topics that are relevant to students entering diverse classrooms.
- **Advisor:** TBA

**Enactus**
- **Description:** ENACTUS is a worldwide organization that works with leaders and university students to create positive change in the business and professional world. At Bethel, we desire to create not just positive change, but also real impact for the Kingdom of God. To accomplish this goal, Bethel ENACTUS will identify and meet needs in the community to the best of our ability. Through participation in Bethel ENACTUS, the student will gain real experience in how to serve the Lord through business.
- **Advisor:** Aaron Schavey
Ignorant
• **Description:** Ignorant is a student club whose goal is to bring awareness and encourage advocacy for social justice issues. Each week the club screens documentaries about an ongoing conflict in a foreign country, an issue within our own country or a story of hope. Students are invited to use the information gained from documentaries as a starting point for learning how to make a difference in our world.
• **Advisor:** Cristian Mihut

International Student Fellowship
• **Description:** International student fellowship exists to assist international students in their educational experience at Bethel College. In both a collective setting as well as in a one-on-one setting, the International student fellowship advisor assists students with legal documents. The International student fellowship also sponsors social events throughout the year.
• **Advisor:** Emily Sherwood (Represented on multiethnic resource team)

Mu Alpha Theta (Math Club)
• **Description:** The purpose of this organization is to learn about careers in mathematics and to build relationships among current math students, math faculty, and others with an interest in mathematics. In addition, the club exists to connect students to math-related service projects in the surrounding community as well as discover how mathematics intersects our world.
• **Advisor:** Adam Hammett

Psychology Club
• **Description:** The psychology club is a student-led organization, open to all those on Bethel College’s campus; specifically those who may have a particular interest in the study of psychology. The mission of the club is to create an opportunity for students to learn how to integrate Christianity into the field of psychology. These opportunities include, but are not limited to: meeting to discuss thoughts on the psychology and/or Christian arenas, becoming active members in the community, encouraging others to embrace leadership roles, building confidence of fellow members, and hearing from professionals in the field to gain academic and career insight.
• **Advisor:** Norm Spivey

Students for Life
• The purpose of Students for Life shall be to defend and promote human life in all forms. This shall be accomplished through education of the Bethel College Community about the issues of bioethics, and through provisional and facilitation opportunities for the Bethel College Community to serve, pray, and engage in peaceful political activism.
• **Advisor:** Sally Erdel
The Company
- An exciting and active club for students interested in theatre arts. Some opportunities for travel. All majors welcome.
- Advisor: TBA

CAMPUS OFFICES and SERVICES

Campus Safety
The Campus Safety Department, located south of the Middleton Hall of Science by the perimeter fence, is a 24/7 department that employs safety officers who patrol campus and respond to emergencies.

Bethel College is committed to assisting all members of its community in providing for their own safety and security. Campus Safety staff frequently work with city, county, state and federal law enforcement authorities. These agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible security and police services to our campus and the local community.

Campus Safety staff offer other services for the campus community (i.e. safe walks, jump starts, lockouts, engraving of personal belongings, etc.). Contact campus safety at 574.807.7500 or 574.292.8100. Students may elect to receive text messages regarding emergencies, school closings, and other important announcements regarding their safety. Students may register for these messages through their My Bethel portlet.

Crime Reporting: To report a crime, a student should contact Campus Safety either in person, by phone, or on the Campus Safety webpage where crimes may be reported anonymously. Crimes may also be reported to student development staff, resident directors and coaches. Students who experience or witness a crime have a responsibility to report the crime so the campus can be kept as safe as possible.

Campus Store
The Campus Store is located in the Sufficient Grounds building on campus just north of the Everest Rohrer Fine Arts Building. The store offers a variety of trade/faculty books, computers and electronics, school supplies, a convenience store, Bethel apparel and gift items. The Campus Store is the only “official” source for textbooks and classroom materials. These items are available to order through our online textbook department found on our website: http://bethelcollegestore.com/).

Campus Store Hours:
School year: Mon – Friday 9-9, Saturday 12-5
Hours may vary for summer and special events.
Center for Intercultural Development (CID)
The center for intercultural development assists student, staff and faculty in developing an awareness, understanding and appreciation for the God-designed diversity within people, ethnicities and cultures through a variety of gatherings, events and activities throughout the year. The center for intercultural development also partners with local organizations and churches to offer students opportunities for growth and enlightenment as well as community service and outreach. The office for the center for intercultural development is located in the student development office. For additional information please call (574) 807-7885 or e-mail CID@BethelCollege.edu.

Financial Aid Committee: The membership of this committee consists of the director of financial aid as chairperson, the vice president for academic services, the vice president for business affairs, the vice president for student development, the director of admissions, three faculty members elected by the faculty and one student.
The Financial Aid Committee
1. Reviews and develops financial aid policy.
2. Awards student financial aid from all institutionally-funded and endowment-funded aid programs upon the recommendations of the director of student financial aid.
3. Assists the director of financial aid in preparing the aid budget proposals each year.
4. Recommends students to the coordinator of institutional research.

Institutional Research Committee: The membership of this committee consists of the vice president for academic services, coordinator of institutional research as chairperson, two faculty members elected by the faculty and two students.
The Institutional Research Committee
1. Identifies studies needed.
2. Designs, selects or approves all instruments used to gather data.
3. Assigns responsibility to gather data.
4. Interprets data and formulates recommendations.
5. Refers recommendations to appropriate persons or committees.

Library Committee: The membership of this committee consists of the librarian, four faculty members, the vice president for academic services, other professional librarians and one student. The chairperson is elected by the committee.
The Library Committee
1. Coordinates library policy with the academic program.
2. Advises the librarian in the allocation of the divisional book budgets.
3. Aids the librarian in the development of regulations for the use of library materials.
4. Recommends to the faculty ways and means of encouraging greater student and faculty use of the library.

