



**Hope** COLLEGE

**2018-2019 Student Handbook**

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## WELCOME FROM THE PRESIDENT

Welcome to Hope College as we begin a new academic year. Whether you are joining our community as a new student or returning after the summer break, you are invited to savor the excitement and sense of anticipation which occurs as we begin another academic year on this beautiful campus.

You are encouraged to set aside a few minutes to review the information in this Student Handbook. These pages frame a way of life which we call the Hope College Experience, as they describe many of the essential expectations of a community devoted to living and working well together. Hope is not merely a collection of classrooms, residence halls, cottages, and athletic facilities. It is a community of more than three thousand students who, in addition to hundreds of faculty and staff members, are devoted to your collective growth in intellect, confidence, maturity, and faith.

You have chosen to attend a college which has earned a reputation for academic excellence. Your faculty are composed of outstanding teacher-scholars who rank among the best in American higher education. I encourage you to take every opportunity to become personally acquainted with them and learn from them both inside and outside the classroom. Over the years I have observed that Hope faculty members truly care about their students. They are eager to invest themselves in you.

In the end, your dedication to learning at Hope College will bear the fruit of a degree which is highly respected by employers and graduate schools because those who have come before you have been remarkably successful. Your own performance, of course, will elevate the value of a Hope education for those who follow you.

As members of our community, you will encounter a wide range of perspectives and experiences with respect to social, political, and religious issues. Everyone is welcome to express his/her viewpoints, but to honor the community I invite you to pay special attention to the section in this Handbook which is dedicated to the virtues of conversation in the Hope College Community. Learning takes place when we respond to others with respect and dignity.

Betty and I are delighted that you are members of our Hope College family this year. We are eager to become acquainted with each and every one of you as we live and learn together in this very special community. We will see you around the president's home, Phelps Dining Hall, or when I am riding my orange and blue bike around campus.

Spera in Deo,

Rev. Dennis N. Voskuil, Ph.D.  
President and Professor

## THE HOPE COLLEGE COMMUNITY

Community refers to a group of individuals who share a common purpose and goal. It is a group who lives, works, and interacts respectfully, with consideration of the unique qualities of the others within the community. Often diverse, this group commits to a shared experience by negotiating strategies for a healthy and productive environment, where the needs of both the individual and the group are nurtured and enhanced.

When you become a member of the Hope community, either by enrolling in classes or as a faculty or staff member, you assume the responsibility of creating an atmosphere that is conducive to education and scholarship by observing the standards that have been defined. Being a member of the Hope College community has many rewards found in the quality of education, numerous co-curricular activities and vibrant Christian character. You will reap the benefits of belonging to such a community, but also are expected to uphold the values and respect the individuals who likewise belong to this community.

Throughout this handbook, you will find helpful information about our community. Whether you live on-campus or off-campus, it is important that you are a positive influence on the campus and in the surrounding community. Hope College has established standards for conduct in order to protect the rights of every student and to ensure a community of respect. The College strives to make this campus a place where members can study, work, and reside, and where people are treated with respect.

Furthermore, all residents of the campus are an integral part of the community and, as such, will assume an active role in developing and monitoring an atmosphere which promotes success for all members. As a community member, your rights and responsibilities must be balanced with the needs of your neighbors.

Hope College aspires to be an institution which cares and engages learning to make a difference.

## VIRTUES OF CONVERSATION IN THE HOPE COLLEGE COMMUNITY

Hope College provides, with recognized excellence, an undergraduate liberal arts education vitally informed by the historic Christian faith. Thus, Hope seeks to be an educational community in which all individuals are, as a matter of deeply held principle, treated with the respect due them as God's creatures. As an academic institution, we are also firmly committed to the exploration of a wide range of ideas, some of which will not garner wide agreement within the community.

When disagreement and controversy ensue, as they surely will at times, how do we conduct our institutional conversations? We believe the following virtues of conversation are both biblically warranted and consistent with our educational mission. We recommend them to the Hope community as a means of ensuring that our conversations with one another are consistent with both our convictions regarding the worth of people and with our educational mission. These qualities of a liberally educated individual may become especially important when the pressures of controversy and disagreement might incline us to disregard them.

**Humility** recognizes the limitations of any one person's knowledge, and thus makes it possible to learn from the insights of others. Humility says no to the pride that prevents open communication, thus encouraging a willingness to consider carefully others' opinions and perspectives. Humility does not mean, however, endorsement of every view encountered.

**Hospitality** is the virtue of welcoming the stranger—who might really be anyone whose ideas, beliefs, or morality might seem different, confusing, or discomforting. Even more, it is the virtue of receiving others into our presence and offering a safe place for people to express ideas unlike our own.

**Patience** is the willingness and the fortitude to stay engaged, calmly persevering, with the knowledge that waiting is not merely doing nothing, but is a persistent determination that reveals and stretches our ability to understand.

**Courage** is the boldness to accept risks associated with honest advocacy of one's position. Courage requires the strength to freely speak one's convictions even when one's opinions may be considered dangerous or unpopular. Courage also involves the ability to listen openly as others articulate beliefs that are different from your own.

**Honesty** is determined commitment to discovering and speaking the truth by members of the community. Fidelity to what is the case and an unwillingness to mislead are hallmarks of honesty. Honesty fosters an open environment that encourages growth and leads to real progress.

## **LIFE ON CAMPUS**

Hope College is committed to providing many resources and co-curricular activities that are essential for students. Experiences where students are challenged, supported, and cared for as it relates to the liberal arts, community membership, understanding and experiencing faith in action, and living and learning in a diverse community.

