

# CALVIN

## College



# STUDENT HANDBOOK

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*The 2011/2012 School Year*

This printed copy of the Student Handbook is provided for your convenience. Please note that the most current and definitive handbook for the 2011-2012 school year is available online through the Student Life Division website under Forms and Policies.



## Welcome to the Calvin Community!

The fundamental principle for community resides first of all in a cohesive purpose. However like-minded or diverse its members may be, the community exists to enact a purpose; in the case of Calvin College that purpose is to shape hearts and minds through higher learning for Christian living. Therefore, the end of individuals working in community is always larger than any individual self-interest...Our roles vary widely, but each person fills an important and necessary role in the mosaic of people that form Calvin's community. Despite the complexity and multiplicity of tasks in the college, despite what seems at times to be fragmentation into departments for teachers, majors for students, specialties for staff, the intrinsic and irreducible unity of the Calvin College community inheres in the fact that all these diverse tasks are directed to one fundamental mission of the College. The tasks of our daily life together are guided by faithfulness to the Word. We aim to be conformed more and more to the likeness of God incarnate, willing to receive the mind and heart of Jesus. We also aim to be agents of reclamation, reconciliation, and renewal. We believe that we are individually gifted by God to be such agents of a common aim.

-From An Expanded Statement of the  
Mission of Calvin College: Vision, Purpose, Commitment

# Calvin College Student Handbook

Calendar 2011-2012

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Career Development  
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Environmental Stewardship  
Financial Aid  
Financial Services  
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Honors Program  
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Information Technology  
Instructional Resource Center  
International Student Services  
Intramurals  
January Series  
JobShop Student Employment  
Mail Services  
Majors and Minors  
Multicultural Student Development  
Musical Ensembles  
Nature Preserve—Bunker Interpretive Center  
Notary Public  
  
Off-Campus Living  
People Search  
Physical Plant Department  
Printing Services  
Provost's Office  
Registrar's Office  
Residence Life  
Rhetoric Center

**Website**

<http://www.calvin.edu/academic/art/>  
<http://www.calvin.edu/artistseries/>  
<http://www.calvin.edu/sports/>  
located in the lobby of NVW and in the Commons Annex  
<http://www.calvin.edu/admin/av/>  
<http://www.calvin.edu/boxoffice/>  
<http://www.calvin.edu/admin/broene/>  
<http://www.calvin.edu/academic/cas/ctc/>  
<http://www.calvin.edu/map/>  
<http://www.calvin.edu/campus-store/>  
<http://www.calvin.edu/admin/career/>  
<http://www.calvin.edu/faith/>  
<http://www.calvin.edu/admin/food/>  
<http://www.calvin.edu/admin/physicalplant/departments/ehs/>  
<http://www.calvin.edu/admin/finaid/>  
<http://www.calvin.edu/admin/fsrv/>  
<http://www.calvin.edu/admin/health/>  
<http://library.calvin.edu/>  
<http://www.calvin.edu/it/helpdesk/>  
<http://www.calvin.edu/academic/honors/>  
<http://www.calvin.edu/admin/housing/>  
<http://www.calvin.edu/it/>  
<http://www.calvin.edu/admin/irc/>  
<http://www.calvin.edu/academic/services/academic-resources/esl.html>  
<http://www.calvin.edu/academic/pe/imural/>  
<http://www.calvin.edu/january/>  
<http://www.calvin.edu/admin/studentemployment>  
<http://www.calvin.edu/admin/mailexchange/>  
<http://www.calvin.edu/academics/>  
<http://www.calvin.edu/admin/msdo/>  
<http://www.calvin.edu/academic/music/ensemble/>  
<http://www.calvin.edu/academic/eco-preserve/bunker/>  
*Services available at Financial Services, Human Resources, and Teacher Certification Office during normal business hours*  
<https://www.calvin.edu/admin/housing/neighborhood-living/>  
<https://www.calvin.edu/cgi-bin/people.pl>  
<http://www.calvin.edu/admin/physicalplant/>  
<http://www.calvin.edu/admin/printingservices/>  
<http://www.calvin.edu/admin/provost/>  
<http://www.calvin.edu/admin/registrar/>  
<http://www.calvin.edu/admin/housing/>  
<http://www.calvin.edu/academic/rhetoric/>

Service-Learning Center	<a href="http://www.calvin.edu/admin/slc/">http://www.calvin.edu/admin/slc/</a>
Services to Students with Disabilities	<a href="http://www.calvin.edu/academic/services/disability/">http://www.calvin.edu/academic/services/disability/</a>
Student Academic Services	<a href="http://www.calvin.edu/academic/sas/">http://www.calvin.edu/academic/sas/</a>
Student Activities	<a href="http://www.calvin.edu/admin/sao/">http://www.calvin.edu/admin/sao/</a>
Student Organizations	<a href="http://www.calvin.edu/admin/student-org/">http://www.calvin.edu/admin/student-org/</a>
Student Senate	<a href="http://calvincollegestudentsenate.blogspot.com/">http://calvincollegestudentsenate.blogspot.com/</a>

## SAFETY AND SECURITY

### PERSONAL PRECAUTIONS

Calvin students are not exempt from threats to their personal safety and should use precautionary measures to minimize existing dangers and hazards in the environment. Although living with constant fear is unnecessary and unhealthy, students should be aware of safeguards that deter possible victimization. Here are a few basic suggestions:



- 1) Always keep the door(s) of your residence locked. If applicable, place a thin block of wood in the inside track of sliding glass doors to restrict entry.
- 2) Always keep your car doors locked. Also, do not leave valuables in your car while it is unattended.
- 3) Unsecured bicycles invite theft. Purchase a bike lock and secure your bike to a stationary object.
- 4) Identify expensive and/or important belongings with some type of permanent identification, such as can be provided with a metal engraver. Students can borrow a metal engraver from the Campus Safety Office.
- 5) Rely on your neighbors and have them rely on you to be alert to suspicious persons and/or unusual events. In addition to taking basic precautions, students should also be aware of the possibility of personal assault and robbery (particularly off-campus students, commuters, or students who frequently travel throughout the city). Several guidelines are helpful to keep in mind.

**Visitors to your home.** First, do not admit anyone into your home until you know who they are. Determine who it is before you open the door--either by looking through the peephole or opening your door the length of your chain lock. If a stranger is at the door, do not hesitate to ask for two or three pieces of identification. Strangers should not become hostile when asked to verify their identity. If you do accidentally let someone in and you are home alone, make them think someone else is there by mentioning you have a sleeping roommate or spouse in the home.

Use caution when dealing with people in uniforms also. Wearing a uniform does not automatically mean that someone has legitimate business. If a police officer comes to the door, ask to see their badge and identification. If a meter-reader knocks, ask him/her to wait while you call the utility company to see if readings are being made in your neighborhood on that day. If a door-to-door salesperson comes by, call your neighbors on either side to determine whether the person has been to their homes. If they have not called on them, they will probably be gone by the time you put down the phone.

**Personal address.** If you live alone, especially if you are female, list only your first initial instead of your entire name on your mailbox. You can also put other names behind your own--J. VanderVan can share your box even if they do not receive any mail. In the phone book, list only your first initial and omit your street address.

**Answering machines.** If you own an answering machine, try to offer as little personal information as possible. Avoid using your name in the recording, especially if you live alone or are a female living with one or more females. Consider the following message: "Mary and Susan aren't home right now, but if you leave a message, we'll return your call as soon as possible." Such a message informs a potential assailant that two women room together and are not home at the moment. Recording the following is a much better option: "You have reached 954-0000. Please leave your message after you hear the tone." In addition, if you live alone, avoid saying "I will return the call." Referring to yourself in the first person may alert a potential assailant or robber that only one person occupies your home. Either omit the statement altogether

or consider substituting "we" for "I."

**Self-protection in your home.** Finally, a word about weapons in your home for self-protection. It is important to realize that whatever you present as a weapon can be taken away from you and used against you. This is particularly true in the case of a knife. As a result, if an assailant does not have a knife, you should never introduce one into the situation. Rather, you should consider defending yourself with make-shift items (i.e., things in your environment that you could use as a weapon or shield). These make-shift weapons should be thrust straight into the assailant's face or neck with short, powerful jabs. Short, straight thrusts are more difficult to block and deflect than downward strikes or horizontal swings. Other tactics to defend yourself might include either spraying something, or throwing any sort of powdery substance into the assailant's eyes. Such an action momentarily blinds the assailant, providing you a chance to escape.

**Safe transportation.** Your susceptibility to an assault or mugging is greater when you leave your home simply because you have less protection around you (although the majority of date rapes and sexual assaults occur in either the victim's or assailant's residence). Whatever means of transportation you use to get yourself to your destination, there are several security measures that can add to your security when traveling. If you own a car or use one for transportation, be certain that it is properly maintained and that you always have adequate gasoline to get you to your destination or to a service station.

When you are driving, keep your doors locked at all times, and, if possible, keep your windows closed. Keep your car in gear at stoplights. If someone tries to enter your car, blow your horn and drive on as quickly as possible. If you break down in an isolated area, stay inside your car with the doors locked and the windows up. If someone wants to help, ask them to call for assistance. If you break down or run out of gasoline on the highway, do not leave your car if you are alone. Eventually the police or someone else will offer assistance. If you are with a group and you want to walk ahead, walk with at least two people and leave at least two people in the car. In all cases, it is not wise to leave the car unattended.

If you see a motorist stranded, it is safest not to stop to help unless you know the driver. If you want to help, call for assistance for the stranded motorist. Many people, especially women, are robbed or attacked when they stop to help someone who seems to have car trouble.

When using public transportation, wait in busy, well-lit areas. Sit near the driver, especially if the bus is nearly empty. When you exit the bus, be aware of those who may depart with you.

**Jay-walking.** Some students choose to cross the East Beltline at very hazardous locations. Since most traffic travels the East Beltline between 50-60 miles/hour, jay-walking the East Beltline is extremely dangerous. Calvin's Crossing provides members of the Calvin community a safe and efficient means for crossing the East Beltline. Due to safety concerns, pedestrian traffic is asked to use Calvin's Crossing or the underpass rather than jaywalking across the East Beltline. Community members who choose to ignore this policy may be subject to a fine and/or disciplinary action.

**Walking on/off campus.** The safest time to walk is during daylight hours. If you must walk at night, walk on well-lit routes. Use the walk paths available on-campus. If sidewalks are dark, walk near curbs or in the middle of streets. Walk facing oncoming traffic so as to minimize the chance of being surprised from behind. If you frequently walk to the same destination at approximately the same time, vary your route occasionally. Walk briskly and with purpose. If you appear to know where you are going, you are less likely to be followed.

If you suspect that someone is following you, do not hesitate to confidently turn around to check if you are being followed. If your suspicions are confirmed, make noise--even scream, blow a whistle, or make a scene. Noise is often successful in preventing an attack. If someone in a car is following you, turn and run in the opposite direction that the car is headed. If you are being followed, and you know that no one is at your home, do not stop; continue on to a neighbor's house.

**Mugging.** When walking, it is advisable not to carry large amounts of cash. In addition, keeping your house key separate from your purse or backpack is important. If your assailant is armed, do not resist. Protect your person; you are more valuable than your possessions. Make every effort to observe identifying features and characteristics of the assailant. Try to obtain the make, model, year, and license plate number of a getaway car if one is involved. Note the exact time and location of the incident, and the direction of the escape.

**Thefts or loss of property.** Thefts, loss of property, or any other incidents involving the safety or security of the students or the college should be reported to the Campus Safety Office immediately, and to your RD or RA if you live in college housing.

**Fire alarm** The fire alarm is a continuous or pulsed blast of the fire horn. All classes should be dismissed at once. Students should be instructed to leave the building, using the nearest exit. Fire exit routes are posted in each classroom and meeting room space. Students will be notified when to return to their classes.

**Injuries** Students are reminded that Calvin is not liable for injuries sustained during student activities, even though such injuries occur upon the college premises (e.g., in required laboratory work or physical education classes). Calvin College does not undertake to be an insurer of its students. The liability of the college under the law must be based on fault. In order to establish liability of Calvin College for such injuries, proof of negligence or carelessness on the part of the college must be proven, and it must be established that the student was free from any negligence or carelessness which might have contributed to the injuries.

In view of the above, Calvin College's liability insurance policy will not necessarily reimburse a student for medical costs resulting from injuries sustained on campus. All students and prospective students are therefore urged to review their personal health and accident insurance status. If students are no longer covered by a family plan or an individual policy, it is strongly suggested that they participate in the student group health plan.

**Severe Winter Weather** The Campus Safety Dispatcher is kept informed about weather conditions through the National Weather Service. Normal class schedules will be maintained during a weather alert unless otherwise directed.

In the event of a tornado warning, classes will be suspended immediately, and all persons must take cover in the nearest designated shelter away from glass doors and windows. As a general policy, Calvin College does not close normal operations due to severe winter weather. Exceptions are made only when it is clear that college facilities cannot be used due to heating, electrical or other mechanical failure, or when public and campus roadways are impassable.

In the context of this "no close" policy, however, the college does not expect students or faculty/staff to take unreasonable risks in coming to the campus during times of severe weather or hazardous driving conditions. Students and faculty/staff will not be penalized for deciding that conditions, on the basis of their own individual good judgment, are too treacherous to come to the campus. Furthermore, when such weather conditions prevail, faculty will do everything possible to facilitate the students' efforts to obtain any information missed due to weather conditions.