**MERT Committee (Multiethnic Resource Team):** The membership of this committee consists of the vice president for academic services, all four coordinators for intercultural development, two staff members, three students and three faculty and at-large members as appointed by the chairperson. The MERT will elect a chair or co-chairs annually.

The Multiethnic Resource Team

1. Gives oversight to a biblical perspective of diversity.
2. Assists the center for intercultural development in creating an educational environment that enhances intercultural competence.
3. Recommends programs and strategies that strengthen the college’s commitment to a culturally enriched campus and a Christian worldview.
4. Reports to the president of Bethel College.

**Safety Committee:** The membership of this committee consists of the physical plant director as chairman, chief financial officer, two faculty members one of whom is from the science division, one staff member, human resources, conference services, campus safety, athletics, food service, auxiliary services, residential life, housekeeping supervisor and one student.

The Safety Committee

1. Helps to provide a safe learning and working environment.
2. Helps to raise awareness and improve the safety concerns of the campus.

**Student Development Committee:** The membership of this committee consists of the vice president for student development as chairperson, director of student life, Coordinator for Student Life, three faculty members, chairperson of the judiciary committee, two students and two resident directors.

The Student Development Committee

1. Advises the vice president for student development on disciplinary action and other matters referred to the committee.
2. Makes recommendations to the faculty regarding student regulations.
3. Acts on cases of probation, suspension and dismissal that are referred to it by the vice president for student development.
4. Approves programs of student organizations not subject to approval of the spiritual life committee.

**Fitness, Exercise and Recreation Facilities**

Fitness, exercise and recreation facilities are open to members of the Bethel community at hours determined by the athletic director. All guests must be individually accompanied by a student or a faculty/staff member, with no more than one guest per student. The weight room, basketball, tennis and volleyball courts, and exercise area in Goodman are available to students when
athletic teams are not using the facilities. The exercise area in Sailor Residential Center is also open to all Bethel students.

**Food Services**

All on-campus students are required to participate in a meal plan. Special diets may be accommodated by contacting James Metherd, the general manager. Dietary counsel is available by appointment. We value your input and would encourage your participation at our weekly “chat with the director” sessions. Sharing your opinions and requests with our food service directors will help us shape our dining programs to best suit your needs and desires. *Every meal plan participant must have their ID card present to eat a meal in any food service facility on campus.*

<table>
<thead>
<tr>
<th>On Campus Locations</th>
<th>Description</th>
<th>Days/Hours of Operation</th>
</tr>
</thead>
</table>
| The Acorn           | Located in the Sailor Residential Center. Offers sandwiches, soups, and salads as well as a student lounge. | Monday – Thursday: 11am – midnight  
Friday: 11am – 1am  
Saturday: 1pm – 1am  
Sunday: 1pm – midnight |
| The Café            | Located in the Miller/Moore Academic Center. Offers sandwiches, salads, beverages, and a variety of bakery and snack items. Convenient stop before or after class. | Monday – Thursday: 8:45am – 1pm  
& 5:30pm – 8:30pm  
Friday: 8:45am – 1pm |
| Dining Commons      | The Dining Commons houses the cafeteria, student mailboxes, and the Presidents’ Dining Room. The cafeteria is open for meals seven days a week and is an all-you-can-eat location. | Monday – Thursday: 7am – 9:30am  
10:45am – 1:30pm  
4:30pm – 7pm  
Friday: 7am – 9:30am  
10:45am – 1:30pm  
4:30pm – 6:30pm  
Saturday: 9am – 11am (Continental Breakfast)  
11am – 1:30pm (Brunch)  
Sunday: 9am – 11am (Continental Breakfast)  
11am – 1:30pm (Lunch)  
4:30pm – 6:30pm |
| Sufficient Grounds  | Located with the campus store on LaSalle Street across from the Everest-Rohrer Fine Arts Center. Sufficient Grounds is the college coffeehouse and eatery. | Monday – Thursday: 7am – 10:30pm  
Friday: 7am – 11:30pm  
Saturday: 9am – 11:30pm |

**Off Campus Locations (Bethel Bucks Only)**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Days/Hours of Operation</th>
</tr>
</thead>
</table>
| Politos        | Local Restaurant (Italian) | Monday – Friday: 11am – 9:30pm  
Saturday: 11am – 11pm  
Sunday: 11am – 9pm |
| Puerto Vallarta Express | Local Restaurant (Mexican) | Monday -Thursday: 11am – 9pm  
Friday – Saturday: 11am – 10pm  
Sunday: 11am – 8pm |
| Tradewinds     | Local Restaurant (American Fare) | Sunday – Thursday: 5:30am – 9pm  
Friday & Saturday: 24 hours |
Library
The library provides a collection of books, periodicals, and electronic resources to assist student learning. The library is closed during chapel services, legal holidays and the week between Christmas and New Year’s Day.

Students must hold valid college identification cards in order to exercise library privileges. With this identification card, students have access to several other library collections in the Michiana region. Students with a valid ID may check out books at Notre Dame, St. Mary’s College, and Holy Cross College.

General library materials, including books, bound periodicals, and audio-visual items, are loaned for 28 days. Reference material circulates for three days. After an item has been overdue for over 28 days, the item is deemed “lost” and an overdue fine of $10.00 combined with the replacement cost of the item is assessed. Fees not paid for at the library will be sent over to the Business Office. All library obligations must be taken care of and cleared before the student can graduate with a degree. Reserve materials have short loan periods as determined by the professor. Reserve items are due back at the hour/date indicated.

Student Success Center
The Student Success Center promotes student retention and degree completion by equipping students for success in the classroom and beyond through collaborative services and programs aimed at Academic Success, Real World Readiness, and an Awareness of Life Calling.