### **A. OFFICE OF THE VICE PRESIDENT OF STUDENT DEVELOPMENT AND DEAN OF STUDENTS**

Our office is a central place for students, parents, faculty and staff to get help navigating the complex issues of student life.

We expect that every student will be committed to:

1. Becoming all that God intends them to be
2. Establishing relationships which respect differences
3. Engaging in intellectually challenging activities
4. Being accountable for their decisions

Likewise, staff members work to:

- Promote a safe, respectful, healthy and inclusive campus
- Coordinate specific programs and services
- Monitor and respond to emerging situations that impact students

Additional information regarding the ways in which we support and engage the variety of constituents of the Hope community can be found by visiting our [website](#).

### **B. ACADEMIC ADVISING**

The advisor-advisee relationship embodies the close faculty-student relationship at Hope. Academic Advisors will work collaboratively with students to help them discern their strengths, interests and goals. They also help with academic planning through choosing a major, class registration guidance and academic support.

Academic advisors help students identify the logic and relationships of the curriculum, aiding students in making connections between their program, goals, and spiritual and physical development. Ultimately, advisors support students in considering how their education at Hope relates to the rest of their life and to the world.

Academic Advisors offer lots of resources and make every effort to assist students in understanding the requirements of their academic program. However, the final responsibility for meeting all academic and graduation requirements rests with the student. More information about Academic Advising may be found on our [website](#).

### **C. ACADEMIC SUCCESS CENTER**

The Academic Success Center (ASC) provides students with group and individual opportunities to become successful, active learners. We assist students in developing productive, independent, and collaborative learning techniques that will contribute to their academic and personal growth. To learn more about the Academic Success Center and the resources we provide, please visit our [website](#) or stop into our office which is located on the 2nd floor of VanZooeren Hall, room 261, adjacent to the Van Wylen Library entrance.

## **D. CAMPUS MINISTRIES**

Campus Ministries offers opportunities for the campus community to engage in the act of common worship four times a week in Dimnent Chapel (Monday, Wednesday, and Friday mornings from 10:30 a.m.-10:52 a.m. for Chapel, and the Gathering on Sunday evenings at 8 p.m.). All members of the Hope College community are welcome!

Want to connect one-on-one with a chaplain over a cup of coffee? Interested in getting involved in a small group? How about a Spring Break Immersion trip? Check out our [website](#) for the many ways that you can get involved.

## **E. CAMPUS SAFETY**

To keep our campus safe, it is crucial to report all crimes and suspicious activities as soon as possible. When emergencies such as injury, fire, or crime occur on campus, persons should call 9-1-1 from campus phones. Emergency calls to 9-1-1 from your cell phone will be received by the Ottawa County Central Dispatch. For non-emergency situations on-campus, [Campus Safety](#) can be reached by dialing 7770 from campus phones or 616-395-7770 from a cell phone. The Campus Safety Department is open 24 hours a day, 7 days a week, and 365 days a year.

For any fire, police, or medical emergency, dial 9-1-1.

- Give you name, phone number, and exact location.
- Describe the nature of the incident or situation.
- Be prepared to respond to questions or instructions from the dispatcher.
- Please stay on the line until all pertinent information is obtained.

Students and employees should promptly and accurately report criminal offenses and suspicious activity to Campus Safety for assessment of making timely warning notifications, for inclusion in the daily crime log, and for the annual statistical disclosure. In addition to Campus Safety, incidents may also be reported to the Holland Department of Public Safety by contacting Ottawa County Central Dispatch at 9-1-1. If you witness a crime, and are uncertain if the victim has reported it, will report it, or is unable to report it because of disability or other circumstance, contact Campus Safety or dial 9-1-1 and allow emergency personnel to evaluate the situation.

The role of the Campus Safety Department on campus is to identify and institute programs to enhance the protection of you, the other members of the Hope community and property of Hope College. Together with all members of the campus community, Campus Safety strives to provide a safe and secure environment for members of the college community to learn, live, and work.

## **F. BOERIGTER CENTER FOR CALLING AND CAREER**

The Boerigter Center for Calling and Career specializes in providing the resources and services students need for career planning, selecting a major, securing an internship or a job. The staff partners with students to assist them with resume building, networking opportunities, and employment or graduate school searches. To learn more about the Boerigter Center and the programs and services they offer, please visit their [website](#).



## **G. CENTER FOR DIVERSITY AND INCLUSION**

In collaboration with the greater Hope community, the [Center for Diversity and Inclusion \(CDI\)](#) aims to promote a Christ-centered culture of equity and Inclusion. The primary goal of the Center for Diversity and Inclusion is to empower all students to excel academically and flourish as socially responsible leaders in a diverse and global world. The primary focus of CDI is community building, sense of belonging, retention and student success. All students are encouraged to participate in the opportunities, resources and services provided by CDI including, but not limited to the following: mentoring support, relationship building, diversity training, identity development, community engagement, leadership and professional development, research, field trips, retreats and conferences, public speaking, community outreach, diversity council, and partnership with major corporations. Some specific opportunities consist of: Step 2 Success-two day pre-orientation program, weekly team building and professional development program with professional leaders from all backgrounds, diversity annual kick off, diversity lecture series, diversity institute, multicultural student organizations, annual leadership retreats, annual conferences, research, and countless leadership and public speaking opportunities.

## **H. COORDINATED ASSISTANCE RESOURCE AND EDUCATION TEAM**

The [Hope College Coordinated Assistance Resource and Education \(CARE\) team](#) is a multidisciplinary group of staff members who meet regularly to identify, monitor and, if necessary, provide support for students in an integrated fashion. This support is focused on the academic and personal success of the student as well as the safety of the campus community.