In those rare circumstances when the campus must be closed, local radio and TV stations (and the campus telephone switchboard) will be notified for regular reporting to the public. When this is done, it will be based upon the best judgment of the administration after assessing the severity of road conditions, carefully weighing the risks to commuters, and taking into account the welfare of the college community and its many individual members.

### **Emergency Response Plan**

Calvin College has an Emergency Response Plan that gives guidelines on how to respond to several different types of emergencies. Students and employees of the college have access to the plan online. The plan is located on the Campus Safety web page at <http://www.calvin.edu/admin/campus-safety/>.

**Travel during breaks** Calvin schedules several short breaks in the academic calendar, such as a two-day academic advising or Interim break. Some of these breaks occur during months of potentially hazardous weather. These breaks, unlike Christmas and Spring breaks, are not intended to accommodate significant travel by students, yet some persist in driving long distances to reach their destinations. These trips tax the physical endurance of drivers and passengers and put them at the mercy of weather that can turn hazardous quite suddenly. In the past years, several serious car accidents have resulted, so the college strongly discourages students from taking long road trips during these short breaks.

### **Sexual Assault**

#### **In the Event of Sexual Assault – for both male or female victims**

Call the 24-hour YWCA Rape Crisis Hot Line: 776-RAPE (776-7273) or if you are on-campus, call Campus Safety: x33333, or Grand Rapids Police: 456-3400, Or 911 in a medical emergency situation. Call a support person. Don't try to go through this alone. Do not wash, eat, chew gum, brush your teeth, drink, douche, or change clothes. Do not blame yourself. Students are encouraged to contact any of the Sexual Assault Response Personnel below. These persons provide assistance to sexual assault survivors through advocacy, crisis intervention, short-term counseling, education and referrals. Home phone numbers are provided for emergency situations. You may ask someone to just listen, and/or help you decide what to do.

**Sexual Assault Response Personnel:** Nancy Van Noord, Self-Defense/HPERDS Professor, vnor@calvin.edu x-66226 or 942-2901; Jayne Pettinga, Nurse Practitioner, Health Services, jp27@calvin.edu x-66187 or 243-3643; Sarah TenBroek, Counselor, Broene Counseling Center, stenbr65@calvin.edu, x-66126.

#### **Information is on the Calvin website**

Further information is at [www.calvin.edu/admin/broene/sexualassault](http://www.calvin.edu/admin/broene/sexualassault) or you may do a Calvin Google Search using "sexual assault."

#### **What Happens When You Call the Rape Crisis Hotline?**

If you call the YWCA Rape Crisis Hotline, rape crisis personnel will help you decide what to do. Yes, it is the YWCA; this agency serves male and female victims both. If you would like to make a police report, an officer will be dispatched to take your statement. You will be encouraged to go to the YWCA Sexual Assault Center, 25 Sheldon Blvd SE, (for directions, see [www.ywcawcmi.org](http://www.ywcawcmi.org)) where a nurse examiner will perform a medical exam and provide treatment. A trained volunteer advocate would be paged to offer you support and answer your questions. If you would prefer **not** to make a police report you will be encouraged to schedule a medical exam at the YWCA during regular business hours. It is important to follow through with a physical exam following a rape so that you can be treated for possible injuries, and/or sexually transmitted diseases. The exam also allows for evidence to be collected and documented. Their state-of-the-art magnifying camera can document injury unseen to the naked eye. If your case goes to court, this evidence may be critical. In order to avoid destroying any evidence, *do not shower or clean yourself, or*

*change your clothes.* If you feel you must change your clothes, change on top of a clean sheet, so that any fibers or hairs will fall on the sheet. Then place your clothes and the sheet in a paper bag and take it with you to the YWCA. Additionally, if you were forced to engage in oral sex, do not chew gum, brush your teeth, or eat or drink anything. Even if you have done any or all of the above, a medical exam to look for evidence can still be done within 96 hours of the assault. If you choose not to have a medical exam, or make a police report soon after the assault, the chance of successful prosecution is considerably reduced.

### **Men Are Raped Too**

Because men are far less likely than women to seek help, sexual assault of men goes drastically under-reported. Experts estimate that one in nine college men have been sexually assaulted; one in seven men in their lifetime. Rape of men (whether the victim or the assailant is heterosexual or homosexual) is most often committed by other men. In fact, most rapes of males are committed by heterosexuals. However, women also sexually violate or even rape men. Men, like women, are assaulted by strangers and acquaintances. Men are encouraged to seek appropriate medical examination at the YWCA Sexual Assault Center (Yes, it's the YWCA because that is where the Nurse Examiner Program is located) and to make a police report. See the above paragraph "What Happens..." for more information. One can be assured that male clients are treated with respect and sensitivity at these Grand Rapids resources and at Calvin campus resources.

### **Rape/Date Rape Statistics**

Any sexual contact or activity without consent is sexual assault. Rape is the use of force or coercion for sexual penetration (oral, anal, or vaginal) of a person who has not consented or is incapable of consent. Relatively few rapes are committed by strangers. According to the 2009 Bureau of Justice Statistics, approximately 80% of women knew their attacker prior to the assault. Nationally, 1 in 6 women, and 1 in 33 men, are victims of a rape or completed rape in their lifetime. But college age women are 4 times more likely to be sexually assaulted than the general population. The highly publicized rate of "1 in 4" refers to national survey results for college victims of rape and attempted rape since age 14. A Calvin study revealed that 1 in 9 (or 11%) of our female students were victims of rape or attempted rape since age 14. The U.S. Department of Justice predicts that in a typical year, 3% of college women will experience rape or attempted rape. Considering rape alone, a 2007 survey of Calvin students indicated that *within the last school year*, 1.4% of women were victims of rape. This same survey indicated that 3% of Calvin women were victims of attempted rape in the last school year. Most date or acquaintance rapes involved alcohol. Rape is sadly underreported. Nationally, only 41% are reported to the police, and only 1 in 100 female victims of date or acquaintance rape will make a police report. Most rapes are premeditated. Most rapists have repeated their behavior. Heterosexual men commit 96-98% of all sexual violence against males and females. The vast majority of sexually abused boys never become adult perpetrators. Women commit 2-4% of reported sex offenses against children. Female perpetrators of sexual assault tend to use coercion rather than force or threat of force to commit sexual assault. The effects of sexual assault on the victim are usually deep and long lasting, often leading to depression, contemplation of suicide, alcohol and drug abuse, post-traumatic stress disorder, and eating disorders.

### **Rape – The Law**

In Michigan, the Criminal Sexual Conduct Code defines sexual assault as any sexual contact forced upon a non-consenting person. "Criminal sexual conduct" (CSC) (see [www.calvin.edu/admin/broene/sexualassault/michigan\\_law.htm](http://www.calvin.edu/admin/broene/sexualassault/michigan_law.htm)) includes penetration of any body opening, touching sexual areas of the body, or attempting to penetrate or touch these areas. The law further outlines four degrees of criminal sexual conduct. Maximum sentence depends on the amount of force used and the amount of personal injury to the victim. Sentences range from two years for fourth degree CSC to life in prison for first degree.

## **Stranger Rape Prevention**

While sexual assault is never the fault of the victim, there are some things that you can do to help reduce your risk of sexual assault (see *Personal Precautions*). Look out for each other's welfare; check up on each other; walk in groups; never jog alone after dark; ensure that your residence is as secure as possible, including adequate outside lighting, be aware of your surroundings, make sure your cell phone is with you, avoid putting earbuds in both ears, and trust your instincts.

Individuals can also reduce their risk of rape by understanding that sexual assaults often progresses through three stages.

### *Selection Stage*

The first stage is *Selection*. During this stage, the assailant observes prospective victims at a distance. The assailant looks for someone who is accessible and vulnerable. To determine a person's perceived vulnerability, the assailant may observe body language. The assailant is looking for someone who can be easily overpowered, such as someone who looks preoccupied, fearful, naive, has an awkward gate, and so on. The assailant may also observe what the person is wearing to see if it would aid or hinder escape. To avoid being selected at this stage, one should first of all consider avoiding high risk situations. Second, be aware of your surroundings. Third, look vigilant and project an air of confidence. In short, try to convey the message that you would not be an easy victim.

### *Testing Stage*

The second stage is *Testing*. Many rapes are preceded by a period of interaction between the assailant and the victim. It may start as a friendly impersonal conversation, which is intended as a screening process. Now the assailant is looking for someone who is passive and compliant. During the conversation, the assailant may do or say things to make the potential victim uncomfortable (maybe making sexually suggestive comments, or touching her, just to see how she reacts). If the prospective victim remains polite, passive and compliant, in spite of feeling increasingly uncomfortable, the assailant will likely escalate the situation, to the point of a sexual assault. On the other hand, If a person is wary and assertive and draws the conversation to a close, while maintaining assertive body language (i.e., erect body posture, feet about shoulder width apart, arms at the side of the body rather than crossed at front, good eye contact, etc.), they will likely be passed over as a prospective victim. It is very important during this stage to trust their feelings. Too many women try too hard to be "nice" and deny the validity of their feelings. If one feels uneasy, there is probably a very good reason for it. Those who trust their feelings and bring the conversation to a close are less likely to be assaulted. Those who continue to be polite, in spite of their uneasiness, are more vulnerable.

### *Force Stage*

The final stage is *Force*. This is the stage where the assailant uses physical force/violence to control their target. The victim has a greater chance of escape if they make a lot of noise and fight back. It is also possible that the victim freezes at this stage and is unable to respond effectively. In no way is this to be construed as giving consent. Neither is the victim to blame for what the assailant has been able to do.

In summary, you can significantly reduce your risk of sexual assault by taking reasonable precautions, being vigilant, trusting and acting upon your intuitions, and conveying to a would-be assailant during the first two stages that you would not be a compliant, passive victim. This is not to suggest, however, that the victim is in any way to blame when assaulted.

## **Date Rape Prevention**

Again, rape is never the fault of the victim. However there are some things you can do to reduce your risk of date rape. Be true to yourself and your own limits on sexual activity. Communicate those limits clearly. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason.

For the first few dates consider going to public places with another couple or group. Do not accept rides from someone you just met. Stay sober. Trust your feelings and inner warnings; be willing to remove yourself from the situation if you feel unsafe. Do not be afraid to create an awkward social moment. If you are worried about hurting someone's feelings, remember yours are being ignored. If sexual activity is forced on you by an acquaintance, you have several options. First, if you are able, say "no" strongly; be assertive. Do not smile, act friendly, or polite. You might say, "Stop it; this is rape!" If the person does not stop after you have confronted them, do not be afraid to leave. There is no shame in escaping a situation in which your health and safety are at risk. If necessary, scream and run to safety. If you are prevented from leaving, and the assault escalates, consider striking one of the primary target areas (see *Self Defense* below). Sexual excitement never justifies forced sex. Always ask before making any sexual contact. When a person says "no," respect their wishes. Do not read the response as personal rejection; they are simply saying no to an unwanted activity. If you feel that you are receiving mixed messages, ask for more clarification. Being involved sexually previously, does not mean the person is currently consenting. Remember, if a person does not give consent, a clearly given, verbalized "yes," (or is unable to because of intoxication or drug use), forced or coerced sexual activity is a crime.

### **Self-Defense**

If you are attacked, try to remain calm. Concentrate on slow, deep breathing to reduce panic. Each situation is different. In some cases, clear thinking may allow you to escape. If your assailant is armed, however, your options are limited.

There are two types of resistance one can use in an assault situation. The first type is *passive resistance*. It includes begging, pleading, crying, slapping, verbal stalling, and so on. Actually, this type of resistance correlates with more violent attacks. It is important to understand that rape is not a sexual act per se, but an act of dominance, power, and control. Thus, the assailant is looking for someone whom they can terrorize, control, or dominate. The more the victim begs, pleads and cries, the more in control and powerful the assailant will feel. So, in a sense, she is doing exactly what turns the assailant on. Additionally, the assailant may intentionally do things to the victim (hit, threaten, choke, etc.) to elicit more of those types of responses. It is for these reasons, passive resistance is often associated with more violent attacks

The second type of resistance is *active resistance*. It includes verbal confrontation and/or yelling, as well as strikes to vulnerable target areas. This type of resistance gives an assailant the message that you will do whatever it takes to avoid rape. Research regarding the attack of women shows that, with a weaponless attack, a woman can escape 86% of the time if she fights back aggressively and screams.

The following are six major target areas along the front of the body: eyes, nose, throat, solar plexus, testicles, and knees. In a life-threatening situation, strikes should be aimed at the eyes, throat, and/or knees. Strikes to these areas may disable the attacker rather than just cause pain, but may certainly be justified in many situations of danger. In any situation of assault, one's primary objective must be to escape.

Having said this about self-defense, it should be recognized that many people in a rape situation are so shocked, panicked, numbed, and confused that they are unable to take any action. This may be especially so if the assailant is someone the victim knows and has trusted. Complicating matters in cases of date/acquaintance rape, females (because of female gender socialization) may minimize or discount their fears until it is too late to effectively defend themselves. Complicating matters for male victims, (because of male gender expectations) is how shameful it is to be under the control of female perpetrators. Furthermore, the circumstances of some assaults may be such that fighting back is not a viable option. *It is important, therefore, to not place blame on the victim by second guessing what they could have done to avoid the assault.*

## **Police Contact**

When reporting the crime, contact the police in the municipality in which the sexual assault occurred. If you are unsure of the location, or if it occurred on campus, contact the Grand Rapids police at 456-3400. Calvin Campus Safety Department (x-66452) is also available for assistance. For Kentwood police, dial 698-6580; East Grand Rapids police, dial 949-7010; Wyoming police, dial 530-7300.