The Katherine J. Gribbin Learning Commons (LC) is a study space designed for individual and group work with access to technology and tutors in a learning-oriented environment. Committed to collaboration, creativity, excellence, hospitality, and service, the LC is as a “one-stop shop” for student academic and technological support where students are empowered to attain their learning goals. Peer tutors in a variety of subject areas are available in the LC, and students may drop-in for a tutoring session or reserve time with a peer tutor to meet in-person or online through our web-based schedule. Small study rooms that comfortably seat groups of 2-4 are ideal for collaborative learning and team projects. The laptop bar has easily accessible electric and Ethernet outlets. The Student Conference Room can be reserved for official or unofficial student groups of six or more. For an appointment or more information, contact 574.807.7788 or learningcommons@BethelCollege.edu.

The office of career services (OCS) assists students with identifying strengths, discovering career options, researching internships and job opportunities and developing résumés. The OCS hosts multiple events on campus to help students find potential employment, internships and service opportunities. The
OCS helps prepare students to enter the job market before graduating. To set up an appointment with a career development specialist, contact 574.807.7096 or careerservices@BethelCollege.edu.

The Center for Academic Success (CAS) equips students for academic success by providing individualized accommodations for students with disabilities. The testing center is specifically designed to facilitate accommodated testing and is outfitted to serve as a learning lab with accessible software and hardware to support all aspects of the learning process. The CAS also serves as a resource to help Bethel students who want to do better in their studies. Professional staff is available to help students with effective academic strategies such as time management, study skills, reading improvement and dealing with test anxiety. For an appointment or more information, contact 574.807.7460 or academic.support@BethelCollege.edu.

The Office of Service Learning (OSL) helps students utilize their talents for the Lord through serving others. The center does this by offering students ways to connect locally, respond nationally and serve globally. An online posting of current community volunteer needs is maintained by the OSL and provides students with the opportunities to serve in the local Michiana community. Also, campus-wide service events are offered throughout the year such as Service Day, Operation Christmas Child and Labor for Your Neighbor. Additionally, disaster or poverty relief trips over spring break and in May, as well as international mission trips during May term are offered through this office. The OSL seeks to engage the Bethel community in kingdom building beyond the campus. Students who are interested in getting involved should contact the office at 574.807.7414 or servicelearning@BethelCollege.edu.

**Wellness Center**
A variety of counseling services, wellness programs, and health services are offered to students to assist them in developing their fullest physical, intellectual, emotional and spiritual potential. The wellness center is open Monday – Friday during posted hours. Appointments begin at 9 am.

**Student Counseling Services:** All counseling services with professional counselors are available exclusively to students. A maximum of eight sessions are annually provided per fulltime student at no charge. Low, sliding fees are available to students who are less than fulltime.

**Student Health Services:** The health services office provides a variety of medical services for students. When a campus student needs medical care, the director of student health services should be notified 574.807.7374. Campus safety should be called 574.807.7500 for emergencies. If a physician is needed, the director will refer the student to one, or the student may see a physician of his/her choice.
• Students must notify their RD to report illnesses/injuries or afterhours medical care.
• Students taking prescription (Rx) medications must register the medication with the director of student health services. Sharing or selling Rx medication is cause for dismissal from the residence hall.
• Students with communicable disease symptoms must report to student health services. Those with symptoms and a fever > 100.4 must isolate from others until fever-free for 24 hours (w/o the use of fever reducing meds). Students who will not maintain isolation should go home to prevent the spread of disease.
• No excused absences from class are given through student health services. The student must call the professor to report absence.
• Incomplete immunization records cause a HOLD to be placed on further registrations.

**Student Health Insurance Information:**
• Health insurance is required of all fulltime students and will be included on semester billings.
• Students having personal policies may opt to waiver the Bethel College Student Health Insurance Plan by completing an Emergency Contact and Insurance Waiver online at MyBethel by the published deadline.
• Those enrolled in student health insurance MUST seek approval for healthcare for illness from the director of student health services, (574.807.7374) OR at the earliest convenience for consultation. The student health insurance plan may not pay without pre-notification/approval. Injuries do not require preapproval.
• Questions related to billing for student insurance may be directed to the student development office 574.807.7440.
• Questions related to filing a claim for student health insurance may be directed to the nurse at the wellness center 574.807.7374.

**Student Wellness Programming:** A variety of resources and speakers are scheduled each year to address a wide range of wellness issues. These programs are announced in advance and without charge to students. The coordinator of wellness programming facilitates these events. Student suggestions are welcomed.

**CAMPUS LIFE**

**Spiritual Life**
Bethel students are encouraged to view their “spiritual lives” not as a compartment of life, but as the essence of life. Worship extends from the Chapel to the classroom, from the Dining Commons to the athletic fields and dorms, and to the surrounding community.
Bible study groups meet frequently at various times and locations on campus. Students are encouraged to be a part of an existing Bible study or to initiate the formation of a new one.

Weekly church attendance is expected of all Bethel students. There are a number of Missionary Churches in the area as well as churches of a variety of other denominations.

Spiritual mentoring program where students can meet one-on-one or in a small group with a peer mentor or faculty or staff member for personal growth and accountability. Students can seek out a mentor on their own, or may apply in the Student Development office to be connected with a mentor.

Chapel
Chapel is often referred to as “the heartbeat of Bethel College.” Chapel services unite the Bethel community for a time of corporate worship through music and teaching. Chapel programs include guest speakers, musical and dramatic groups, extended praise and worship times, faculty testimonies, as well as a variety of thematic series.

Chapel services are held every Monday, Wednesday and Friday at 10 am in the Everest-Rohrer Chapel/Fine Arts Center. Student-led Vespers services are held most Wednesdays at 9 pm in the Octorium.