The CARE team also serves as a resource to the campus community who may have questions about how to deal with a particular situation. If you are concerned about the physical or emotional wellbeing of a student in any way, please let the CARE team know by completing a Concerning Behavior Report at:

[https://cm.maxient.com/reportingform.php?HopeCollege&layout\\_id=3](https://cm.maxient.com/reportingform.php?HopeCollege&layout_id=3)

## **I. COUNSELING AND PSYCHOLOGICAL SERVICES**

Counseling and psychological services are oriented towards working with students to reach their full personal and academic potential. These services may include counseling groups, psycho-educational groups, individual short-term counseling, crisis intervention, and one-time consultations. All services are confidential and free to degree seeking enrolled Hope students. To learn more about Counseling and Psychological Services, please call 616-395-7945 or visit our [website](#).

## **J. DINING SERVICES**

Dining Services creates experiences that reflect the unique needs and values of the community we serve, and help enrich values in partnership with our students, faculty and staff. Students may use their meal plans (21, 15, 10, or 7 meals per week) at either Phelps Dining Hall or Cook Servery (all students who reside in a residential hall are required to have 21, 15, or 10 meal plan). Most meal plans include Dining Dollars that may be used in the kletz Market, Cup and Chaucer, or at the concession stands at one of the home athletic



venues (except Hope Hockey). Our [website](#) has current menus, additional meal plan information, current employment opportunities, and much more.

## **K. DISABILITY AND ACCESSIBILITY RESOURCES**

Disability and Accessibility Resources are individualized to ensure reasonable accommodations for students with documented disabilities, to promote and support students self-advocacy, and to educate faculty, staff and students about disabilities. Any member of the Hope College community who has an impairment that substantially limits one or more major life activities may seek assistance from our office. The office is a part of the Academic Success Center in VanZoeren 261. Office hours are 9:00a.m. to 5:00p.m. You can make appointments by calling 616-395-7830 or by visiting our [website](#).

## **L. FINANCIAL AID**

Planning for college expenses is easier when you've got an expert on your side. The Financial Aid Office, located in the Anderson-Workmen Financial Center, is here to help. Our [website](#) has a variety of helpful resources.

Financial aid includes grants, scholarships, loans and work options. These funds come from a variety of sources including Hope College, federal and state government programs, and private organizations. Your financial aid can be considered either gift aid or self-help aid. Gift aid (such as scholarships and grants) does not need to be repaid. Self-help aid must be repaid (loans) or earned (work study).

For most financial aid programs you must:

- Be a United States citizen or eligible non-citizen enrolled in a degree or certificate program
- Maintain Satisfactory Academic Progress (<https://hope.edu/offices/financial-aid/policies.html>)
- Not be in default on a federal student loan
- Not owe a refund on any federal financial aid grant
- Be registered for selective service (if required)
- Have a high school diploma or recognized equivalent
- Have a valid Social Security number

Students typically apply for financial aid as a dependent student, submitting their parents' income and asset information. However, if you meet one of the criteria established by [federal regulations](#), you can file for aid as an independent student.

## **M. HEALTH CENTER**

The Health Center offers both direct and preventive medical care as well as educational services to assist students in achieving their academic and personal life goals by promoting and maintaining the health of students and the Hope community. To learn more about the Health Center, please visit our [website](#) or for an appointment call 616-395-7585.

## **N. MAIL AND PRINT SERVICES**

Hope College provides both mail and print services to students, faculty and staff. Mail service provides the collection and distribution of mail to students and departments across campus. They also provide a variety of options for mailing packages, both domestic and international, including United States Postal Service, UPS and FedEx. Print Services offers a variety of services from photocopying/print to booklets and personal orders. To learn more about Mail and Print Services, please visit our [website](#).

## **O. THE PAUL G. FRIED CENTER FOR GLOBAL ENGAGEMENT**

The Center for Global Engagement is your home for off-campus study programs and the international student and scholar community. Consider us your connection to campus while you're abroad and your home away from home if you're here from afar.

The Center for Global Engagement encourages students to step beyond borders and connect with the global community.

We aim to integrate the perspectives of international students and scholars into the campus community, to provide off-campus study opportunities for all students and to stimulate conversation surrounding cross-cultural and global issues — all of which contribute to the globalization of the Hope College campus. For additional information about the Center for Global Engagement, please visit [our website](#).

## **P. REGISTRAR**

The Registrar's Office is responsible for maintaining your educational record and coordinating academic advising and registration. We assist you in creating your class schedule and make sure you have the resources to stay on track for graduation.

We will report your grades, process your transcripts and help you make changes to your schedule. For additional information about the services provided by the Registrar's Office please, please visit [our website](#).

## **Q. RESIDENTIAL LIFE AND EDUCATION**

In recognizing that active learning is a process that continues beyond the classroom, the Department of Residential Life and Education works collaboratively with the academic mission of Hope College to provide holistic learning. We strive to create positive residential communities that will intentionally challenge and support the growth of all students in the context of the Christian faith. Residential Life fosters the development of students by providing opportunities for intellectual conversation, encouraging physical, emotional and spiritual well-being, and cultivating the respect of all people. For additional information about the programs and events that occur throughout the year in with which Residential Life and Education is engaged, please visit our [website](#).

## **R. STUDENT EMPLOYMENT**

At Hope College, we understand the importance of providing job opportunities for students. On-campus employment enhances a students' academic experience and provides invaluable life and work experiences for future career goals. Students are encouraged visit [Handshake](#) to search for on-campus and off-campus employment along with internship

opportunities. To learn more about Handshake, please contact the Boerigter Center for Calling and Career, 616- 395-7950.