**On-Campus Disciplinary Procedures** When the assailant is a Calvin student or employee, the victimized student is encouraged to make a report of the rape/date rape to the proper Calvin officials. In date rape the victim may fear being blamed or disciplined if alcohol was involved. This is not the case. On the contrary, the Student Life Division at Calvin is committed to sensitive and fair handling of sexual assault situations with healing, safety of others, and justice as primary concerns. Sexual assault or misconduct is what will be disciplined, not the alcohol violation on the part of the victim. The student considering formal charges against another student may seek consultation with Jane Hendriksma (Dean of Students for Judicial Affairs), Sarah TenBroek (Counselor, Broene Counseling Center), their Resident Director, or Shirley Hoogstra (Vice-President for Student Life) to learn about procedures and options. Detailed information about procedures and options for the survivor, the college's response, rights of the accused and accuser, and sanctions, may be found in the Student Conduct Code. The college's standard of proof is based on a "preponderance of evidence" which is different than criminal charges which must create belief "beyond a reasonable doubt" in order to convict. Possible sanctions for sexual assault can extend over the entire range, including dismissal, depending on the severity of the incident.

For more detailed information on procedures or decisions to go to [www.calvin.edu/admin/broene/sexualassault](http://www.calvin.edu/admin/broene/sexualassault). You may also wish to speak to a counselor in the Broene Counseling Center (526-6123). It is never too late (even years later) to talk about it.

## **SEXUAL HARASSMENT**

### **Sexual Harassment – Definition**

Calvin College prohibits sexual harassment of any kind. Sexual harassment by any member of Calvin's faculty, staff or student body is an assault on personal dignity and a violation of federal and state law. Calvin affirms its commitment to maintaining an educational and working environment which is fair, respectful, and free from sexual harassment. No one at the college may retaliate against a person who makes a bona fide claim of sexual harassment. To see Calvin's Policy on Discrimination and Harassment, go to [www.calvin.edu/admin/provost/fac\\_hb/chap\\_6/6\\_5.htm](http://www.calvin.edu/admin/provost/fac_hb/chap_6/6_5.htm).

### **What is sexual harassment?**

Simply put, sexual harassment is repeated unwanted attention of a sexual nature. Remarks may not be intended to harm, but if they have that effect, they constitute harassment. Sexual harassment creates an offensive, intimidating, or hostile learning or living environment. It may involve abuse of power or privilege. Sexual harassment may involve coercion or threat of detriment to the individual if refused or stopped. It can be verbal, non-verbal or physical.

### **Sexual harassment may include:**

- \*explicit or implicit propositions to engage in sexual activity
- \*sexually explicit statements, questions, jokes, anecdotes, or gestures
- \*inappropriate or unwelcome touching, patting, pinching, or brushing against a person's body or clothing
- \*display of sexually offensive material (e.g. pictures, cartoons, posters, graffiti, screen savers) objects, or sounds
- \*unwelcome inquiries or comments about a person's sex life, clothing, or body
- \*sexual looks such as leering and ogling
- \*sexually explicit cards, notes, emails, text messages, or other written correspondence
- \*derogatory gender specific comments

\*adverse evaluation or grading as the consequence of refusing or stopping sexual demands from another person

### **What to do if you are being sexually harassed**

1. *Say No.* Say it firmly without smiling or apologizing. You may also wish to write a letter to the harasser clearly communicating your objections.
2. *Keep a record* of what has occurred and how you responded. Include direct quotes, dates, places, times, and witnesses to the harassment. Save all harassing cards, letters, voice mail, emails, IM exchanges, text messages, or answering machine messages.
3. *Talk to someone*, perhaps a Resident Director or Broene Counseling Center counselor or other trusted adult.
4. *Report the problem.* Calvin encourages you to report incidences of sexual harassment. Students may file a complaint with the Dean of Students for Judicial Affairs, Jane Hendriksma.

## **GENERAL CAMPUS GUIDELINES AND POLICIES**

### **AGE OF MAJORITY POLICY**

In Michigan the age of majority is 18. The college welcomes the opportunities this affords to almost all of its students and urges them to exercise their rights and responsibilities as sensitive Christian citizens.

Calvin College seeks to provide Christian higher education to its students. In keeping with this goal the college assumes the right to follow procedures and policies to attain its goal. In its expectations, regulations, and policies, the college seeks to promote the rights afforded by the age of majority as long as they do not infringe on the academic mission of the college, the rights of others in the college community, and the total educational experience which the college judges important to attain its purposes as a Christian college.

### **Specific Policy and Procedural Matters**

1. The college recognizes that the student is legally responsible for his/her own education. The college also recognizes the concern of parents for the welfare of their sons and daughters. The college reserves the right to communicate with parents on such matters as the following:
  - a. Discontinuation or extended absence from college;
  - b. Medical treatment or psychiatric examination required to meet emergencies or to maintain one's status as a student;
  - c. Misconduct which is of such a nature that the student is in danger of suspension, expulsion, or disciplinary status of concern to a parent.
2. Final and mid-term grade reports will be issued to the parents/guardian of a dependent student upon request unless a student files a written request to the contrary at the Registrar's Office.
3. A transcript of a student's cumulative records will be released to the parents only upon permission of the student or under FERPA guidelines.
4. In keeping with and determined by national and state legislation and practice, financial need will continue to be evaluated on the basis of the resources available to students and their parents to meet the educational cost of the college. In order to ensure that all applications for financial aid are treated in an equitable manner, the financial aid officer requires that each applicant submit a Financial Aid Form to be processed by the College Scholarship Service.
5. The college being an academic institution regards residence hall living as an important enrichment to the student's personal, social, and academic development. Thus first and second-

year students not living with their parent(s) or legal guardian are required to reside in the Calvin College residence halls or apartments.

### **ELIGIBILITY REGULATIONS**

The college recognizes the educational benefits of co-curricular activities and encourages students to participate in them. However, curricular activities are of paramount importance in a college education, and for that reason, only full-time students who are in good academic and community standing are eligible to hold office in student government or in any student organizations, to serve on the staff of any student publications, to serve on any faculty committees or to participate in intercollegiate athletics. Good academic standing means that students must be enrolled in a minimum of 12 semester hours per semester, be making normal progress towards graduation (defined as 12 semester hours per semester and the completion of three interim courses during a four-year program), and fulfill the minimum grade requirements listed in this handbook (under the section entitled Academic Probation and Dismissal). Good community standing suggests compliance with the Student Conduct Code, which can be found in this handbook. Part-time students may become members of student organizations, but may not assume leadership roles or participate in intercollegiate athletics. All first-year students are eligible to participate in the activities discussed above as long as they are in good academic and community standing.

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

**Students who are currently enrolled at Calvin College or formerly enrolled students regardless of their age or status in regard to parental dependency are protected under FERPA.** Parents of students termed 'dependant' for income tax purposes may have access to the students educational records.

With certain exceptions, a student has rights of access to those records which are directly related to him/her and which are maintained by Calvin College. 'Educational Records' include any records in the possession of an employee which are shared with or accessible to another individual. The records may be handwritten or in the form of print, magnetic tape, film, electronic image, computer storage, or some other medium. This would include transcripts or other records obtained from a school in which a student was previously enrolled.

Official Calvin College Transcripts are released only when requested in writing by the students. The fee is \$5.00. Transcripts will not be released for students who have failed to meet their financial obligations to the college.

Calvin may disclose information on a student without violating FERPA through what is known as 'directory Information'. This generally includes a student's name, address, telephone number, electronic email address, photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full- or part-time), degrees, honors, and awards received, and other similar information. A student may restrict the release of his/her directory information by submitting a signed authorization form to the registrar's office.

**In certain other situations, a student's consent is not required to disclose the educational information.**

**Fifteen Exceptions are:**

- 1.) *to school officials who have 'legitimate educational interests'*
- 2.) *to schools in which a student seeks to enroll*
- 3.) *to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs*
- 4.) *in connection with financial aid*
- 5.) *to State and local authorities pursuant to a State law adopted before November 1974 requiring the disclosure*
- 6.) *to organizations conducting studies for or on behalf of educational institutions*
- 7.) *to accrediting organizations*
- 8.) *to parents of a dependent student*
- 9.) *to parents of students under 21 for violations of any law or institutional rule related to the possession of alcohol or controlled substance*
- 10.) *to comply with judicial order of subpoena*
- 11.) *health or safety emergency*
- 12.) *directory information*
- 13.) *to the student*
- 14.) *results of disciplinary hearing to an alleged victim of a crime of violence*
- 15.) *to the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.*

**Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.**

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the student may request a formal hearing by the registrar. The request must be made in writing to the registrar who, within seven days after receiving the request, will inform the student of the date, place and time of the hearing. Students may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the Registrar, or a person designated by the Registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational

records, maintained as part of the student's records, and released whenever the records in question are disclosed.

## **GRIEVANCE PROCEDURES FOR PERSONS WITH DISABILITIES**

These Grievance Procedures are established to meet the legal requirements of the Americans with Disabilities Act (ADA). They may be used by anyone who thinks they have experienced discrimination on the basis of disability in employment practices or policies or in the provision of services, activities, programs, or benefits by Calvin College.

Our goal at Calvin College is to be the kind of community which follows Christian principles as we seek to resolve any conflicts which may occur between persons with disabilities and other members of the campus community. We are motivated by love and justice. Our hope is that the procedures described below will be needed rarely; and when used, that they will lead to restoration of community whenever it has been broken.

1. On occasion a student or employee of the college who has a disability may have criticism with regard to matters such as failure to provide reasonable accommodation in courses; barriers in attitude, architecture, or communication; or discrimination in employment. The first step is for the student or employee to present his or her concern and request for action directly to the faculty member or other college employee who is involved. The Professor or other college employee should listen, giving serious attention to the complainant's concern, and attempt to resolve it in a mutually satisfactory way.
2. If the faculty or staff member's response does not satisfy the complainant, or if the complainant does not feel safe in approaching the faculty or staff member, then the complainant must file a formal grievance with the Campus ADA Compliance Officer, Henry De Vries, Vice President of Administration, Finance, and Information Services. To file a grievance, the complainant, and only the complainant, must fill out an ADA Grievance Form, which is available in the Office of Administration and Finance. Alternative means of filing the ADA Grievance Form, such as a personal interview or a tape recording, will be made available to persons with disabilities upon request. The grievance must be filed no later than sixty days after the alleged violation.
3. Within ten working days of receiving the grievance, the ADA Compliance Officer will review the grievance, consult with necessary parties, and determine if the grievance shall be forwarded directly to the Campus Accessibility Advisory Committee (CAAC) for fact-finding and decision. The criteria for not forwarding a grievance may include any of the following:
  - 1) The grievance could be handled through an alternate dispute resolution process agreed upon by both of the parties.
  - 2) Another appeal process exists, and is better suited, for handling the issue presented in the grievance.
  - 3) The grievance lacks sufficient grounds.
  - 4) The grievance lacks credible facts.
4. In the event that the grievance is not forwarded to the CAAC, the ADA Compliance Officer will notify the complainant in writing of the decision not to forward the grievance. Said denial may be appealed to the CAAC within three business days following receipt of the written notification.
5. In the event that the grievance is forwarded to the CAAC, the CAAC will meet with the complainant within ten working days of receiving the grievance to discuss and identify options for

resolving the grievance. Within five working days after that meeting, the CAAC will send its advice on resolving the grievance to both the ADA Compliance Officer, the complainant, and other concerned parties. The complainant must receive the CAAC's proposed resolution in a format accessible to the complainant.

6. After receiving and considering the CAAC's advice, the ADA Compliance Officer will rule on the grievance and notify the CAAC, the complainant, and other concerned parties of his ruling within five working days.
7. If the complainant does not accept the ADA Compliance Officer's ruling, then the complainant may appeal to the President of the College within five working days.
8. If the complainant does not accept the decision of the President of the College, then the complainant may appeal the matter, by way of the President, to the Executive Committee of the Board of Trustees at its next regularly scheduled meeting.

Note: These grievance procedures are designed to protect the due process rights of complainants while at the same time resolving disputes at a personal level in the spirit of Matthew 18. Following the College's grievance procedures shall in no way substitute for or impair the complainant's right to file an ADA complaint with the appropriate agency or department of the federal government of the United States. However, if the complainant does file a complaint with the federal government before this grievance procedure is completed, then the procedures stated above will be abrogated.

Promulgated by CAAC 9/98  
Revised and Ratified by President's Cabinet 12/00  
Latest Revision Ratified by President's Cabinet 8/04

## **GUIDE TO CAMPUS SAFETY AND SUBSTANCE ABUSE**

In compliance with the Drug-Free Schools and Communities Act of 1989, the Crime Awareness and Campus Security Act of 1990, and the Higher Education Amendments of 1992, Calvin College has published *A Guide to Campus Safety and Substance Abuse*. This document is available on the internet at: <http://www.calvin.edu/admin/campus-safety/policies-procedures/substance-awareness.html> and can be accessed by any student or employee through any terminal on campus. Students are urged to peruse this information at their convenience. A printed copy of this publication is available upon request from either the Campus Safety Department or the office of the Vice President for Student Life to any student who desires one. Data on student retention is found in the college catalog section on Admissions and Standards under the heading "Profile of Calvin First-Year Students", in compliance with the Student-Right-to-Know law. This document is available on the internet at: <http://www.calvin.edu/admin/registrar/catalog/>

## **INTERNAL FUNDRAISING POLICY Of Calvin College July 11, 1996**

**(As approved by the Faculty Senate)**

The Development Office, under the direction of the President and Board of Trustees, is responsible for fundraising for Calvin College. Fundraising priorities are determined by the Planning and Priorities Committee.