During the fall semester, a Spiritual Emphasis Week (SEW) is held, with services every morning of the week, as well as evening services Monday through Thursday. During the spring semester, both a World Christian Action Conference (WCAC - January) and a Deeper Life Conference (DLC - April) are held, each with morning and evening services.

Service Day is held each fall semester to provide the Bethel community an opportunity to worship through service in the local community. Daytime classes are cancelled on this day to allow the entire college community to participate.

Chapel Attendance Required: Attendance is required at all three weekly Chapel services, all SEW, WCAC and DLC daytime services, and Service Day. For a more detailed outline of this requirement see Chapel Attendance under College Policies.

Campus Activities
Campus Activities create consistent venues for student fun and connection. Weekly events are held for the campus community to enjoy. Ranging from a campus wide Bethelon Obstacle Course to a weekly Open Mic Night, the Campus Activities Board (C.A.B) made up of current students and a student intern design fresh innovative events and strengthen current Bethel traditions. The C.A.B. is always at the drawing board to stay up to date with current
trends and to satisfy the desires of our diverse student interest. The C.A.B. is located in the Student Development Office in the Huffman Administration Building. Students with event ideas or interest in joining the C.A.B can email the Campus Activities Director, Reed Lyons at reed.lyons@bethelcollege.edu.

Some of the events students enjoy:
- Life Size Board Games (Hungry Hungry Hippos and Battleship!)
- Back to School Party
- Library Nerf Wars
- Battle of the Bands/Film Festival
- Campus Disc Golf and Chili Cookoff
- Midnight Breakfast

**Intramural Competition**
Bethel College sponsors a well-balanced program of intramural competition and community for men and women. The Intramurals Sports Coordinator oversees this program. The objective of intramural competition is to provide an opportunity for physical exercise, skill development, group interaction, recreational experiences and teamwork. Any student desiring to participate should consult the Bethel College Intramural Website, via our Facebook page at facebook.com/bethelcollegeintramurals, or contact the intramural director.

**Intercollegiate Athletics**
Bethel College is a member of the National Association of Intercollegiate Athletes, the National Christian College Athletic Association and the Mid-Central College Conference. Our present intercollegiate athletic program includes women’s volleyball, men’s and women’s soccer, men’s and women’s basketball, men’s and women’s track, men’s baseball, women’s softball, men’s and women’s tennis, men’s and women’s cross country, men’s and women’s golf. Intercollegiate athletics are considered to be an integral part of the total education program of the college. To participate, students must be registered for a minimum of 12 hours and must meet all of the eligibility requirements set forth by the college and the NAIA.

**Philosophy of Athletics:** The philosophy of Bethel College athletics is to produce true winners — a philosophy that will carry an individual through his or her entire life. Bethel College is dedicated to exemplifying Jesus Christ through competition in athletics.

Athletics are a means to an end — not an end in themselves, that the process is as important as the performance and that the person (athlete) is more important than the program.

Athletics at Bethel are unique. These experiences prepare Christian men and women for a life of meaningful work and service. The athletic experience provides a dynamic growth process for learning discipline, teamwork, leadership
and mutual respect. At Bethel College the athlete is more important to the coaches and the administration than win-loss records and championships. The college’s athletic teams frequently engage in Christian ministry opportunities.

**Service Learning**

The main goal of the Service Learning program is to provide various opportunities for students to experience a life of service and to find what they are passionate about through serving in different capacities. In addition to different types of service events each month, students are welcome to talk to a Service Learning representative (located in AC412 or available via email) in order to help them find a regular place of service that would be a good match for both the organization and the student. In addition, freshmen are required to serve and log a minimum of 8 hours of service during the fall semester.

Some regular Service Learning Opportunities include but are not limited to:

- Campus-wide service day
- Operation Christmas Child
- Packing boxes of food for various organizations
- Food Drive
- Labor for your Neighbor
- Short-term domestic Disaster Relief trips
- Dorm Match program
COLLEGE POLICIES

Rules and practices of conduct are formulated with the welfare of the student in mind and with a view of promoting the highest of Christian ideals and scholastic attainment.

All students are expected to observe the following policies which are in effect as long as a student is enrolled. This includes residential and nonresidential students.

The vice president for student development and the director of student life are responsible for the administration of regulations regarding student conduct. Residential students are immediately responsible to a resident director. Nonresidential students are urged to seek the advice and counsel of the student development office.

Access, Equity and Diversity
Within the context of its religious principles, heritage and mission, Bethel College admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs or other college-administered programs. The college makes every reasonable attempt to accommodate students with limiting physical impairments; however each school reserves the right to examine applicants for suitability for participation in the educational activities of the school.

Individuals with disabilities are provided rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and their appropriate amendments.

A student who believes that his or her rights have been violated by a member of the college faculty, administration, staff or student body may file a formal complaint in writing to the vice president for student development. A formal hearing will be called and procedures followed as with any other hearing. For a more detailed outline of a formal hearing see Appeals Process under Student Conduct and Procedures.

Acts of Dishonesty and Plagiarism
Any act of deceit, falsehood or stealing by unethically copying or using someone else’s work in an academic situation is strictly prohibited. A student found guilty of plagiarism or cheating will receive an “F” (zero) for that particular paper, assignment or exam. Should this occur, the professor will have an interview with the student and will submit a written report of the incident to the dean of the school in which the course is housed. If a second offense should occur, the student will be asked to appear before the professor, the academic dean and the vice president for student development. The student
should realize that at this point continuation in a course and even his/her academic career may be in jeopardy. In the event of a recommendation for dismissal, the matter shall be referred to the student development committee.

Deception of a College Official, disrespect for those in authority, or failure to cooperate with or comply with a request from any College Official is considered a violation of school policy. A student must present their student ID upon request of a College Official or a faculty or staff member.