## **S. STUDENT LIFE**

The Office of Student Life provides opportunities to participate actively in the life of the College through student organizations, groups and events you can plug into, serve with, play in, root for and grow with. Student Life will assist with helping you get connected into the campus life. Opportunities include:

- Exploring the more than 60+ student groups
- Volunteering opportunities through Volunteer Services
- Coffeehouse, a weekly showcase of student musicians and performers
- Trips to regional points of interest, including Chicago and Detroit
- Films, improv and comedy shows, slam poetry and other performances
- Traditional collegiate events like Pull, Nykerk, Homecoming Hoedown, and Winter Fantasia
- Outdoor events, including the Drive-In Movie and Spring Fling

If interested in learning more about Student Life, student groups, or campus events, please visit our [website](#).

## **T. STUDENT CONGRESS**

Student Congress is the officially recognized governing body for the students of Hope College, serving as the official liaison between the student body and the administration. The Congress deliberates and initiates policies in any area of student concern, including academics, administrative relations, and the quality of student life, while adhering to the mission statement of the college.

Responsibilities of Student Congress:

- Represents the student body through deliberation and resolution on matters of student concern
- Functions within the campus governance structure by providing representation on campus-wide boards and committees, and on the Board of Trustees
- Recommends to the Board of Trustees the setting of the Student Activity Fee, and approves the allocation of student funds as recommended by the Student Congress Appropriations Committee

To view the Student Congress constitution, information regarding past and present resolutions, and current leadership visit, please visit [our website](#)

## **U. EQUAL OPPORTUNITY AND COMPLAINTS COORDINATOR**

Hope College is committed to providing an educational environment free from discrimination based on sex.

Sexual discrimination includes sexual harassment, sexual assault, dating/domestic violence, and stalking. We adhere to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education.

Hope College is committed to the concept of equal rights, equal opportunities and equal protection under the law. We administer all programs — admissions, financial aid, employment, instruction and services — without regard to race, color, religion, age, sex, height, weight, national origin, marital status or handicap, except in the event of a bona fide non-disqualifying occupational qualification.

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”*

20 U.S.C. § 1681

Sara Dorer serves as the Title IX coordinator, compliance officer and interim ADA/504 coordinator. She is responsible for overseeing and monitoring all Title IX compliance at Hope College. This includes implementation of Hope College’s Sexual Harassment and Assault Policy, leading the Title IX Advisory Team, and involvement in training and prevention. She acts with independence and authority free of conflicts of interest.

Sara Dorer  
Equal Opportunity and Compliance Coordinator  
616-395-6816  
[dorer@hope.edu](mailto:dorer@hope.edu)  
DeWitt Center, room 220

### **CONFIDENTIAL REPORTING ON CAMPUS**

The following on-campus staff have been designated as confidential resources, meaning they are not required to report actual or suspected discrimination or harassment to appropriate college officials – thereby offering options and advice without any obligation to inform an outside agency or campus official unless a reporting party has requested information to be shared:

- Campus Ministries chaplains
- Counseling and Psychological Services clinical staff
- Health Center staff
- Victim Advocate, Christian Gibson

To report an incident of Discriminatory Behavior please complete the reporting form available at [https://cm.maxient.com/reportingform.php?HopeCollege&layout\\_id=1](https://cm.maxient.com/reportingform.php?HopeCollege&layout_id=1)

Additional information regarding Hope’s Equal Opportunity and Compliance efforts is available at <https://hope.edu/offices/title-ix/>

## THE STUDENT CONDUCT PROCESS AT HOPE COLLEGE

The student conduct process at the Hope College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in the Hope community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker and the option to appeal the original decision. No student will be found in violation of Hope College policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student. For a more detailed explanation of the Student Conduct Process, please see the section of the Student Handbook titled *Overview of the Hope College Student Conduct Process*.

As a consequence of being found “responsible” for violating Hope College policy(s), students' permission to participate in off-campus study programs, mission trips, or college-sponsored trips may be affected. Additionally, students' on-campus living options may be restricted and request for exceptions to the Housing Policy may be denied.

## **STUDENT BEHAVIOR POLICIES**

### **PHILOSOPHY**

The Policies at Hope are agreements among the members of the College community. The Campus Life Board, composed of students, faculty, and staff, has the responsibility of making recommendations concerning standards that govern student behavior. Hope's policies are designed to enhance the campus environment and are provided in a spirit of consideration for others. The college will strive to support students as persons and affirm their self-worth and dignity in matters of policy enforcement. Our goal is to help all students grow and mature socially as well as academically and spiritually.

Although some of these standards are more strict than found in society as a whole, campus residences accommodate many more people in close quarters than other living environments in society. Thus, some regulations have been established to assist in providing an atmosphere that is conducive to learning and offers restrictions designed to enhance the quality of campus life.

### **GENERAL INFORMATION**

Either individual students or a student organization can be charged with violating policies. For the sake of clarity only individuals are typically referred to in the policies, but all policies do apply to student organizations as well. Charges against an individual for a particular event do not preclude charges being filed against an organization for the same event.

Students charged with violating any college regulation will have the opportunity to present their version of events through the campus judicial system.

Students are also responsible for their guest's actions; all guests are expected to abide by college policies. Students are subject to disciplinary action (including payment of damages) if their guest violates college policies.

Students may also be responsible for violating a regulation if they attempt to commit or are accessory to any act which violate college regulations.