To foster donor relationships, to preserve integrity in fundraising, and to promote sensitivity to the college's constituencies, Calvin College promulgates the following guidelines for faculty, staff, and students seeking financial support for any college activities.

No individuals, foundation, non-profit group (excepting church congregations), and any for-profit organization may be solicited for cash or non-cash donations by any faculty member, academic department, staff member, student organization, student, or Calvin group who identifies itself or the solicitation as connected in any way to Calvin College unless the project has been approved by the President's Cabinet.

Anyone seeking permission to conduct college related fundraising activities off campus should submit a written proposal with appropriate endorsement, which includes a plan for fundraising, to the Vice President for Advancement who shall bring the proposal to the President's Cabinet for approval. Proposal endorsement for the following areas must be secured from:

- Faculty Activities – Department Chair
- Music Activities – Department Chair
- Athletics – Department Chair
- Service Learning Projects – Director of Service Learning
- Resident Hall Activities – Dean of Residence Life

Endorsed proposals should show that the activity to be funded: 1) falls clearly within the college's mission statement; and 2) augments the requestor's educational experience. Any questions should be directed to the Vice President for Advancement.

On-campus fundraising sales of sundry goods, (e.g., poinsettias, pizzas, subs, candy bars) or solicitations of activity-based pledges for support (e.g., walk-a-thons) for college related causes requires prior approval by the Vice President for Advancement. Requests to conduct these activities must be submitted in writing to the Vice President for Advancement at least one week in advance.

On-campus fundraising for non-Calvin causes will not normally be permitted on college time or using college resources, (e.g. distribution of solicitations by email, posters, mailing lists, ICM) except through "Calvin Deals."

Students needing financial assistance for travel expenses connected to off-campus interim and/or semester programs should contact the Financial Aid Office for available resources.

A donor may not designate a contribution for a particular student or employee of the college. The college will not issue a charitable receipt for such a designated contribution. Such transfer of monies will be considered personal gifts, not charitable contributions.

Appeals to reconsider a denial to fundraise by the Vice President for Advancement should be made in writing to the President's Cabinet via the Assistant to the President.

Any violation of the above guidelines will be referred to the appropriate judicial body and process with such sanctions as shall be deemed appropriate by that governing body.

Revised 05/15/08

## **LITERATURE DISTRIBUTION**

Literature (printed matter from single sheet fliers to books) from sources outside the campus may be distributed (free or for sale) on campus only with the prior approval in writing of the Dean of Student Development or the Dean of Residence Life. If such prior approval is not obtained, the literature may be confiscated and the distributor subject to sanctions. If the distributor is not a student, a warrant for his/her arrest may be sought; if a student, s/he shall be subject to the discipline of the college.

*All materials published, circulated, or posted on campus must be approved by the faculty, its committees, or organizations delegated by the faculty. Ordinarily such materials must be sponsored by properly constituted student organizations. Posters must be stamped with a take-down date before posting. Stamping is available only at the Student Development Office in the Commons Annex.*

## **MANNER AND METHOD OF DISSENT**

While recognizing that constructive protest and discussion of issues are vital in a college community, the college also recognizes an obligation to maintain on the campus an atmosphere conducive to academic work and the respect of private rights of all individuals. Therefore, the following guidelines govern student protests and demonstrations:

1. Student demonstrations (marching, picketing, silent vigils, etc.) are to be registered for information with the Student Senate and with the Dean of Student Development no later than one day preceding the occurrence.
2. Sponsoring organizations, their officers, and all individual participants, will be held responsible for their conduct in demonstrations.
3. Student demonstrations are to be conducted in an orderly manner, and are not to interfere with the normal operations of the college.
4. The privilege of on-campus student demonstrations is not extended to organizations or students not directly affiliated with Calvin.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Calvin College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The college does not discriminate on the basis of race, color, sex, sexual orientation, national and ethnic origin, disability or other legally protected characteristics, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**OFF-CAMPUS LIVING** Many Calvin students will choose to live off-campus at some point during their time at Calvin, whether it be in Project Neighborhood homes or as renters in Grand Rapids communities. This presents a learning opportunity, a chance to consider how the lordship of Christ extends to how we live and where we live. As part of a Reformed Christian community, we are called to "seek the welfare of the city" (Jer. 29:7). Living off-campus, students will have the opportunity to live intentionally and faithfully in community: establishing and maintaining good relationships with neighbors, serving the needs of others, and experiencing the joy of being part of a neighborhood. But seeking the welfare of the city also involves sensitivity to others' needs and concerns, which translates into practical matters such as heeding noise levels and parking issues, honoring agreements with landowners, and observing city ordinances that address community welfare. The latter include residency limits: in Grand Rapids, no more than four unrelated people may reside at a given residence; Kentwood ordinances are based on square footage (check with your landlord). As "salt and light" to our world, all members of the Calvin College community are called to be good neighbors by observing these obligations.

1. The Student Conduct Code specifically lists living in compliance with applicable zoning ordinances for occupancy as an expectation for all Calvin students living off-campus. Ordinances vary by municipality, so students are expected to work closely with landlords to ensure compliance.
2. The college requires an accurate and current local address for all students living off campus. Each fall semester, all off-campus residents will be required to electronically register their local addresses. Failure to submit this address by Friday, September 16 will result in a \$50 late fee. If by September 30 this is still unresolved, an additional \$50 late fee (hence, \$100 total) will be added to the student's account, as well as having a financial "hold" placed on the account. The hold will be lifted once a student reports a local address.

Furthermore, students must verify via digital signature their "compliance" or "non-compliance" with applicable zoning ordinances on occupancy (e.g. no more than four unrelated adults may reside in most residential housing units in the city of Grand Rapids; Kentwood zoning is based on square footage and number of bedrooms; etc.). If students are unable to honestly confirm compliance, they will have the opportunity to explain their housing situation on the form. The college will do its best to work with students who are truthful, even if admitting non-compliance.

3. Students found to be living in violation of applicable zoning ordinances will be subject to any or all of the following:
  - a. A fine of \$250 per student, per semester, will be levied until the situation is verifiably resolved. Note: this fine is independent of any action the city may take against occupants or landlords, and in no way exempts students from the requirements of applicable local ordinances.
  - b. A letter of non-compliant housing will be filed in the student's college record.

- c. The college will affirm addresses if requested by city authorities who are formally investigating specific violations of occupancy ordinances.
  - d. Apart from any current or future college response, students face consequences from city authorities as defined in zoning ordinances, including evictions and other civil penalties for non-compliance.
4. Students who provide false information during the local address and compliance/non-compliance registration process will be subject to further disciplinary action by the college.

**PARKING-DRIVING REGULATIONS** Calvin College is a growing community. With this growth comes increased traffic on the campus roads and the challenge of providing ample parking for students and staff. Your cooperation is needed to keep the campus a safe place for drivers and pedestrians alike. It is expected that all students and college personnel will operate their motor vehicles on college properties in compliance with the State of Michigan Vehicle Code. Students should be aware that Campus Safety monitors all parking lots on a regular basis and will issue parking violations when necessary. To promote orderly parking and traffic movement, procedures and regulations have been adopted by the college.

1. All motor vehicles owned *or operated* by Calvin students must be properly registered with the college, display an official Calvin Vehicle Permit on the lower right-hand corner of the windshield, and may be parked in approved parking places only. Vehicles used temporarily must also be registered. Temporary registration is available on a daily or weekly basis, so long as the nature of the situation remains temporary.
2. Emergency use of an unregistered car is permissible without fine or registration fee if the Campus Safety Office is notified the same day. This is done by calling dispatch at x-66452.
3. Each student is responsible for his/her car at all times, including parking and driving penalties, whether that car is used by the student or another person.
4. The college does not assume responsibility for cars parked on college lots.
5. Motorcycles, motorbikes, and all motor-driven vehicles must follow the registration procedures outlined for automobiles; all parking-driving regulations and penalties apply.

### **Registering Your Car**

To properly register a motor vehicle and obtain a Calvin Vehicle Permit one must complete a Vehicle Registration card at the Campus Safety Office located in the Mail and Printing Services Building, by the Lake Drive entrance to campus. Vehicles can also be registered on line by going to the Campus Safety web site: <http://www.calvin.edu/admin/campus-safety/>. Vehicles can be registered for the entire school year or temporarily on a daily or weekly basis.

When students register their automobiles they will be given a pamphlet containing the detailed parking-driving rules and regulations. It is suggested that this pamphlet be kept in the glove compartment of the car. Additional copies are available upon request at the Campus Safety Office located in the Mail and Printing Services Building, by the Lake Drive entrance to campus.

### **A Word About Bicycles, Skateboards, and In-Line Skates**

All Bikes parked on campus will need a Bike Registration sticker effective Fall of 2011. Bike registration stickers must be placed on the vertical post below the seat. Bike registration is free and is available on the Campus Safety Website and is good for the life of the bike on campus. You must have your serial number to register your bike. See the diagram below for help finding the serial number.

For any questions about registration contact Campus Safety Front desk at (616)526-6451 or e-mail us at [safety@calvin.edu](mailto:safety@calvin.edu)

The use of skateboards, in-line skates, and bicycles is not permitted inside any building (including Calvin's Crossing). While these items are not to be used as modes of transportation indoors, they may be transported through buildings. For example, in-line skates and skateboards should be carried through buildings and bicycles should be pushed.

For safety reasons, individuals using roller blades or skateboards on campus should use the jogging trail or sidewalk. Bicyclists should use the roadways and are subject to the same traffic laws as vehicles. In all instances, care should be taken to yield the right of way to pedestrians.

## **POSTER POLICY**

1. Students/Departments/Organizations may drop off posters in the Student Development Office to be approved for posting. Posters dropped off by 10:00 a.m. will be stamped and available for pick up (pending approval) by 3:00 p.m. the same day. All notices and posters must be approved and stamped at the Student Development Office located in the Commons Annex.
2. Bulletin boards are intended for use by student organizations and college departments. Posters concerning off-campus events or private profit-making operations are generally not permitted, except by prior permission from the Dean of Student Development.
3. All posters eligible for approval will need to include the name of the sponsoring organization or department on the poster, in order to clarify exactly which organizations or departments are sponsoring campus events.
4. Posters will be stamped for a period of no more than 30 days.
5. No posters on campus may ever appear on glass doors, windows, or brick walls with the exception of same day announcements of campus emergencies, or urgent announcements from the Student Life Division.
6. Posters may be posted on **BULLETIN BOARDS ONLY**. The following is a list of places where these bulletin boards are accessible:
  - a. Residence Hall and apartment lobbies,
  - b. Knollcrest, Commons, and Uppercrust dining halls, Johnny's Café and Cave entrances,
  - c. The hallways of Hiemenga Hall, Spoelhof College Center, Fine Arts Center, Physical Education Building, North Hall, the Science Building, and the DeVos Communications Building.
7. All organizations and committees are encouraged to use no more than 50 posters per event. Also, we urge organizations and committees to use the Printing Services whenever possible.
8. Posters should be no larger than 11" x 17".
9. College employees may post articles and announcements outside of their offices or on their office doors. These articles/announcements do not need to be stamped.
10. Academic departments may set their own policies for bulletin boards in their departments.
11. Only one (1) stamped poster per organization, department, or event will be allowed on each bulletin board.
12. Exemptions to the poster policy, as described above, may be obtained in special situations from the Dean of Student Development.
13. **BUILDING MAINTENANCE, FACULTY, AND OTHER STAFF MEMBERS WILL ENFORCE THE POLICIES REGARDING PLACEMENT OF ALL POSTERS REGARDLESS OF THE ORGANIZATION OR COMMITTEE ORIGIN.**

## **PROTEST AND APPEALS POLICY (Student Concerns and Appeals Regarding Faculty)**

At Calvin College the goal to become a model Christian academic community should direct the attempts to resolve conflicts which may occur between students and faculty members. We would expect that members will all “accept one another...” (Romans 15:7) and that student protest and appeal will occur infrequently and only over matters of significance to the calling as Christian faculty members. Moreover, the process of protest should be one which should lead to restoration of Christian community in which the members are affirmed and express love for one another.

1. On occasion (rarely, we trust) a student may have criticism of a professor for which he or she requests some action. Criticisms may regard the requirements of a course, the nature of a test, a grade received, teaching effectiveness, personal lifestyle, general performance, or sanctions given for academic dishonesty. The student should present such criticism directly to the faculty member. The student criticism should be heard and given serious attention by the faculty member.
2. If the faculty member's response does not satisfy the student, or if the student, for good reason, does not feel free to approach the faculty member, the student should bring the criticism to the department chairperson and, if necessary, the academic dean. The chairperson or the academic dean should work for resolution.
3. If the student or faculty member does not accept the advice of the chairperson or academic dean, the academic dean will suggest one of the following procedures:
  - a. If the complaint regards a sanction given by a faculty member for academic dishonesty, the student must follow the procedure outlined in "The Student Conduct Code and Disciplinary Procedures" found in the Expanded Handbook for Teaching Faculty.
  - b. If the protest is on matters other than sanctions given by a faculty member for academic dishonesty, the academic dean will refer the issue to an ad hoc committee of two faculty members, a student, and an academic dean. The ad hoc committee should hear the student protest and hear the professor's response, as well as collect appropriate material evidence. The student, if he or she so chooses, may ask a student, faculty member, or the Dean of Residence Life to give counsel at this hearing. The committee should work for resolution of the differences and prepare a written recommendation to the provost, a copy of which will be sent to the student and faculty member.
4. The decision of the ad hoc committee may be appealed to the Provost by either the student or the faculty member. In cases where the student protest involves the academic standards, i.e., course requirements or grades, the decision may be appealed to the Academic Standards Committee. Cases where the protest involves teaching effectiveness, professional standards, religious commitment, or personal lifestyle may be appealed to the Professional Status Committee.
5. The report of either of these committees will be advisory to the Provost, who will prepare a recommendation for the President.
6. Further appeals by the student or faculty member would be to the President, and by way of the President, to the Board of Trustees.