**Alcohol and Drugs**

While enrolled at Bethel College, use or possession of alcohol, narcotics, as well as tobacco products, is strictly forbidden in all on and off campus settings. For reasons expressed within the Community Life Covenant the college prohibits the use of any device that may contain traces of tobacco and nicotine. These items include, but are not limited to cigarettes, cigars, pipes, chewing tobacco, hookah, and e-cigarettes. Students who are found using alcohol, narcotics, tobacco products or possessing paraphernalia will be held accountable under the student conduct process. For more information on alcohol and drug use see: *Substance Abuse Policy*.

**Appropriate Appearance and Attire**

Modesty and good taste are expected in student attire. In regard to dress, each student will cooperate with the following policies. Dirty or torn clothing is unacceptable attire for classes and chapel services. Tight, revealing clothing, inclusive of midriff tops, spaghetti straps, short shorts (biker and spandex styles) and revealing skirts are prohibited attire. Clothing must be gender appropriate.

Footwear must be worn in all buildings excluding residence halls. T-shirts or any other garments with wording/images considered to be in poor taste or advertising tobacco or an alcoholic beverage are not permitted to be worn at any time. Students officially representing the college (athletic teams, music groups, etc.) must follow the stated dress code as determined by each activity leader.

**Cell Phones**

Cell phones must be turned off and stowed in book bags during class and chapel. Any student using a cell phone in class for any reason (without permission) will be asked to leave the class and an unexcused absence will be recorded. Students using cell phones during exams or graded activities may be cited for cheating (at professor’s discretion).

In the case of expected emergencies, students may seek permission from the professor to leave their cell phones on during class, but the phone must remain in the book bag. Professors reserve the right to have operational cell phones in class.
Chapel Attendance

Chapel attendance issues are handled in the Student Development office. Each student who has a Chapel Attendance requirement is given an allotment of Unexcused Absences which they can use in the event of sickness, medical or dental appointments, personal business, emergencies, or other circumstances of this nature. Students are encouraged to use their allotment of Unexcused Absences wisely.

- Students who are required to attend all three weekly Chapel services are allowed up to nine (9) Unexcused Absences per semester.
- Students who are required to attend only two of the three weekly Chapel services are allowed six unexcused absences per semester.
- Students who are required to attend only one of the three weekly Chapel services are allowed three unexcused absences per semester.

Although they are encouraged to attend, the following students do not have an attendance requirement:

- Part time (less than 12 credit hours per semester) non-residential students.
- Full time (12 credit hours or more per semester) non-residential students who do not have a class scheduled either directly before (i.e., ending at 9:50 am) or directly after (i.e., beginning at 11 am) the Chapel hour.
- Non-residential students registered in a nontraditional or adult program.
- Non-residential students registered as traditional-mature (TRMT).

When a student has used their allotted number of Unexcused Absences for a semester, requests for excused absences may be granted by the Student Development office for illness, family emergencies and events of such serious nature.

Attendance at any Vespers service will count toward a student’s overall Chapel attendance requirement.

Chapel Crediting Guidelines: Attendance at all services is recorded by the swiping of each student’s Bethel ID card; it is each student’s responsibility to maintain a functioning ID card and to bring their ID card to each service.

- Any student arriving ten minutes or more after the scheduled start of any service will be considered absent.
- Any student who leaves any service without permission prior to being dismissed will be considered absent.
- Any student who is deceitful with regard to their attendance at any service (i.e., swiping their ID card but then leaving), will be penalized with two absences and expected to meet with chairperson of the Chapel Committee.

Attendance Monitoring: Students can monitor their Chapel attendance record on the Student Services page of their My Bethel portlet. Students are expected to keep track of their own Chapel attendance.
Students who repeatedly or excessively exceed the number of allowed absences will appear before the Chapel Committee and may be placed on Chapel Attendance Contract. When these attempts do not lead to the expected attendance, dismissal from the college is in order. Refer to the complete Chapel Attendance Policies and Procedures at www.BethelCollege.edu/StudentLife/Policies.

Clery Act
In accordance with the Jeanne Clery Act of 1990 (P.L. 101-542), Bethel College provides information relating to crime statistics and security measures to current students, employees and any prospective student or employee upon request. Daily complaint logs are kept by the campus safety office. Contents for the previous 60 days are available to members of the public and may be viewed at the campus safety office between the hours of 8 am to 5 pm. Older files can be made available within 48 hours. Uniform Crime Reporting (UCR) definitions are available at the campus safety office.

Crime statistics are available on Bethel's website at www.BethelCollege.edu/Offices/Safety.

Communicable Diseases and Blood Borne Pathogens
Bethel strives to maintain an environment that is safe for all students. This includes protecting students from exposure to communicable diseases and blood borne pathogens. If you come across anything on campus that contains blood or other potentially infectious materials, please do not attempt to clean up or dispose of the materials yourself. Contact Campus Safety, a Resident Assistant or Director, or someone else in authority that can ensure that the materials are cleaned up by trained individuals. A report of the incident will then be filed by Campus Safety. A more detailed plan is available in the Office for Student Development.

Gambling
Gambling is defined by the college as the exchange of money or goods by betting or wagering. Gambling in any form is prohibited, including online.

Inappropriate Behavior
Students must refrain from all forms of hazing, acts of racism and/or conduct which is destructive to other students or that disrupts the normal campus activities. The unauthorized entry of buildings, departments or offices, the unauthorized possession or use of a college key or the willful destruction of college property will result in disciplinary action that may ultimately lead to dismissal from the college. The ponds were designed for aesthetic purposes and the college is not responsible for any injuries resulting from misuse.

Motor Vehicle Regulations
All motor vehicles parked on campus by students must be registered with the college. Registration is done online, in the My Bethel portlet. There is no cost
for proper registration of a vehicle with the college. A properly registered vehicle will receive a decal from Campus Safety.