### **1.0 ALCOHOLIC BEVERAGES**

Hope College upholds state and local laws regarding the possession and consumption of alcoholic beverages. The concepts listed below are for your consideration:

- Michigan's drinking age is 21; therefore, most college students cannot drink alcohol legally.
- Alcohol use inhibits individuals from functioning at full capacity.
- Alcohol abuse has a negative impact upon the learning environment of the college.
- Peer pressure may intimidate and compel persons to change their behavior to go along with the crowd.
- Alcohol use has the potential for leading to alcohol abuse.
- There is a high correlation between alcohol use and sexual assault.

While the college affirms that the decision to drink or not drink is a matter of individual choice, it has established the following regulations regarding the use of alcoholic beverages in order to maintain an atmosphere supportive of its educational purpose:

- 1.1 The possession and/or consumption of alcoholic beverages on college property, in college housing units, at college events, or in college vehicles is prohibited. Any alcohol, which is found on-campus or in campus residence facilities, will be confiscated and disposed of by the Residential Life Staff or Campus Safety.
- 1.2 The use of college or organizational monies to purchase alcoholic beverages is prohibited.
- 1.3 Alcoholic beverages may not be used to promote an event.
- 1.4 The possession of alcoholic beverage containers is prohibited in campus housing units; this includes collectable empty or full alcohol containers and dispensing paraphernalia.

## **2.0 RESPECTFUL COMMUNITY MEMBERSHIP**

Hope College encourages and aspires to be a Christian community in which all its members feel welcome and respected. In order to affirm and inspire this idea, the following policies are in place. (In the event of an alleged sexual harassment or alleged discriminatory behavior, please see the [Equal Opportunity and NonHarassment Policy](#)).

- 2.1 No person shall threaten, harass, haze, abuse, or assault any member of the faculty, staff, or member of the student body. Any action or situation, regardless of intention, whether in-person or technology-mediated (e.g., web post, text, etc.), whether on or off college premises, which results or has the potential of resulting in physical, psychological, or emotional harm, discomfort, or distress to a member of the Hope College community may be regarded as such.
- 2.2 No person shall perform any action demonstrating lack of respect for the dignity of another person.
- 2.3 No person shall abuse, threaten, harass, or exhibit behavior that intimidates any complainant, respondent, counsel, witness, or judiciary member prior to, during, or after a judicial hearing.

## **3.0 COMPUTER USAGE**

No individual or group shall interfere with the normal process of the central computing system. This includes, but is not limited to, illegal activities and/or violation of policies agreed upon when creating an account with the Computing and Information Technology Office (CIT).

Hope College does not condone the infringement of copyright or the violation of any intellectual property rights. No equipment or facilities of the college are to be used for the infringement of any copyright or other proprietary right or to facilitate any such violation. No such use is authorized by the college. Any person determined to have engaged in the violation of intellectual property rights using the equipment or facilities of the college will be subject to disciplinary proceedings (Please see *Computer Usage and Responsibilities* for additional information regarding College expectations regarding use of associated technology).



#### **4.0 CAMPUS DEMONSTRATIONS AND DISORDERLY BEHAVIOR**

Hope College believes it is important that all members of the community have the opportunity to express themselves about events, decisions, or actions with which they may agree or disagree. The expectation and spirit for the Hope College community is to allow free and respectful expression. Because of our commitment to free expression, peaceful campus demonstrations and assembly by the members of the Hope community are permitted subject to the limitations described in this policy.

The opportunity to protest or raise concerns should always be balanced with the right of the individual to participate in his/her education free from disruption or obstruction; accordingly the following are actions that will result in a judicial process:

- Violence towards a person or structure or the threat of violence
- Occupancy of a room, space, building, or area at the exclusion of others who have a legitimate reason to be present
- Unreasonable prevention of progress of an educational activity or College event
- Preventing a person or persons from participating in the primary purpose and/or function of an educational activity or College event
- Blocking or obstructing the access to a facility or event
- Damage to College or personal property

The campus of Hope College is private property and supports demonstrations or assemblies by students who are currently enrolled at Hope College. Hope College reserves the right to ask people who are not members of the Hope community to leave.

Participation in an assembly or demonstration does not free a participant from observing other rules and policies which may be applicable to his/her conduct.

#### **5.0 DISORDERLY CONDUCT**

5.1 Failing to comply with a College policy, or the request of a college official or residential life staff member when he or she is performing the functions of his/her position is prohibited.

5.2 Entering or attempting to enter any athletic contest, dance, social gathering, or other such event without the proper credentials for attendance (ticket, I.D., or invitation) or in violation of the reasonable qualifications for attendance as established by the sponsor is prohibited.

5.3 No student shall engage in inappropriate behavior in any area where food is being served (i.e., throwing of food or utensils, leaving the eating area in disarray).

5.4 No student shall attempt to use an I.D. other than his/her own to gain entrance to the dining area. Students are also not allowed to transfer their I.D. to someone else.

#### **6.0 DRUGS**

Hope College upholds state and municipal laws regarding illegal drugs. Please see the *Hope College Medical Marijuana Policy* relating to use of medical marijuana within the Hope College community.

6.1 Hope College prohibits the use, possession, sale, manufacture, production, administrating, dispensing, and prescribing of any illegal drug, or the misuses of prescribed drugs.

6.2 Possession of drug paraphernalia is prohibited. Drug paraphernalia generally refers to any items used in connection with controlled substances. A full definition of what constitutes drug paraphernalia can be found in sec.333.7451 of the Michigan Penal Code.