7. Correspondence addressed to a member of the Board of Trustees should be sent to the Board of Trustees office, Spoelhof Center. Such correspondence is routinely opened by a member of the Board staff and forwarded to the person to whom it is addressed and to the President. If the correspondence is marked "Confidential", it will be forwarded unopened to the trustee to whom it is addressed.

(Approved by the Board of Trustees, February, 1987)

### **RESIDENCY POLICY**

At Calvin, we believe that a residential environment is an important component of the college experience, and thus we have a two-year residency requirement. First and second-year students live primarily in the college residence halls, while juniors and seniors have the option of staying on-campus in the residence halls or apartments, or trying an off-campus option. Beyond just a place to sleep, our on-campus living communities become places of learning, through relationships with others and through a variety of co-curricular programs and activities.

Exceptions to the residency requirement for first and second year students are granted only for those living with their parent(s) or legal guardian, students at least 21 years of age, part-time or married students, or students who are two full years removed from their high school graduation date. For the convenience of students seeking off-campus accommodations as juniors and seniors, a listing of rental properties is available at [www.calvin.edu/rentals](http://www.calvin.edu/rentals). Please be advised that the college does not and cannot guarantee the accuracy of the information posted on this website.

All students are responsible for keeping the Registrar's Office informed at all times of their current address. Forms for this purpose are available in the Registrar's Office which is located in the Spoelhof Center. It is the responsibility of the student to protect and insure his/her personal property while living in the residence halls.

### **SMOKING**

Smoking on campus is permitted only in designated areas. These designated areas are clearly marked by appropriate signage and cigarette butt receptacles. Cleaning up the trash from cigarette butts costs the college tuition dollars, therefore, use of the receptacles is both stewardly and common courtesy. Students, staff members, and visitors are not allowed to smoke while walking on the sidewalks or other areas of campus. Enforcement of this policy is up to members of the Calvin community (all students, faculty, and staff). For the common good, please encourage one another to respect and abide by this policy.

### **SOLICITATION POLICY**

Soliciting, peddling, vending of all types, are prohibited on campus unless *prior* permission is obtained from the Dean of Student Development or his/her designate.

### **STATEMENT OF CARE FOR STUDENTS WITH EATING DISORDERS**

Calvin College and the Student Life Division are dedicated to helping students get the most out of their college life, both in and outside of the classroom. Students' rights to make their own decisions will be respected. However, when a student's behavior or choices create either serious risk of harm to himself/herself or others, the college and the Student Life Division have both a professional and Christian responsibility to intervene. A student with an eating disorder may pose such a risk.

When staff members are made aware of a student's struggle with an eating disorder, every effort will be made to collaborate respectfully and in a caring manner with the student. The student will be

informed about the reasons for the concern and will be encouraged to voluntarily participate in assessment and treatment. The assessment will in most cases begin at the Broene Counseling Center, but referral may also be to Health Services. Students may also receive appropriate help off-campus. Because successful treatment of eating disorders usually involves both medical and psychological aspects, both counseling and medical supervision are considered to be essential elements of a good treatment plan.

A good treatment plan involves teamwork. The team often includes the student, the student's counselor, a Health Services staff member, an athletic coach (if applicable) and frequently a dietician/nutritionist. Good treatment consists of an open and willing sharing of pertinent information with all members of the team. Students affirm this by giving permission to share information among team members.

General goals for treatment involve the return of normal eating and the elimination of destructive eating patterns and behaviors so that the student can remain in his/her primary vocation at this stage of his/her life: being a student at Calvin College. When the student's medical condition and stability warrant it, minimal expectations for the student to remain in treatment and/or remain enrolled as a student will be stated and communicated to the student. A student's safety and health is the highest priority. Parameters of health and wellness for determining a student's medical stability are listed below.

### **Minimal Health Standards: Guidelines for Determining Risk**

It is the Student Life Division's desire to do all that is possible, with the student's active participation, to assist the student to remain enrolled as a student. However, if a student's physical or emotional/psychological status is judged to place the student at serious risk of harm to self or others, and if the student refuses to cooperate with treatment recommendations or fails to make adequate progress toward previously identified goals, for the wellbeing of the student it may be necessary for the college to take action to remove the risk of harm. This action may include contacting the student's parents and/or guardian, spouse, or other family members for purposes of discussing treatment options. The purpose of this communication is to safeguard the student from harm. If necessary, good treatment may involve suspension and/or a medical withdrawal in cases where the student's physical and/or emotional/psychological health condition is judged to be incompatible with continued enrollment. For some students, more intensive treatment than what can reasonably be provided by an educational institution may be necessary.

The following list of medical and behavioral criteria helps define minimal health standards for students at Calvin College. Since all people are unique, it is not necessary for a student to meet all criteria in all instances. These criteria are intended to be used as guidelines only and it is recognized that a certain amount of subjectivity is necessary in order to make an assessment of risk.

Minimal physical health criteria include:

- For female students, body mass index (BMI) of at least 18.
- Normal physical health condition as measured by other standard medical indicators including normal blood count, regular menses (females), and absence of weight-related osteoporosis or other medical conditions.
- Abstinance from abuse of substances such as laxatives, diuretics, alcohol, diet pills, emetics, enemas, or any other drugs except as prescribed by a physician.

- Abstinence from behaviors of disordered eating including overly restrictive eating, binge eating, and purging (including self-induced vomiting, use of laxatives, diuretics, diet pills, or excessive exercise).
- Consistent and appropriate use of prescribed medications.
- Cooperative and active engagement in all phases of treatment.
- Demonstrated progress toward overcoming the eating disorder and related behaviors and toward cessation of symptoms that pose a risk to the student's health.

## **CALVIN COLLEGE STUDENT CONDUCT CODE**

(The Official and most current version of the Student Conduct Code is found online at [http://www.calvin.edu/admin/student\\_life/forms\\_policies.htm](http://www.calvin.edu/admin/student_life/forms_policies.htm))

### **PREAMBLE**

#### **Vision Statement**

Calvin College is a comprehensive liberal arts college in the Reformed tradition of historic Christianity. Through our learning, we seek to be agents of renewal in the academy, church, and society. We pledge fidelity to Jesus Christ, offering our hearts and lives to do God's work in God's world.

#### **Building Community**

Building community is an integral component of Calvin's educational mission. Perhaps this vision is best characterized by an image of students, faculty, and staff helping one another day by day to "cultivate aspirations, nurture commitments, and practice what we profess" (Expanded Statement of Mission, Calvin College, p. 52). Seen in this light, being a member of Calvin College is not ultimately about personal gratification, "doing one's own thing," or peaceful co-existence, although Calvin is certainly a place where its constituents can enjoy considerable freedoms, excel, and build lasting friendships. At its best, however, Calvin seeks to weld its participants together around the beliefs that all are made in God's image and that members of Christ's church need one another, such that their educational endeavors, interpersonal relationships, and personal actions might reflect the Lord's provisions more closely.

Building community is not easy. Christian belief also testifies that a person's disregard for God's provisions for life lead to brokenness, alienation, and wrongdoing. As a result, Calvin is not a perfect place; people act, speak, and think in ways that are in conflict with biblical standards. The good news of the gospel is that Jesus' life, death, resurrection, and ascension provides relief from brokenness, alienation, and wrongdoing; followers of Christ are emancipated, enlightened, and empowered to experience life in ways that are mutually fulfilling and meaningful. Consequently, Calvin can be a place where the blessings of community can be pursued and experienced, albeit partially, by some more than others, and sometimes more than other times.

Building community doesn't occur automatically; it requires commitment and perseverance. Moreover, building community suggests intentionally striving to enact self-control, integrity, and justice as appropriate expressions of Christian belief. Self-control involves acknowledging God's presence in all of our actions; integrity concerns being above reproach in dealings with others; and justice indicates a desire to pursue righteousness, compassion, and shalom in private and public settings. Taken together, these three characteristics of the Christian life are important building blocks of the kind and quality of community that Calvin envisions.

Building community also involves avoiding various behaviors. Calvin proscribes or "outlaws" certain conduct because it impedes the kind of community that it hopes to build. More specifically, if a student becomes intoxicated, he is not self-controlled; if a student cheats on a test, she has compromised integrity; or, if a student harasses a colleague, he has acted unjustly. In each case, the building of community was diminished. What follows, then, are signposts as to how students might pursue the goal of building community.

### **Theoretical Basis For The Code Of Conduct**

The theoretical basis for this discipline code can be derived from the law of God as summarized in Matthew 22:37-40, the Christian law of love. Christians must learn to love God above all and their neighbors as themselves. Yet such love is often feeble, fragmentary, and deficient. Recognizing sinful resistance to God's love this Christian academic community, resting in the grace of God and moved by His Spirit, join to build in one another a will to obey this law of love. This code expresses how, in part, this community will act to correct the deficiencies in their love for God, for themselves, and for one another.

The Christian law of love cannot be stated in narrow, legalistic terms, for it can never be fulfilled simply by the observance of a set of rules and regulations. Consequently, this code does not seek to develop a detailed and exhaustive summary of what a student may or may not do. On the other hand, it is sound Biblical principle that everything must be done in good order; hence, this code does contain, in addition to positive Christian principles of behavior, a list of proscribed conduct and a well-defined procedure for the implementation of the code.

### **Article I: DEFINITIONS**

1. The term "College" means Calvin College.
2. The term "student" includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
3. The term "faculty member" means any person hired by the College to conduct classroom or other curricular activities.
4. The term "College official" includes any person employed or retained by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Vice President for Student Life.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "judicial hearing body" means any person or persons authorized by the Vice President for Student Life to determine whether a student has violated the Student Code and to recommend imposition of sanctions. Normally, resident directors, student deans, faculty members, and the Student Discipline Committee are the authorized judicial hearing bodies.
8. The term "Judicial Advisor" means a College official authorized by the Vice President for Student Life to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Life may authorize a Judicial Advisor to serve simultaneously as a judicial hearing body. In the case of the Student Discipline Committee, the Judicial Advisor is a student dean.

9. The term "Appellate Board" means any person or persons authorized by the Vice President for Student Life to consider an appeal from a judicial hearing body's determination that a student has violated the Student Code or from the sanctions imposed by a Judicial Advisor.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code, Residence Life and Knollcrest East Living Booklets, College Catalog, and Student Handbook.
13. The term "cheating" includes, but is not limited to:
  - a. use or provision of any unauthorized assistance in taking quizzes, tests, or examinations;
  - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - c. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or a college official; or
  - d. providing or selling answers or papers to other students.
  - e. the multiple use of a paper or project prepared and submitted to another course for credit and resubmitted again for credit for a subsequent course without prior consultation or permission of the professor.
14. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of term papers or other academic materials. (See Article V.D.)

## **Article II: JUDICIAL AUTHORITY, STRUCTURE AND RESPONSIBILITY, SCOPE**

### **A. Locus of Authority**

1. There are two areas in which authority is exercised with reference to the code of Christian conduct for students at Calvin College. One area is that of maintaining - that is, administering - these standards of conduct; the second is the area of elaborating and interpreting the code of conduct adopted for Calvin College.
2. The authority for maintaining the standards of behavior of students - as it is for faculty and administration - is vested in the Office of the President of the College by the Board of Trustees. The President is accountable to the Board in the exercise of this authority. In performing this responsibility the President may - and does - delegate and distribute the function of the administration of the standards of conduct to the Vice President for Student Life. The Vice President for Student Life may, in turn, delegate a part of her or his responsibility to a judicial hearing body and to Judicial Advisors. The Vice President and staff are assisted through faculty committees on which students are adequately represented.
3. No distribution or delegation of authority shall imply a loss of such authority by the delegating officer. Nothing in the subsequent sections of the code shall be understood as depriving either the President or the Vice President for Student Life of their authority, and the right of institutional review may be exercised by either officer.

### **B. Structure and Responsibility**

1. The Student Discipline Committee is mandated to function as the principal agent of the Faculty Senate in all matters concerning the personal conduct of students and shall make recommendations to the Faculty Senate and the Student Senate regarding changes in standards of conduct, sanctions, and structures. According to its mandate, it serves both the student and the College as a judicial hearing body to hear cases of alleged student misconduct. (For further amplification, see Appendix A: Student Discipline Committee)

2. The Appellate Board shall serve the students and the college as the board of appeals stemming from the decisions of guilt or sanction made by judicial hearing bodies. (For further amplification, see Appendix B: Appellate Board)
3. The Student Life deans are designated as Senior Judicial Advisors and are assigned the more serious discipline cases in their roles as judicial hearing bodies. Members of the Student Life division holding the position of resident director are authorized to function as judicial hearing bodies and Judicial Advisors under the supervision of a Senior Judicial Advisor. Typically they are assigned less serious cases involving an accused student living in their residence halls.
4. In cases of academic dishonesty, the faculty member bringing the charges is authorized by this Code to function as both judicial hearing body and Judicial Advisor.
5. The Vice President for Student Life, in consultation with Senior Judicial Advisors, shall develop protocols for the administration of the judicial program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code.
6. Decisions made by the judicial hearing body and/or Judicial Advisor shall be final, subject to appeal as specified in the code.