**Freshman Vehicle Restriction**
Freshman students living in college housing are not permitted to have a vehicle on campus. Waivers of the Freshman Vehicle Restriction may be granted when valid need is demonstrated, such as:
- a distance of 200 miles (4 hours) or more from the student’s home to the campus
- transportation needed to attend a class (not offered at Bethel) at another institution
- Medical/personal reasons
Freshman students are encouraged to request a Waiver from the Student Development office if they believe that their circumstances warrant one.

**Driving and Parking Regulations**
Bethel College is a pedestrian campus. Pedestrians should be given the right of way at all times. The maximum speed limit on campus is 10 mph, and slower when conditions warrant. Citations will be issued for moving violations, including disregarding a stop sign, speeding, reckless driving that endangers pedestrians or other drivers, etc. Under no circumstances are vehicles to be driven on the grass, sidewalks or other unauthorized places. Permitted parking locations are outlined in the complete Motor Vehicle Regulations policy. Refer to this detailed policy at www.BethelCollege.edu/StudentLife/Policies.

**Official Communication**
Students may receive official campus communication in the following forms: letters, emails, and My Bethel notifications. Students are required to check their college email and My Bethel accounts regularly and are accountable for the content there in. Email is the primary means of communication from a college official to a student. Therefore, the failure to utilize this account or neglect of the information received is solely the responsibility of the student.

**Possession of Firearms and Weapons**
The possession of firearms and various weapons are forbidden on campus. Violations of this policy will result in fines and may result in dismissal from the college. Students who own rifles or shotguns for recreational purposes must receive permission in advance from their resident director, and when brought to campus, immediately place them in the custody of campus safety.

The following items are forbidden from campus:
1. Handguns in any form.
2. Long guns (rifles, shotguns) not placed in campus safety custody.
3. Knives with a blade length of four or more inches. This includes swords, machetes and similar items.
4. Explosives — All forms of fireworks and incendiary devices, including homemade versions and components of an explosive device.
5. Tazers or any other form of stun gun.
6. Nonlethal weapons, such as air-soft guns and paintball guns.

Students and their parents are expected to know the college’s safety policies and procedures, including emergency notification systems.

Self Control
All students must agree to abstain from the use of profane language, personal dishonesty, theft, slander, sexual promiscuity (including adultery, homosexual behavior, premarital sex), abortion, gluttony, intentional harm to self and occult practices. These types of behaviors will result in disciplinary action that may lead to dismissal from the college (see substance abuse policy and student conduct and procedures).

Premarital Sex and Pregnancy
Remaining sexually pure is God’s plan for our lives, and this standard for addressing sexual behavior is used in the Community Life Covenant. When this standard is violated by members of the community, the result may be a pregnancy occurring outside of a committed, marital relationship. We strive to extend redemptive grace to any student whose choices have led to these circumstances. The following repentant and responsible actions are expected from the involved students:

1. voluntary disclosure to a student development staff member,
2. a vow to abstinence and a commitment to appropriate personal counseling;
3. stepping down from any co-curricular activities (including inter-collegiate athletics, holding office or a responsible position in college organizations),
4. and initiating appropriate prenatal care.

Due to the complexity of pregnancy and the importance of appropriate prenatal care and well-being concerns, college housing for the mother-to-be will not be available. Similar housing restrictions may also apply to any student who fathers a child.

Sexual Harassment, Sexual Assault and Sexual Violence
Bethel College believes in the intrinsic value of all human beings. Moreover, it is committed to the full, peaceable participation of all of its members in the educational endeavor it fosters. The Bethel community will not tolerate any threats or acts of sexual harassment, sexual assault or sexual violence. Any reports of such behavior or action should be made to the vice president for student development or director of student life. A report of sexual harassment, assault or violence will be taken seriously, promptly investigated and
addressed. While respecting the rights of all parties involved, the safety and well-being of the victim and the campus community are the college’s primary concern. Appropriate action will be taken to discipline an offending party.

**Title IX**

The individual responsible for Title IX compliance at Bethel is the Human Resource Director. The Human Resource Director oversees the investigation, resolution, appeals process and any report of retaliation associated with sexual misconduct. The Human Resource Director can be reached at 574.807.7875.

**Social Dancing**

Social dances are not permitted on campus, nor will affiliated organizations of Bethel College sponsor them off campus. It is the college’s conviction that it is possible to provide ample opportunity for healthy social interaction and mature Christian relationships without such activity. Students deciding to participate in social dancing off campus should exercise caution as to their witness and that of Bethel College. Students are not permitted to attend dances where alcohol is served and/or consumed. Acceptable forms of dance include worship, ethnic games and the use of choreography in drama, musical productions and athletic events.

**Substance Abuse**

The college recognizes the danger to one’s physical and psychological well-being in the use of certain products. As a Christian community, the college accepts the biblical teaching that our bodies are the temples of the Holy Spirit. Therefore, students must abstain from the use and/or possession of intoxicating beverages, nonprescription narcotics, all forms of hallucinogenic drugs, tobacco in any form, and other harmful products. Furthermore, being in the presence of alcohol at a night club, bar, party, off-campus house, etc. is prohibited. Note: if a student enters any social gathering and observes alcohols he/she must leave immediately.

The college reserves the right to require a student to show proof of a drug-free condition. Use of drugs or alcohol warrants immediate dismissal. In cases where a student self-reports and/or shows a sincere desire for change, every attempt will be made to assist and restore the student. This restorative discipline process may include but is not limited to: alcohol and substance assessment and education, social probation, community service and fines. Refer to the complete Substance Abuse policy at www.BethelCollege.edu/StudentLife/Policies.