## **7.0 FALSE TESTIMONY OR DISHONESTY**

7.1 Lying, misrepresentation, giving false testimony, and/or failing to present proper identification to any College official or at any College proceeding is prohibited.

7.2 Dishonesty includes, but is not limited to the following: Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, and/or other forms of dishonesty personally. Other forms of dishonesty include, but are not limited to: Furnishing false information to any college official, faculty member, or office, and/or acting as an agent of the college without authorization.

7.3 The unauthorized use of another person's credit card, charge card, debit card, secured card smart card, or any other instrument of credit.

## **8.0 FIRE SAFETY**

Hope abides by all city and state fire safety laws. . Hazardous conditions not anticipated by specific reference in the Fire Safety Policy are prohibited. If such conditions are identified, opportunity will be provided to correct them before any disciplinary action is taken. Please see the *Smoking Policy* for information regarding locations approved to use tobacco products. To reduce the potential danger of fire, the following actions are strictly prohibited:

8.1 Activating a fire alarm when there is not a fire emergency. This may endanger the lives of emergency personnel who must respond to the scene.

8.2 Tampering with, moving or discharging fire extinguishers unless there is a true fire emergency.

8.3 Using open flames, including kerosene lamps, candles, incense, charcoal or gas grills, or other similar items, in or around college housing units. In addition, candles (lit or unlit) and smoking any items such as pipes, cigarettes, or cigars is prohibited in college housing units. Gas grills may be used outside if reserved and approved through Creative Dining Services.

8.35 No person shall use or possess electrical appliances in college residential units that are prohibited in the Housing Terms and Conditions. This does not apply to approved electrical appliances for kitchen areas.

8.4 Covering or blocking smoke detectors.

8.5 Failing to promptly leave a campus building when a fire alarm sounds.

8.6 Storing flammable or combustible gases or liquids such as gasoline, propane, oil, kerosene, charcoal starter fluid, turpentine, or oil based paints in College housing units.

8.7 Tampering with fire safety equipment, setting off false alarms or engaging in other activities that may endanger the lives of others or threatens damage to college property. This also includes tampering with or attaching items to any component of the smoke detection or alarm system.

8.8 Propping open or disabling a fire door or any door with a closing mechanism.

8.9 Blocking, even partially, any means of egress, or affixing anything to an egress door or window.

8.10 Failing to actively and continually monitor any food that is being cooked or reheated.

## **9.0 FIREARMS, WEAPONS OR FIREWORKS**

9.1 No person shall possess and/or use live ammunition, fireworks or explosives on campus. Fireworks are defined as substances that are prepared for the purpose of creating visual or audible effects by combustion, explosion, or detonation.

9.2 No person shall possess or discharge any firearm, air rifle, bow and arrow, paint ball gun, or other dangerous weapon expelling a projectile.

9.3 No person shall possess any dagger, dirk, saber, stiletto, nun-chucks, and knife having a blade over three inches in length, brass knuckles, blackjack, sap, sling shot, or any other dangerous weapon.

9.4 No person shall possess a portable devise or weapon (Stun Gun) designed to incapacitate temporarily, injure, or kill. This includes all devices from which an electrical current, impulse, wave or beam may be directed.

9.5 No person shall possess an altered or replicated dangerous weapon, which, in the manner used or displayed, may create fear.

## **10.0 GAMBLING AND OTHER ILLEGAL FINANCIAL ACTIVITIES**

Hope College prohibits unlicensed gambling and other financial activities of an illegal nature.

## **11.0 VISITATION HOURS**

Visitation hours govern the visiting privileges of members of the opposite gender in the living units. These hours exist to help create a safe, private and quiet atmosphere in which students live.

Visitation hours are as follows:

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Monday - Thursday 8:00am - 12:00am

Friday 8:00am – 2:00am

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Saturday 10:00am - 2:00am

Sunday 10:00am – 12:00am

*When the academic calendar includes scheduled breaks that fall on weekdays not preceding academic school days, the Friday and Saturday visitation hours will apply.*

No person shall be in a living unit with someone of the opposite gender outside of the visiting hours listed above. These hours are in effect for the entire year, including scheduled breaks in the academic year. The only areas that are not included are the following areas: residence hall basement common areas, lobbies and stairwells; and cottage and apartment common areas such as living rooms and kitchens. However these areas may not be used as sleeping areas outside of the above-cited hours.

Young children who may be visiting a student of the opposite gender may stay with the resident unless the child is ten-years old or older. In that situation the student will need to make housing arrangements for the child with someone of the same gender as the child.

## **12.0 HEALTH SERVICE/INSURANCE**

No student shall ignore, avoid, delay, or otherwise disobey a request for treatment or other medical procedure from the Health Center. The request will be based on the Health Center's judgment and/or guidelines from the Public Health Agency. Failure to comply with the above guidelines will result in withholding all services including wages, registration, charging, room reservation or transportation and other services until the student complies with the request of procedure.

## **13.0 INDIVIDUAL RESPONSIBILITIES AND COMMUNITY RIGHTS**

Being a residential college, Hope seeks to build a community of respect for all individuals. In order to ensure that all students achieve their goals while at Hope College, the following individual responsibilities and community rights must be upheld by all members of the community. The residents of the primary community have access to their environment. Other community members are welcome to join, as long as they are respectful of the community standards, which have been developed in each residential facility. The following standards support the residential community.

13.1 No person shall cause or otherwise contribute to unreasonable noise within, or in areas immediately surrounding, residence facilities. There are twenty four hours consideration hours (noise should be kept at a minimal level) in the residential facilities. The general policy for all residential facility quiet hours is a minimum of 11:00pm – 10:00am. Each community may set additional quiet hours for their community within these guidelines. This is to eliminate persons interfering with the attempts of others to study or sleep during these posted quiet hours. During exam periods, quiet hours are in effect 24 hours a day.