### **C. Scope of Authority**

Nothing in the institutional relationship may expressly or implicitly give the institution or residence life staff authority to consent to a search of a student's room by outside police or other government officials without a warrant. The Vice President for Student Life or a student dean may authorize a search of a particular room in a college residence to determine compliance with federal, state, and local criminal law and with college regulations if there is probable cause to believe that a violation has occurred or is taking place in that room. Students may be asked to submit to breathalyzer or hair test when reasonable suspicion exists. "Probable cause" exists where the facts and circumstances within the knowledge of the institution and of which it has reasonably trustworthy information are sufficient in themselves to warrant a person of reasonable caution to believe that an offense has been or is being committed.

## **Article III: STUDENT RESPONSIBILITIES**

Calvin students are responsible for living in accord with the principles and provisions of this code. They are obliged to respect the procedures of this code, which have been established for the just and fair administration of discipline and for the promotion of a Christian lifestyle. Students are expected to cooperate with college officials in matters related to the implementation of the Student Conduct Code. Students who choose to withhold information from college officials when being interviewed during investigations are impeding the work of the college. The college will respect a student's decision to choose silence so as not to risk possible criminal exposure through self-incrimination. However, such lack of cooperation may result in disciplinary action if the college officials determine that it has significantly impaired the welfare or integrity of the college community.

## **Article IV: PROSCRIBED CONDUCT**

### **A. Jurisdiction of the College Student Conduct Code**

**The Calvin College Student Conduct Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives.** Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply

to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Life shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

## **B. Conduct - Rules and Regulations**

This code has already recognized that Christians seek to live their lives out of the positive law of love in obedience to God's commandments. It has further recognized, however, that, as members of a Christian community, our love is often feeble, fragmentary, and deficient. It is in recognition of this fact that this code seeks to assist the community by this listing (not presumed to be exhaustive) of proscribed conduct.

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article V:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member or office.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - d. Tampering with the election of leaders of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, stalking, intimidation, harassment, coercion or other conduct which threatens or endangers the health or safety of any person. (For further amplification, see Appendix C: Policy Statement on Sexual, Racial, and Other Harassment)
4. Physical assault and sexual assault, the latter including all criminal sexual conduct as defined by the laws of the State of Michigan. (For further amplification, see Appendix D: Sexual Assault Policy)
5. Attempted or actual theft of, or damage to, property of the College or property of a member of the College community or other personal or public property.
6. Hazing, defined by Michigan law as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence by another student in the presence of hazing are not neutral acts; they are also violations of this rule.
7. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys or other access devices to any College premises or unauthorized entry to or use of College premises.
9. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
10. Violation of federal, state or local law. Students charged with a misdemeanor or felony are required to notify the Dean of Students for Judicial Affairs within five (5) days of being charged.
11. Unlawful use, possession, purchase, distribution, sale or manufacture of a controlled substance (including marijuana), designer drug, or drug paraphernalia.
12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations. Students of legal age are expected to use alcohol in

- moderation. Intoxication is not permitted. Students present in a room where alcohol is present and/or being consumed by an underage student will be in violation of this section. (For further amplification, see Appendix E: Standards for Use of Alcoholic Beverages)
13. No weapons of any kind are allowed on campus, except as authorized by the Board of Trustees. Weapons includes, but is not limited to firearms, ammunition, explosives, switchblades, paint-ball guns, "Air-soft" guns, BB guns, potato launchers, slingshots and similar devices. Exceptions for Campus Safety supervisors are governed by the college's Use of Force Policy.
  14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  15. Profane or obscene expressions including, but not limited to speech, which violate accepted standards of decency and Christian conduct.
  16. Sexual misconduct including, but not limited to, sexual relations outside marriage, involvement with pornography, internet cybersex or other internet sexual misconduct.
  17. Theft or other abuse of computer time including, but not limited to:
    - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Unauthorized use of another individual's identification and password.
    - d. Use of computing facilities to interfere with the work of another student, faculty member or College Official.
    - e. Use of computing facilities to send obscene or abusive messages.
    - f. Use of computing facilities to interfere with normal operation of the College computing system.
    - g. Use of computing facilities and resources in violation of copyright laws.(For further amplification, see Appendix F: Responsible Use of Technology at Calvin College)
  18. Gambling is prohibited where it distracts from the academic environment and Christian community, threatens financial security and/or undermines spiritual and mental health.
  19. Abuse of the judicial system, including but not limited to:
    - a. Failure to obey the notice of a judicial hearing body or College official to appear for a meeting or a hearing.
    - b. Falsification, distortion, or misrepresentation of information before a judicial hearing body.
    - c. Disruption or interference with the orderly conduct of a judicial proceeding.
    - d. Initiation of a judicial proceeding knowingly without cause.
    - e. Attempt to discourage an individual's proper participation in, or use of, the judicial system.
    - f. Attempt to influence the impartiality of a member of a judicial hearing body prior to, or during the course of, the judicial proceeding.
    - g. Harassment (verbal or physical) or intimidation of a member of a judicial hearing body prior to, during, or after a judicial proceeding.
    - h. Failure to comply with the sanction(s) imposed under the Student Code.
    - i. Attempt to influence another person to commit an abuse of the judicial system.
  20. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

### **C. Violation of Law and College Discipline.**

1. When a student is charged with violation of a law which is also a violation of this Student Conduct Code, the College may institute disciplinary proceedings if both violations result from the same factual situation and without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial hearing body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community or Biblical standards. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "*nolo contendere*").
4. Calvin College maintains a cooperating relationship with law enforcement agencies. The college will not be a sanctuary against civil or criminal prosecution of one of its students, but neither will it be party to a violation of any legal rights of due process which a student has as a citizen. The investigating activity of the college is limited to the campus, except to disprove or substantiate specific complaints against students and then not without informing the students concerned. Evidence of criminal activity by students may be turned over to the police or public prosecutor, but privileged or confidential information will not be according to the provisions of the Family Educational Rights and Privacy Act of 1974 (see College catalog). In the absence of parents the college will assist students with their legal rights, but it will provide neither bail nor legal counsel.

## **Article V: JUDICIAL POLICIES**

(See Appendix G for Chart of General Disciplinary Process)

### **A. Complaints and Charges**

1. Any member of the College community may bring a complaint against any student for misconduct. Complaints shall be directed to a Senior Judicial Advisor. Complaints should be submitted as soon as possible after the event takes place, preferably within seven days of the event.
2. The Senior Judicial Advisor may conduct an investigation to determine if the complaint has merit or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Senior Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the complaint cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial hearing body or a member thereof.
3. All charges stemming from complaints or other evidence of code violation shall be presented to the accused student in written form by a Judicial Advisor. A time shall be set for a hearing, not more than fifteen calendar days after the student has been notified, unless medical or mental health treatment makes the student unavailable for the hearing. Then it

shall be within five class days of discharge from a hospital or facility of care. The student may request the charges seven days before the hearing in order to prepare a defense. A student may elect an informal hearing with the Judicial Advisor at the time charges are presented. Maximum time limits for scheduling of hearings may be extended at the discretion of a Senior Judicial Advisor.

## **B. Hearings**

1. Students have the right to request a hearing with the judicial hearing body of their choosing: an informal hearing with a student dean, resident director, or faculty member, or a formal hearing with the Student Discipline Committee as the judicial hearing body. A student dean, resident director, or faculty member has the right to decline serving as the judicial hearing body.
2. Hearings conducted by student deans, resident directors, and faculty members in their capacity as judicial hearing body shall be considered informal hearings. Students may request hearings with deans, resident directors, and faculty members for reasons of confidentiality and speed. Accused students who choose an informal hearing may be assisted by an advisor of their own choosing from the college community (faculty member, student, staff member).
3. Hearings conducted by the Student Discipline Committee as judicial hearing body are considered formal hearings and shall be conducted according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission of any person to the hearing must be pre-approved by the judicial hearing body or its Judicial Advisor.
  - c. In hearings involving more than one accused student, the chairperson of the judicial hearing body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant (member of the College community making complaint to a Senior Judicial Advisor which results in charges presented to the accused student) and the accused each have the right to be assisted by an advisor of their own choosing from the College community (faculty member, student, staff member). The complainant and the accused are responsible for presenting their own cases. Hence, their advisors may not represent them. Rather, the role of the advisor is to accompany the student, advise him or her during the hearing process, and offer a statement on behalf of the student if so requested.
  - e. The complainant, the accused, and the judicial hearing body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial hearing body. Any questions of potential cross-examination by the complainant or accused should be directed to the chair of the judicial hearing body for consideration.
  - f. Accused students have the right to examine all material evidence prior to the time of their hearings. They also have the right to know whether there will be personal testimony against them, but they do not have the right to know the names of witnesses prior to the hearing. Students do have the right to be present during the presentation of evidence and the hearing of testimony, to question the testimony of witnesses and to argue the adequacy of the evidence.
  - g. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial hearing body at the discretion of the chairperson.
  - h. All procedural questions are subject to the final decision of the chairperson of the judicial hearing body.

- i. After the hearing and all parties are dismissed from the proceedings, the judicial hearing body shall determine by majority vote whether the student has violated each section of the Student Code, which the student is charged with violating.
  - j. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
  - l. Complainants will be notified of the decision of the judicial hearing body after the accused has been informed of the decision.
  - m. The Student Discipline Committee can hold session as a judicial hearing body with a quorum of two faculty members and three students. If this quorum cannot be obtained due to the lateness in the semester, then a senior judicial officer shall hear the case.
4. There shall be a single written record of all hearings, whether formal or informal, which will normally consist of the statement of alleged misconduct, a summary of the evidence presented in the hearing, a summary of the statement of the accused, and an exact copy of the decision. The record shall be the property of the College and forwarded to the Vice President for Student Life whose office shall be the repository for all records. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board. Deliberations shall not be recorded. The record shall be the property of the College.
  5. Except in the case of a student charged with failing to obey the summons of a judicial hearing body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial hearing body. In all cases, the evidence in support of the charges shall be presented and considered.
  6. Any person who is personally involved in a case, or who would be called upon to act as witness in a case, or has some other conflict of interest must abstain from functioning as the judicial hearing body, or as a member of the judicial hearing body. The exception would be a faculty member who brings charges of academic dishonesty and functions as the judicial hearing body.

**C. Rule of Evidence**

A judicial hearing body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code (preponderance of evidence, rather than beyond a reasonable doubt, as burden of proof).

**D. Academic Dishonesty (See Article I, 13, 14, and Article V. E. 2)**

The student-faculty relationship is based on trust and mutual respect, which can be seriously undermined, by the suspicion or reality of academic dishonesty. The procedure listed below (point 1) is the normal process for adjudicating cases of alleged academic dishonesty. In cases of admitted academic dishonesty, a faculty member may impose an academic sanction without a hearing. Faculty members must report all cases to the Dean of Students for Judicial Affairs.

1. In all cases of alleged academic dishonesty, faculty members must in writing or in person present the student with the charges and evidence of dishonesty.
2. Faculty should always check with the Dean of Judicial Affairs to determine whether other cases of academic dishonesty have been recorded. (Report in all cases.)
3. If the student does not contest the charge, the faculty member will operate as the hearing officer and deliver the sanction. If the student does not contest the sanction, the case will be closed and a report shall be filed with the Dean of Students for Judicial Affairs. In the event the student contests the sanction, the student may appeal the sanction according to the appeal procedure of Article VII of the Student Handbook. The faculty shall report the charges and

sanction by the standard form on the website to the Dean of Students for Judicial Affairs within five class days of the sanction being given to the student.

4. If the student contests the charges of academic dishonesty, the faculty member shall within five class days refer the case to the Dean of Students for Judicial Affairs and report the alleged misconduct in writing and provide all the supporting evidence. The student will be contacted by the appropriate dean as decided by the Dean of Students for Judicial Affairs and proceed through the judicial process as found in Article V.B.
5. Implementation of any sanction shall be the responsibility of the faculty member bringing the charges and the judicial officer or body hearing the matter.
6. A written record of the academic dishonesty case including the sanction shall be submitted to the Dean of Students for Judicial Affairs within five class days of the decision.
7. If it is not possible to convene a quorum of two faculty members and three students, then a senior judicial officer or the Dean of Students for Judicial Affairs shall hear the case. This may occur, for example, if the violation occurs late in the semester or between terms.

## E. Sanctions

The purpose of sanctions is to help students understand their behavior in the context of the college community and to deter such inappropriate behavior in the future. Judicial bodies are encouraged to decide sanctions that are commensurate with the misconduct and that include an educational element since education may be the most appropriate means to addressing code violations within an educational community. Some sanctions will need to be more punitive due to the seriousness of the offense.

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Admonition - An oral statement to the student that s/he is violating or has violated institutional rules.
  - b. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - c. Personal Probation - A written reprimand for violation of specified regulations. Personal probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Personal probation status may affect a student's ability to travel on an off-campus program or interim and an athlete's eligibility.
  - d. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - e. Fines - Previously established and published fines may be imposed.
  - f. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - g. Community Service - an assignment of appropriate community service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her misconduct.
  - h. Parent/Guardian Notification – notification of parents or guardians in all cases of alcohol or drug policy violations, abuse or injury to self, or in conjunction with disciplinary probation, suspension from campus housing, or college suspension.
  - i. Discretionary Sanctions - Participation in classes or assignments designed to address decision-making and consequences of behavioral choices within a Christian educational community; mandatory drug or alcohol assessments, or other related discretionary assignments (such assignments must have the prior approval of a Senior Judicial Advisor).
  - j. Disciplinary probation - a written reprimand for violation of specified regulations and likely notification of parents. It includes the probability that the student will be suspended from the College if the student is found to be violating any institutional regulation(s) during the disciplinary probation period. Students placed on disciplinary probation are excluded from participation in leadership roles in student organizations, membership on an intercollegiate athletic team, and/or participation in other privileged institutional activities (e.g., off-campus programs).
  - k. Suspension from Campus Housing – Separation of the student from on-campus housing (residence halls or apartments) for a definite period of time, after which the student is eligible to return. Conditions for return to on-campus housing may be specified.
  - l. College Suspension - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Parents of students shall be notified of the suspension sanction by the Senior Judicial Officer. During suspension the student is not permitted to be on Calvin College property except by prior permission by a Student Life Dean.