**Technology and Internet Use**

In the event of any misuse of network or computer account usage, Bethel College may disable or suspend the user’s account and access.
It is essential for each user to recognize his/her responsibility in using college services and systems. Students are expected to act with character and integrity through all online postings and interactions (including Facebook, Twitter, YouTube, Blogs, personal websites and all other social networking venues). Free access to the network is a privilege that may be revoked at any time for abusive conduct. Such conduct may result in further disciplinary action and includes:

1. Using the network for any purposes that violate U.S. or state laws (such as Bit Torrent or copyrighted file sharing, see Peer to Peer Sharing Policy at www.BethelCollege.edu/offices/Computer.
2. Tampering with network cabling or routing devices
3. Knowingly engaging in any activity that spreads malware to other computers
4. *Use of abusive or otherwise objectionable language in either public or private messages
5. The viewing or distribution of any sexually explicit material
6. Distribution of unsolicited advertising

*Students are responsible for any online content that indicates a violation of college policy.

STUDENT CONDUCT and PROCEDURES

Discipline at Bethel College is administered by the vice president for student development, director of student life, resident directors and the student development committee. Disciplinary action is undertaken to correct inappropriate behavior and achieve restoration.

Minor violations are usually addressed by the resident directors and their assistants. Serious infractions are dealt with by the vice president for student development, the director of student life and/or the student development committee.

Disciplinary Process

When a charge is brought against a student that could result in his/her dismissal, the following disciplinary process will take place:

A student development officer will meet with the student. As a result of this meeting, a determination will be made by the vice president of student development regarding the need for a hearing with the student development committee. If a hearing is established, the student shall have three days to prepare a defense unless he/she waive this time period. At the hearing the student will have an opportunity to respond to all charges and evidence presented before the student development committee. The student may present evidence, witnesses and information pertinent to the charges. Following the hearing the student development committee will make decisions relative to guilt or innocence and disciplinary action.
Disciplinary Action
Disciplinary options include fines, restitution, campusing, social probation, suspension, campus service, removal from campus (but not classes) and dismissal or voluntary withdrawal.

Fines: Certain offenses (parking violations, overdue books, etc.) carry with them designated fines.

Restitution: When damage has been inflicted upon persons or property, restitution in the form of financial payment and/or written apology may be required.

Campusing: A disciplined student may be restricted to the immediate campus and not be permitted to leave campus without permission from the resident director except for regular employment.

Social Probation: Any student put on social probation cannot represent the college during the designated time of its duration, nor can he/she hold a student-elected office. This is a serious discipline meted out due to one’s disregard of established college regulations. It is generally a preliminary step to dismissal and needs to be taken seriously by the student.

Supervisory Probation: A student placed on supervisory probation is accountable to a college-appointed staff member for a designated period of time. Representing the college or holding a student-elected office may be possible under this condition, but is not necessarily guaranteed.

Suspension: This requires the student’s removal from classes and the campus for a predetermined period of time. The specific purpose is to give opportunity to evaluate one’s conduct and goals.

Campus Service: A disciplined student may be required to provide service to the college campus within a designated period of time. The number of hours and selected period of time will be determined by the disciplining officer.

Removal from Campus (but not classes): Although a disciplined student may continue to attend classes, he/she may not be seen on campus for any other reason without permission.

Dismissal or Voluntary Withdrawal: The student may be given the option of withdrawing rather than dismissal for serious violations. The option of withdrawal lies solely at the discretion of the vice president for student development. Refunds in the case of dismissal will be made at the discretion of the vice president for student development.

Appeals Process in Disciplinary Cases
Various administrative officers are authorized to discipline a student for just cause within the areas of their responsibility. In each case, the administrative officer informs the student of the charges which are the basis for disciplinary action and the student has the right to present to that officer any relevant information in his/her defense. The charges and the resulting disciplinary action are given in writing as soon as possible, but not later than the second working day after the administrative officer’s oral statement.
First Appeal: If the student believes that the disciplinary action violated due process or that new information is available, he/she may appeal to the student development committee. Such an appeal must be presented in writing to the chairperson of the student development committee not later than the second working day after receipt of the previous written statement. However in situations which pose a threat to the welfare of other students of the institution, the student development committee has the right to suspend the student and to direct his/her complete removal from the campus pending the outcome of all appeal processes. Implementation of the disciplinary action awaits the appeal process.

Upon receiving the written appeal, the chairperson of the student development committee schedules a committee meeting to hear the appeal; this hearing must occur within three working days of the receipt of the appeal. At least two-thirds of the members of the committee must be present at the hearing.

The review hearing follows this general format:
1. Those present are the student development committee, the administrative officer whose charges and disciplinary action are being appealed and the student who is appealing; this student may bring one fellow student of his/her own choosing as an advisor, but that advisor may not have a formal role in the proceedings. Any other parties may be present only by the committee’s express permission, sought and given in advance of the hearing.
2. A written record of the proceedings is kept.
3. If any member of the student development committee is a party in the case (e.g., as disciplining officer, disciplined student or otherwise involved), the chairperson appoints a replacement who occupies that member’s position on the committee during the proceedings and until the matter is resolved.
4. The disciplining officer presents the charges against the student.
5. The student has the right to present his/her defense.
6. The disciplining officer and the student each has the right to introduce other persons as witnesses, and each has the right to direct questions to the witnesses presented by either party.
7. After hearing all oral arguments, the student development committee reviews the case in private. All written documents relative to the matter and all oral evidence are considered.
8. The student development committee then renders a decision to sustain, modify, or set aside the charges and/or the disciplinary action. The decision is stated in writing within two working days after the conclusion of the appeal hearings; the written statement is presented to the appealing student and to the disciplining officer.

Second Appeal: If the student or the disciplining officer believes that the action of the student development committee has violated due process or that
new information is available, appeal may be made to the administrative committee. Such an appeal must be presented in writing within one calendar week of the date of the written statement of the student development committee. Decisions from the administrative committee are final.