13.15 Hope College students are responsible for the actions of their guests.

13.2 No person shall infringe upon the rights of the primary residents of the residential area. This is to preserve the residential college philosophy by having an inclusive environment, but also considerate of the privacy and safety of the residents of a particular facility. If it is determined that a person is infringing upon the primary rights of the residents, the person may be asked to leave by a college official.

13.3 Solicitation in campus facilities, such as DeWitt Cultural Center, is not allowed without prior permission obtained through Student Development. Solicitation permission will not be granted inside or outside of residential facilities.

13.35 Any use of Small Unmanned Aircraft must comply with the *Small Unmanned Aircraft System (UAS) / Drone Policy*.

13.4 No person shall interfere with the free access of another to and from his/her own room, suite, apartment, work area, or office in a residence facility.

13.5 No person(s) shall play any athletic games or similar recreational program in a common area of a residence hall or academic building not designated for this purpose without proper authorization.

13.6 No person(s) shall engage in action that endangers themselves or others. This includes interfering with the safe and/or clean environment of others.

13.7 No person(s) shall allow an animal, bird, or other pet to reside, or have the appearance of residing, in a residential facility. (Fish, Service Animals, and/or Assistance Animals with proper documentation and approval, are exceptions<sup>1</sup>.)

13.9 No person(s) shall be in the presence of a person(s) violating a policy or regulation. If a person(s) is in such a situation, he/she must: 1) immediately leave the situation, or 2) confront the situation and inform an appropriate residence life staff member.

13.95 Students must adhere to regulations and policies as set forth in all official Hope College publications (e.g., Student Handbook, Catalogue, Campus Safety Parking brochure).

#### **14.0 MISUSE OF COLLEGE KEYS, PUNCH CODES, OR CARD ACCESS**

Punch codes refer to the code system on the individual room doors. Access codes and pin numbers refer to the code system for residential units as a whole.

14.1 No unauthorized student shall have possession and/or knowledge of college keys, punch codes, or card access. This includes master keys/cards/access codes, or the possession and/or knowledge of another person's key/card/ or access code.

14.2 No student or staff shall use college keys/access cards/punch codes outside of the responsibilities of their position. See Acknowledgments of Access Capabilities form for guidelines.

14.3 No student may make known his/her punch code or access numbers to residential facilities nor shall a student allow other people to use access cards and/or pin numbers to enter residential facilities.

#### **15.0 PROPERTY**

15.1 Malicious or unwarranted destruction or damage to property belonging to Hope College or to a member of the Hope College Community is prohibited (e.g., buildings, equipment, grounds, personal belongings, and computer files).

15.2 No objects can be displayed outside of college residences without the prior permission of the Dean of Students or his/her designee. This includes posting material in the areas immediately surrounding residences, hanging items, outside of windows, or in any way placing items on residences.

#### **16.0 THEFT**

Taking or selling property of Hope College or other students, faculty, or staff without permission of the owner is prohibited (including unauthorized use of another's telephone access code and tampering with parking permits).

#### **17.0 UNAUTHORIZED ENTRY**

17.1 The unauthorized entry into, or use of, college facilities or property under its administration or control is prohibited (e.g. building, computer files). This includes the roof of any building (including Kollen Hall decks), in order to prevent accidents and leaks. In addition to other disciplinary action, a \$50 fine will be assessed to anyone who gains access to a roof.

17.2 Unauthorized entry into or use of college premises or property, or remaining in any area on college premises, which is officially closed or restricted.

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<sup>1</sup> Documentation and approval is not required to have fish in residential housing.

## **18.0 VIOLATIONS OF THE LAW**

Students must understand that their actions in the surrounding community also affect the Hope College community. The College is committed to being a positive contributor to the surrounding community, and behavior by students on and off-campus can affect the positive relationship that is sought. Hope College has high standards for members of the student body, and violating local, state or federal laws does not meet those standards. Further, the College regards off-campus activities, including but not limited to, College-sponsored events, as an integral part of a student's academic, personal, spiritual, and professional growth.

Court proceedings are distinctly separate from the College's judicial process. Decisions made by civil and criminal courts regarding the alleged misconduct of students will have no bearing on the College's judicial proceedings. Civil, state, and/or federal legal process and the college judicial process may simultaneously address acts of student misconduct. The College reserves the right to impose sanctions in addition to those that are the result of civil, state, and/or federal processes. The College will cooperate fully with law enforcement agencies when they are investigating alleged criminal activities, and the College will not interfere with the adjudication of any possible charges. The College does not provide legal advice nor retain legal counsel on behalf of a student, but it stands ready to serve in a supportive role to students in difficulty.

Student conduct that occurs on-campus that may be in violation of local, state, and/or federal law may be referred to the appropriate law enforcement agency for possible action. Such referrals ordinarily will take place in serious circumstances including but not limited to: a pattern of repeated criminal conduct has been established, a victim demands prosecution, significant damage to college property has occurred, the offense involves driving a vehicle under the influence of alcohol or drugs, or the offense involves a felony. The College will follow a policy of equity and equal treatment for all students subject to policy decisions or rule enforcement.

18.1 Violations of local, state, and/or federal laws and statutes by any student will be considered violations of all-campus policies, whether the incident occurs on or off the campus.