- m. College Expulsion - Permanent separation of the student from the College. During expulsion the student is not permitted to be on Calvin College property except by prior permission by a Student Life Dean.
- 2. The following additional sanctions may be imposed upon any student found to be guilty of academic dishonesty:
  - a. Reduced or failing grade for the piece of work involving academic dishonesty.
  - b. Repeating the assigned work involving academic dishonesty.
  - c. Specified loss of points towards final course grade.
  - d. Additional required assignment in lieu of dishonest work.
  - e. Failure in the course.
- 3. More than one sanction (e.g., personal probation and community service) may be imposed for any single violation.
- 4. Although the sanctions defined in this code may be applied for other than disciplinary reasons, this is a student code of conduct and, as such, it does not presume to define or describe all the situations under which a student may be dismissed from the College. Thus, students may be placed on probation or suspended for academic and psychological reasons as well as for disciplinary reasons.
- 5. In each case in which a judicial hearing body determines that a student has violated the Student Code, the sanction(s) shall be determined by the judicial hearing body and imposed by the Judicial Advisor. The judicial hearing body may consider prior violations of the Discipline Code, testimony about the student's character and academic performance, or relevant information in order to properly determine the sanction. Students shall be informed of such information so as to give them opportunity to speak to its accuracy. Any decision to impose the sanction of suspension or expulsion requires the approval of the Vice President for Student Life before the student is informed of that decision. Following the hearing, the judicial hearing body and the Judicial Advisor shall advise the accused, in writing, of its determination and of the sanction(s) imposed, if any.
- 6. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon application to the Vice President for Student Life. Cases involving the imposition of sanctions other than College suspension or College expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

**Article VI: PROVISIONAL SUSPENSION**

In certain circumstances, the Vice President for Student Life, or a designee, may impose a College suspension prior to the hearing before a judicial hearing body or pending an appeal of a disciplinary decision.

- 1. Provisional suspension may be imposed only:
  - a. To ensure the safety and well-being of members of the College community or preservation of College property;
  - b. To ensure the student's own physical or emotional safety and well-being; or
  - c. If the student poses a definite threat of disruption or interference with the normal operations of the College.
- 2. During the provisional suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life or the Senior Judicial Advisor may determine to be appropriate.

## **Article VII: APPEALS**

1. Accused students or complainants may appeal both the decision and the sanction imposed by judicial hearing bodies (student deans, resident directors, and faculty members in informal hearings; the Student Discipline Committee in formal hearings). Students shall submit an appeal form obtained online ([http://www.calvin.edu/admin/student\\_life/forms\\_policies.htm](http://www.calvin.edu/admin/student_life/forms_policies.htm)) or at the office of the Vice President for Student Life. Any and all evidence to support the appeal shall be attached to the appeal form at the time of submission. Such appeals must be presented in writing within five (5) college business days of the sanction decision and shall be presented to the Vice President for Student Life, who serves as *ex officio* secretary of the Appellate Board. The student shall have an appointment with the Vice President for Student Life prior to the appeal being heard.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the written record of the initial hearing, or verbatim record if one exists, supporting documents, and appropriate interviews with the appellant and judicial hearing body for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing. (See form.)
3. If an appeal of a student's guilt is granted by the Appellate Board, the sanction will be lifted immediately.
4. If an appeal of the severity of the sanction is granted, the Appellate Board will impose a modified sanction which will be implemented by the Vice President for Student Life.
5. If an appeal of the student's guilt or the severity of the sanction is denied by the Appellate Board, it may not impose a more severe sanction(s) for the accused student.
6. The President of the college (or his/her designate) shall be responsible for the final disposition of all cases.

## **Article VIII: INSTITUTIONAL REVIEW**

The Vice President for Student Life, and through her or him, the President of the College, may exercise an institutional review of all decisions. Should it be her or his judgment that the provisions and procedures of this code have in their operation failed to secure the right of the students and the interests of the total community, the Vice President for Student Life may then intervene. Since this would be *de facto* revocation of the authority and responsibility previously delegated in this code, it may be done only in extraordinary situations of crisis and even then only after the judicial hearing bodies in this code have done their work.

## **Article IX: GRIEVANCE, INTERPRETATION AND REVISION**

1. Complaints of students about the implementation of the provisions and procedures of the code or related policies shall be made to the Vice President for Student Life.
2. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Life or his or her designee for final determination.
3. The Student Code shall be reviewed every three years under the direction of the Vice President for Student Life and the Senior Judicial Advisors.
4. Adoption and revision require approval by Student Senate, Faculty Senate, and the Board of Trustees.

Acknowledgments: This document is based on the Calvin College Student Conduct and Disciplinary Procedures, adopted in March, 1977, as well as a model code by Edward N. Stoner II and Kathy L. Cerminara, "Harnessing the Spirit of Insubordination: A Model Student Disciplinary Code," *Journal of College and University Law*, Volume 17, No. 2, pp. 89-121.

## **STUDENT CONDUCT CODE APPENDIX A: STUDENT DISCIPLINE COMMITTEE Mandate and Composition**

### Mandate

The Student Discipline Committee shall function as the principal agent of the Faculty Senate in all matters concerning the personal conduct of students and shall recommend to the Faculty Senate and the Student Senate all changes in official procedures, structures, sanctions, and standards of conduct.

### Rules

1. Recommend changes in general standards of student conduct which are consistent with the educational and religious purposes of the college.
2. Review all rules devised by administrative officers and committees which are designed to govern the conduct of students.
3. Serve both the student and the college as a primary hearing board of student misconduct proceedings in the option that a Student Life Dean does not hear the case, either by the student's or the Dean's choice.

### Composition

Eight members: a Student Life Dean who shall serve as secretary and a non-voting member; three faculty members, not all of the same sex, one of whom shall be the committee chair; and four students, not all of the same sex, one of whom is a student senator and at least one of whom is from the residence halls. There shall also be at least one alternate from both the faculty and student constituencies.

## **STUDENT CONDUCT CODE APPENDIX B: APPELLATE BOARD Mandate and Composition**

### Mandate:

The Appellate Board shall function as the appeals body for student discipline cases.

1. The board meets each fall for organizational purposes and thereafter only as needed. It shall be convened by the Vice President for Student Life.
2. A quorum is constituted by two students and two faculty members.
3. A minimum of two-thirds votes is required to sustain an appeal.

4. The board does not have the right to increase the sanctions.
5. The board shall conduct appeals according to the Student Conduct Code.

#### Composition

Seven members: the Vice President for Student Life who shall serve as secretary and a non-voting member; three faculty members from the Faculty Senate who shall be appointed by the President in consultation with the Vice President for Student Life; and three students, identified leaders, one from the residence halls, one from the Knollcrest East apartments, and one (junior or senior) from Student Senate who are all appointed by the Student Senate's Appointments Committee in consultation with the Vice President of Student Life; by graduation of each year.

## Appellate Review Request Form

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

On-Campus Address: \_\_\_\_\_ On-Campus Phone: \_\_\_\_\_

Permanent Address & Phone: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

*Accused students or complainants may appeal both the decision and the sanction imposed by judicial hearing bodies (student deans, resident directors, and faculty members in information hearings; the Student Discipline Committee in formal hearings). **Such appeals must be presented in writing within five (5) college business days of the decision and shall be presented to the Vice President for Student Life, who serves as ex officio secretary of the Appellate Board.***

*Except as required to explain the basis of new evidence, an appeal shall be limited to review of the written record of the initial hearing, or verbatim record if one exists, supporting documents, and appropriate interviews with the appellant and judicial hearing body for one or more of the following purposes.*

*Taken from the Student Conduct Code, Article VII: Appeals*

Please check the appropriate box that describes the rationale for why you are choosing to appeal. Please attach any statements or other information that supports your appeal.

- To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
- To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

## **STUDENT CONDUCT CODE APPENDIX C: POLICY STATEMENT ON DISCRIMINATION AND HARASSMENT**

### **Introduction**

Part of the three-fold purpose of Calvin College is "to perform all our tasks as a caring and diverse community." The members of this community are part of a unity that transcends boundaries of personal characteristics. We are a communion of saints in which each member contributes to the service and support of the other members. Each person, faculty, staff and student who has chosen to join the Calvin community thereby declares he or she is willing to uphold the community's stated standards of conduct.

This policy statement on discrimination and harassment explicitly states our community's commitment to treat all its members with dignity and respect as image-bearers of the Creator. Discrimination, harassment, and retaliation which violate this policy will not be tolerated and will be subject to disciplinary action.

### **Policy Statement**

Calvin College prohibits unlawful discrimination on the basis of race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by federal, state or local statute or ordinance.

Calvin College affirms its commitment to maintaining a learning, working, and living environment which is fair, respectful, and free from harassment. Calvin College will apply this policy to all persons who are members of the faculty, staff, or student body. This policy expressly applies to forms of harassment which are prohibited by federal, state or local statute or ordinance. In addition, there are other forms of improper harassment, based on characteristics which are not protected by these statutes. It is the policy of Calvin College that, although such harassment may not be expressly prohibited by law, such harassment nevertheless has no place here and will be subject to disciplinary action. Illustrative examples include harassment based upon physical appearance or social or economic status.

No one at the college may retaliate in any way against a person who makes a report of discrimination or harassment.

### **Prohibited Conduct**

It is a violation of this policy to engage in any of the following conduct:

1. Unlawful discrimination in providing employment or educational opportunities, benefits or privileges; the creation of unlawful discriminatory work or educational conditions, or the use of unlawful discriminatory evaluation standards in employment or education if the basis of that treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by law or this policy.
2. Harassment is severe or repeated unwelcome sexual advances or verbal comments of a sexual nature or verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her legally protected characteristic, or other personal characteristic which is covered by this policy.

Harassment includes:

- a. Unwelcome conduct or language which creates an intimidating, hostile or offensive working environment, including epithets, slurs or negative stereotyping; threatening, intimidating, derogatory, or hostile acts; denigrating jokes; written or graphic material that degrades or shows hostility or aversion toward an individual or group. It also includes

interfering with or blocking a person's legitimate movement or access in the classroom or workplace, the use of profanity to convey hostility toward others and pranks or horseplay intended to embarrass or humiliate others.

- b. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other unwelcome verbal or physical conduct of a sexual nature a condition of any person's employment or association with the College. It also includes making submission to, or rejection of, such conduct the basis for decisions affecting a person's employment or academic status or opportunity, for examples, decisions regarding salary increases, promotions, transfers, evaluations, etc., and decisions regarding grades, recommendations, admissions, fellowships or other opportunities, etc.
- c. Retaliation against anyone for reporting discrimination or harassment or for participation in an investigation of a claim of harassment or discrimination.

### **Reporting, Investigation and Remedial Action**

The College encourages the reporting of all perceived incidents of discrimination, harassment or retaliation regardless of the offender's identity or position. If you believe you have been the victim of conduct prohibited by this policy or witnessed such conduct, you should discuss your concerns as follows:

- Students ordinarily will bring reports to the dean of students for judicial affairs. This would apply to student reports concerning faculty, staff, or fellow students.
- Staff ordinarily will report to the director of human resources.
- Faculty members ordinarily will report to an academic dean.

If the circumstances make it inappropriate to discuss the matter with the person designated above, the matter may be brought to any one of the other persons listed above.

While there is no specific reporting time, early reporting and intervention are the most effective method of resolving actual or perceived incidents of harassment.

In addition to reporting the behavior, persons who believe they are being subjected to such conduct may, either alone or with a colleague, advise the offender that his or her behavior is unwelcome and request that it be discontinued. Prompt notice often can resolve the problem. The College recognizes, however, that an individual may prefer to use only the reporting procedure described above.

Reported allegations of discrimination, harassment, or retaliation will be promptly and thoroughly investigated. Confidentiality will be maintained consistent with an adequate and thorough investigation and appropriate corrective action. At any time after a report is made, an informal resolution process may be suggested. However, participation in such a process is voluntary, and if the reporting person or the accused declines, the formal procedure will continue.

Complaints against faculty will be processed according to the procedures in the Handbook for Teaching Faculty ([Section 6.1](#)). Complaints against staff will be processed according to the procedures in the Staff Handbook. Complaints against students will be processed according to the procedures in the Student Handbook. Complaints against other persons, such as visitors or third party suppliers doing business within the Calvin community, will be processed in a manner suitable for the circumstances, as determined by the College.

Individuals found to have violated this policy will be subject to disciplinary action which may include sanctions up to and including termination of employment or enrollment.

## **False Complaints**

The College will seriously investigate all complaints. However, it also recognizes that false complaints are likely to cause significant damage to the person and reputation of an individual who is wrongfully accused. Individuals found to have knowingly made false complaints will be subject to disciplinary action which may include sanctions up to and including termination of employment or enrollment. A complaint which is erroneous, but was made in good faith, will not be subject to disciplinary action.