The hearing by the administrative committee follows these procedures:
1. A written record of the appeal hearing is kept.
2. All documents, including the written record of the hearing by the student development committee, are made available to members of the administrative committee and to all involved parties at least two days in advance of the hearing.
3. If any member of the administrative committee is a party in the case (e.g., as disciplining officer, disciplined student, member of the student development committee or otherwise involved), the chairperson appoints a replacement who occupies that member’s position on the committee during the proceedings and until the matter is resolved.
4. The hearing is closed to all except members of the administrative committee, the appellant and the chairperson of the student development committee. The appellant may bring legal counsel with him/her, but may do so only upon sufficient advance notice to the chairperson of the committee so that the college attorney may also be present.
5. The hearing allows for oral statements by the appellant and by the chairperson of the student development committee; cross-examination may be conducted by either party or by any member of the administrative committee.
6. Within two days of the completion of the hearing, the administrative committee will present its conclusion in writing either to sustain the decision of the student development committee or to render a new decision.

RIGHT TO AMEND
The Student Handbook is not considered a contractual agreement. Bethel College reserves the right to revise and change the policies and statements in this publication. Efforts will be made to inform the college community of such revisions or changes.

OTHER IMPORTANT INFORMATION
While on campus or during Bethel College sponsored activities, students may be photographed via still photography or video. These pictures may be included in college-related materials unless students tell administrators otherwise.

The constitution of the Bethel College student body and by-laws are available at www.BethelCollege.edu/StudentLife/Stuco.

Bethel College’s AIDS, sexual assault, motor vehicle, chapel attendance, substance abuse and service animal policies are available at www.BethelCollege.edu/StudentLife/Policies.
### Residential Staff Roster

<table>
<thead>
<tr>
<th>Hall</th>
<th>Resident Director</th>
<th>Room</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRENNEMAN HALL</td>
<td>Michael Yoder</td>
<td>BREN 101</td>
<td>807-7836</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Brennan Seevers</td>
<td>BREN 301</td>
<td></td>
</tr>
<tr>
<td>BRIDGES HALL</td>
<td>Sara Loucy-Swartz</td>
<td>BRID 107</td>
<td>807-7835</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Anneke VanWyngaarden</td>
<td>BRID 101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Morgan Sechrist</td>
<td>BRID 201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emily Wenger</td>
<td>BRID 301</td>
<td></td>
</tr>
<tr>
<td>EGLE HALL</td>
<td>Sara Loucy-Swartz</td>
<td>BRID 107</td>
<td>807-7835</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Brittney Miller</td>
<td>EGLE 101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alissa Bremer</td>
<td>EGLE 201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hannah Birky</td>
<td>EGLE 301</td>
<td></td>
</tr>
<tr>
<td>LAMBERT HALL</td>
<td>Michael Yoder</td>
<td>BREN 101</td>
<td>807-7836</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Cole Farlow</td>
<td>LAMB 101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blake Bauman</td>
<td>LAMB 301</td>
<td></td>
</tr>
<tr>
<td>MANGES HALL</td>
<td>Reed Lyons</td>
<td>TUCK 224</td>
<td>807-7841</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Jon Nicoletti</td>
<td>MANG 254</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nathaniel Montiel</td>
<td>MANG 262</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Curtis Armentrout</td>
<td>MANG 354</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gavin McGrath</td>
<td>MANG 362</td>
<td></td>
</tr>
<tr>
<td>OAKWOOD-SLATER HALL</td>
<td>Josh Hartsell</td>
<td>OAKW 214</td>
<td>807-7839</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Devin Hubbard</td>
<td>OAKW 115</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drew Voy</td>
<td>OAKW 116</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ben Bulgrien</td>
<td>OAKW 215</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anthony Houston</td>
<td>OAKW 313</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keelan Rushing</td>
<td>OAKW 314</td>
<td></td>
</tr>
<tr>
<td>PERIMETER HOUSING</td>
<td>John Kaehr</td>
<td>LOGN 1620</td>
<td>807-7840</td>
</tr>
<tr>
<td>Asst. Resident Director</td>
<td>Zach Gillis</td>
<td>LOGN 1706</td>
<td>807-7842</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Leah Evans</td>
<td>LOGN 1624</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Luke Hoffman</td>
<td>LOGN 1608</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kelsey Hopkins</td>
<td>EBY N</td>
<td></td>
</tr>
<tr>
<td>RAMSEYER HALL</td>
<td>Michael Yoder</td>
<td>BREN 101</td>
<td>807-7836</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Jared Stouffer</td>
<td>RAMS 101</td>
<td></td>
</tr>
<tr>
<td>SHUPE HALL</td>
<td>Janelle Crotsen</td>
<td>SHUP 202</td>
<td>807-7838</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Leigh Smith</td>
<td>SHUP 104</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mindy Rupp</td>
<td>SHUP 111</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anna McTaggart</td>
<td>SHUP 203</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taylor Smigieliski</td>
<td>SHUP 214</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Katie Schwenk</td>
<td>SHUP 305</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alyssa Korsmo</td>
<td>SHUP 316</td>
<td></td>
</tr>
<tr>
<td>TUCKLEY HALL</td>
<td>Jessica Lyons</td>
<td>TUCK 224</td>
<td>807-7841</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>Rachel Miller</td>
<td>TUCK 108</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Haley Buchanan</td>
<td>TUCK 121</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carrie Miller</td>
<td>TUCK 208</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hannah Gibson</td>
<td>TUCK 221</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kristen Wagnerowski</td>
<td>TUCK 308</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miranda Kimmel</td>
<td>TUCK 321</td>
<td></td>
</tr>
</tbody>
</table>