## **First Amendment Considerations**

Calvin College is a Christian institution situated within the Reformed tradition. As such, the College may, under the Free Exercise Clause of the First Amendment to the Constitution of the United States and various relevant statutes, lawfully discriminate on the basis of religious and confessional criteria in its hiring, personnel practices and admissions. One example is the College's use of religious faith, confessional commitments and church membership as conditions of employment for faculty and administrators with faculty status. Another example relates to sexual conduct. Though it is the College's policy to assure equal opportunity in its hiring, personnel practices and admissions without regard to marital status or sexual orientation, sexual relations outside of marriage are proscribed (see e.g., Handbook for Teaching Faculty - [Section 6.1.2](#)). Marriage is understood by the College and the Christian Reformed Church, with which it is affiliated, to be a covenantal union between a man and a woman.

The policies and procedures set forth in this document do not abrogate the College's rights under the First Amendment or relevant statutes, nor do they limit the ability of the College to take disciplinary action against members of the community who violate the College's legitimate requirements or standards of behavior.

## **STUDENT CONDUCT CODE APPENDIX D: SEXUAL ASSAULT POLICY**

### Introduction

Sexual assault is an attack on personal dignity, an impediment to educational goals, and a violation of both biblical precepts and criminal law. Calvin College affirms its commitment to maintaining a learning and living environment which is fair, respectful, and free of sexual assault.

### Sexual Assault is Prohibited

Calvin College does not tolerate any acts or threats of sexual assault or physical assault whether directed at males or females, someone known or unknown (including date or acquaintance rape), which involves use of force or coercion, without consent or when a person is incapable of consent. (Student Conduct Code, Article IV.B.4.) The College prohibits all sexual behavior that is an abuse of power, status, or influence over another. Untolerated conduct includes behavior defined by the Criminal Sexual Conduct Law (CSC) for the State of Michigan and other relevant laws of sexual abuse or indecency. Being under the influence of alcohol or drugs does not absolve the perpetrator of personal responsibility for his/her actions. (See Appendix E)

Any person in this College community in violation of this policy is subject to disciplinary action and sanctions of the College, notwithstanding any action that may or may not be taken by civil authorities.

### Definition of Sexual Assault

Sexual assault refers to any sexual act without the explicit consent of the recipient of the behavior. In some cases, this may involve force. Force may include, but is not limited to, the use of or display of a weapon, physical battering or immobilization of the other person. Consent shall be defined as the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Psychologically pressuring or coercing an individual or any attempt to take advantage of an individual under duress or when incapable of making a decision on his or her own is a direct violation of the policy. This includes situations in which an individual is under the influence of alcohol, drugs and/or prescribed medications.

### The College's Response

Calvin College hereby affirms its commitment to promote relevant educational efforts and programs, publicize clear procedures for victims, and respond to reports of sexual assault with appropriate procedures of discipline.

#### I. Educational Efforts and Programs

- A. Educational programs on rape prevention are offered for first year students and other on-campus residents each academic year. Material covered includes procedures to follow if a sexual offense occurs, the importance of preserving evidence, and to whom the offense may be reported. Periodically rape prevention programs are also presented to commuter students and to those attending off-campus interims and semester programs.
- B. A course of women's self-defense is offered for credit by the HPERDS Department. Also, all students must take PE 104 which includes a unit on rape and date rape.
- C. Brochures on rape and acquaintance rape are available in Health Services and the Broene Counseling Center. Similar information is available on-line at <http://www.calvin.edu/admin/broene/sexualassault> .
- D. A comprehensive and detailed guide entitled "In Case of Sexual Assault: What You Need to Know" is available on-line at <http://www.calvin.edu/admin/broene/sexualassault> This brochure addresses medical examination and collection of evidence, police contact and what prosecution involves, the process of bringing charges through the college disciplinary procedure, telling family and significant others, and seeking professional counseling. It also lists campus and community resources.
- E. Information regarding Calvin's Sexual Assault Prevention Team (SAPT) is posted on-line at <http://www.calvin.edu/admin/broene/sexualassault> Further information on personal safety, response to rape, and sexual harassment are available in the Student Handbook at <http://www.calvin.edu/student-life> when you click on Forms and Policies and Student Handbook.
- F. Books, videos, and other educational materials are available in the Broene Counseling Center and in the Hekman Library. These speak to a range of sexual offenses including stranger rape, acquaintance rape, and sexual harassment.

#### II. Rights and Options for Victims of Sexual Assault

- A. The victim of sexual assault is urged to utilize the Broene Counseling Center or an off-campus agency of his/her choice such as the YWCA Sexual Assault Program.
- B. Calvin College affirms the right of the victim of sexual assault to make a report to appropriate on-campus and/or off-campus authorities and conveys this to each victim.
- C. Calvin College encourages the victim of sexual assault to report the incident to the Dean of Judicial Affairs and to consider campus action if the perpetrator is another student or Calvin employee. In some situations such as date rape, the victim may fear being blamed or disciplined for the rape if, for example, he/she had been drinking. However, the Student

Life Division is committed to sensitive and fair handling of such situations with healing, safety of others, and justice as primary concerns.

### III. Procedures for Campus Action

- A. The student considering formal charges of sexual assault against another student may seek counsel from their Resident Director, any Student Life Dean, or any of the counselors in the Broene Counseling Center regarding procedures and options. He or she may wish to consult the Student Conduct Code regarding disciplinary procedures. Complaints may be filed with the Dean of Students for Judicial Affairs.
- B. The complainant and the accused both have rights which include, among others, the following:
  1. The right of the complainant to request consideration of a change in living arrangements or other modifications to avoid forced contact with the accused.
  2. Both the complainant and the accused are entitled to be accompanied by a current member of the Calvin community (faculty member, staff, or student) who can provide support during the disciplinary proceedings.
  3. Both the accused and the complainant have the right to be informed in a timely manner of the disposition of the case.
- C. The college's burden of proof is based on the preponderance of evidence rather than beyond a reasonable doubt which is required for a conviction on criminal charges.
- D. Sanctions for sexual assault can extend over the entire range of sanctions, including expulsion or suspension from the college, depending on the severity of the offense. (Student Conduct Code, Art. V. E. Sanctions)

### **Criminal Sexual Conduct (CSC) Law for the State of Michigan**

The essence of Michigan law is summarized below:

Stated as - "Use of force or coercion to penetrate oral, vaginal, or anal body cavity of a person who has not consented or is incapable of consent."

#### 1. **Force or Coercion -**

**Force** is the physical overpowering of another individual which results in a sexual experience.

**Coercion** is the manipulation of another individual which results in a sexual experience. For example:

- *Talking someone into having sex*
- *Using alcohol as a tool to break down sexual reluctance*
- *Threatening to harm someone*
- *Not letting someone leave a room and/or locking a door so they can't leave*

#### 2. **Penetration -**

**Penetration** does not just refer to the penis being penetrated in the vagina. The law states that **any** body cavity (listed above) that is penetrated by another body part (fingers, for example) or an object is illegal.

### 3. **Consent -**

**Consent** is a clear, freely given, **verbalized** "yes" to the sexual experience. The absence of "no" is not consent. Furthermore, a verbalized "yes" which has been coerced, as in the examples above, does not constitute a freely given "yes". In such cases, consent has not been given, and one who continues to have a sexual experience without this consent potentially could be charged with a Criminal Sexual Conduct charge

### **Three reasons a person cannot give consent**

1. An individual cannot consent to a sexual experience if they are under the influence of alcohol and/or other drugs according to the law. A person is not considered to be of "sound mind and body" and therefore, cannot consent **legally** to a sexual experience.
2. An individual who is 15 years of age or under is considered a minor under this law and is not considered **legally** able to consent to a sexual experience. If an individual 16 yrs. or older engages in a sexual experience with someone 15 yrs or younger, that is **Statutory Rape** regardless of whether the minor agreed to the experience or not. A parent or legal guardian of the minor can press charges against the adult even if the minor consented to the experience.
3. An individual who is legally determined to be mentally-handicapped is not capable of consenting to a sexual experience according to the CSC law for Michigan.

### **Four Degrees of CSC for the State of Michigan**

1. **First Degree - Felony**  
Includes **penetration** and **aggravation**. Aggravation is any personal injury to the victim other than the penetration itself. This could include any physical injury occurring to the victim or any emotional trauma or mental anxiety the victim experiences as a result of the incident.
2. **Second Degree - Felony**  
Includes **sexual contact** and **aggravation**. Sexual contact is any touch of sexual nature which has not been consented to (touching, fondling, etc.). It includes touching someone's butt, a female's breasts, grabbing a guy's penis.
3. **Third Degree - Felony**  
**Penetration only.**
4. **Fourth Degree - Misdemeanor**  
**Sexual contact only.** This includes grabbing/touching a female's breasts, or grabbing a guy's penis is against the law whether or not penetration or aggravation occurred.

A complete detail of the Michigan law can be found at  
<http://www.courts.michigan.gov/mji/resources/sabb/sabb.htm>

## **STUDENT CONDUCT CODE APPENDIX E: STANDARDS FOR USE OF ALCOHOLIC BEVERAGES**

Listed below are the standards of the Calvin College community regarding the use of alcoholic beverages. The context for these community standards is that Calvin College expects all students to comply with the State of Michigan laws about alcoholic beverages. In the State of Michigan, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. In addition, it is against Michigan law to sell or furnish alcoholic beverages to persons less than 21 years of age. The goal of the community is that students will make responsible choices about whether or not to use alcoholic beverages. A responsible choice will vary from individual to individual. Because most Calvin students are under the legal drinking age, their choice should be abstinence; for those of legal drinking age, it should be abstinence or moderation. A few must choose abstinence because of their high risk for alcoholism. The laws of the State of Michigan and the community standards ought to guide student decisions about alcoholic beverage use. Students who fail to respect these laws and standards risk the sanctions of this community.

- A. Possession and Consumption  
Calvin College prohibits the possession and consumption of alcoholic beverages on college premises and in authorized college activities off college premises. The college also expects students who are underage to comply with State of Michigan laws regarding the possession and consumption of alcoholic beverages.
- B. Alcohol Containers  
Calvin College prohibits the possession of empty alcoholic beverage containers anywhere on college premises including vehicles.
- C. Intoxication  
Calvin College expects students of legal drinking age who choose to drink alcoholic beverages to be moderate in their consumption. Any consumption of alcoholic beverages by any age student that results in impairment or intoxication is a violation of community standards.
- D. Hosting Responsibilities  
Calvin College expects students of legal drinking age, who choose to serve alcoholic beverages to student guests in off campus settings or who choose to host bring-your-own-beverage functions, to be responsible in their hospitality. It is a violation of both Michigan law and community standards to serve alcoholic beverages to underage guests or to require any guest to pay a cover charge for admission to the host's residence. It is a violation of community standards to allow student guests 21 years of age or older to drink alcoholic beverages excessively.

The severity of the sanction will reflect the seriousness of the incident and the student's history of previous violations. Sanctions will range from personal probation to disciplinary probation, usually coupled with community service hours, an alcohol-education class, special assignments, or monetary fines up to \$100. At the time of any disciplinary hearing for an alcohol violation, the Judicial Advisor will determine if an alcohol assessment is indicated and, if so, the student will be required to participate in the assessment if it is included in the disciplinary sanction. Repeated violations may result in suspension.

## **STUDENT CONDUCT CODE APPENDIX F: POLICY ON THE ACCEPTABLE USE OF TECHNOLOGY**

The Official and most current version of the Policy on Acceptable Use of Technology is found online at <http://www.calvin.edu/it/policies/policy.html>.

As a user of Calvin information technology resources it is your responsibility to be aware of Calvin's policies on using Calvin's information technologies and federal, state, and local laws that affect your use of technology. As a Christian College, what might be allowed under the law may not be allowed at Calvin. This policy outlines information as to what Calvin expects of you, what your rights are and how to report policy violations.

### **STUDENT ID CARDS**

Each student, upon arrival at Calvin, is issued a free picture ID card. If a student loses the ID card, s/he should report to the Student Life Office located in the Spoelhof Center. The replacement fee for a lost ID is \$20.00; \$15 will be returned if your ID is found and returned within ten business days. Broken or non-functioning cards can be replaced for \$5. Replacement cards are given for free if a year or more has passed since the last card's print date. Cards are not alterable or transferable to other students for any reason, including meal plan use. Attempts to do so could result in disciplinary procedures and/or a fine up to \$50.00.

### **SUNDAY REST**

We encourage students to use Sunday as a day of worship, rest, and renewal, setting aside homework and enjoying the day to play, sleep, be with friends, and be involved in a local church community. Because of this, the library is closed on Sundays and the Campus Ministries office provides information on many local churches who would love to welcome students.



Every Sunday evening during the academic year, the LOFT service (Living Our Faith Together) is held at 8:00p.m. This service includes singing, praying, preaching, and celebrations of the Lord's Supper. The worship is planned and led by student worship leaders under the direction of the Campus Ministries staff. More information on LOFT and the Campus Ministries department can be found at [www.calvin.edu/faith](http://www.calvin.edu/faith).

### **USING CALVIN'S NAME**

When members of the college community are compelled to speak out publicly either in print or in person on issues in society, the public sometimes identifies these persons as representatives of the college community. To avoid such misunderstandings, the following guidelines are adopted:

1. When students identify themselves as students of the college, they should make it clear that they do not necessarily represent the view of the college.
2. Organizations may use the name of Calvin College when they are performing the functions stated in their constitution. The organizations should make it clear that it represents only the view of the organization. Individuals who represent organizations should obviously seek the approval of the organization they represent before action is taken. The action should be in harmony with the guiding principles of Calvin College.