18.2 The College may discipline a student for acts of misconduct that are not committed on College property if the acts arise from College-related activities that are being conducted off the campus; or if the acts undermine the security and/or safety of the College or surrounding community, the integrity of the educational process, or pose a serious threat to self or others.

The judicial process for handling alleged violations cited by a Hope College employee or other law enforcement agencies is the same as the process outlined in the "Overview of the Hope College Student Conduct Process". The court's decision will have no bearing in such a situation. It is important for the student to understand that the criminal case and College judicial process are two separate processes.



## OVERVIEW OF THE HOPE COLLEGE STUDENT CONDUCT PROCESS

This overview gives a general idea of how Hope College's campus conduct proceedings work. It should be noted that not all situations are of the same severity or complexity, thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Hope College rules.

Once notice (i.e., a report of behavior) is received from any source (victim, RA, 3<sup>rd</sup> party, online, etc.), the College may proceed with a preliminary investigation and/or may schedule a Judicial Review with the responding student to explain the conduct process to the responding student and gather additional information. This may lead to one of four different outcomes:

1. A determination to not pursue the investigation due to the alleged behavior, even if proven, being outside the scope of the college policies (e.g., mistaken identity, alleged behavior does not constitute a violation of Student Behavior Policies)
2. A more comprehensive investigation when it is clear that additional information is needed
3. If the alleged behavior is minor in nature (e.g., Visitation Hours Policy), a preponderance of the information supports the violation of a Student Behavior Policy, and the act does not represent pattern of repeat behavior on the part of the student involved, an Automatic Letter of Warning may be issued.<sup>2</sup> Automatic Letters of Warning are retained as part of a student's conduct record.
4. A Judicial Review may be scheduled with the student. Once a student has been named in an allegation of college policy they will receive an email notification to meet with a Judicial Officer for a Judicial Review based upon the availability of the Judicial Officer and the student's academic schedule. Failure to meet for the Judicial Review will result in the student being charged with 5.1, Failure to Comply. The case will be processed and a decision made without the student's input.

The Judicial Review is a meeting in which the student and the Judicial Officer will discuss the incident and the alleged violations. During the judicial review, the student will be informed of the specific policy/policies that they are alleged to have violated, review the supporting documentation, provide input as to how the case may be resolved (either via an administrative hearing or a formal hearing before the Student/Faculty Judicial Board.), and enter a plea (responsible/not responsible) to each of the allegations. If a Student/Faculty Judicial Board hearing is either chosen by the student or deemed necessary by the Judicial Officer, the student will be informed at this time. During the Judicial Review, the student may choose:

- a. Admit responsibility for the allegations and request that the Judicial Officer impose a sanction

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<sup>2</sup> Students who are issued Automatic Letters of Warning are afforded the opportunity to meet with the Hearing Officer who sends them their letter should they have any questions or wish to offer their perspective through the formal conduct process.



- b. Deny responsibility for the one or more of the allegation(s) and request an administrative hearing
- c. Deny responsibility for the allegation(s) and request a hearing before the Student Faculty/Judicial Board

### **STUDENT ADMITS RESPONSIBILITY AND REQUESTS THAT THE JUDICIAL OFFICER IMPOSE A SANCTION**

The student elects to enter a plea of “responsible” for the allegation(s) during the Judicial Review following the review of the documentation that has been received regarding the incident. The Judicial Officer with whom the student is meeting for the Judicial Review may then impose a sanction that is intended to promote the student’s learning and development.

### **ADMINISTRATIVE HEARING**

The Judicial Officer hears the case and decides if the student is responsible or not responsible. The administrative hearing may often be initiated during the same meeting as the judicial review. This may include:

- The student and the Judicial Officer reviewing the documentation
- The student entering a plea of “responsible” or “not responsible” for each of the policies individually
- The student providing their perspective on the allegation
- Providing the student an opportunity to offer suggestions of additional witness that the Judicial Officer may consult

Following the Judicial Review, the Judicial Officer typically contacts the reporting party via Hope College email (copying the student) notifying the reporting party that the student has denied one or more of the allegations and inviting them to meet with the Judicial Officer and the student<sup>3</sup> (both the student and the reporting party may bring an advisor to the meeting<sup>4</sup>). The Judicial Officer also may choose to contact any witnesses listed in the documentation as well as any other witnesses identified by the student.

Following the meeting between the student, the reporting party, and the Judicial Officer (and the Judicial Officer gathering and reviewing any additional information – e.g., witness statements, pertinent social media, text exchanges), the Judicial Officer will make a decision on the allegations<sup>5</sup>. If, based on the preponderance of the information, the student is found responsible for one or more of the allegations; the Judicial Officer will then impose a sanction that is intended to promote the student’s learning and development.

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<sup>3</sup> In situations where there is a concern for the physical or emotional welfare of either party, the face-to-face meeting may be substituted with an exchange of written statements. When written statements are used, each party will have one (1) opportunity to review and respond to the other’s statement.

<sup>4</sup> Advisors are generally members of the faculty, staff, or student body. Exceptions may be granted by the Judicial Officer.

<sup>5</sup> If written statements were exchanged, each party is afforded one (1) opportunity to review and respond to the other party’s written statement.

The Judicial Officer will inform the student of the decision by letter. (Note: Should the Judicial Officer feel that the sanction of suspension or expulsion is warranted, this recommendation needs to be reviewed and approved by the Dean of Students prior to informing the student.)

In addition to the student in question, the reporting party (in incidents that involve an allegation of violence), and the student's Resident Director shall be notified of the outcome.

### **STUDENT/FACULTY JUDICIAL BOARD**

The Student/Faculty Judicial Board is composed of students (one of whom serves as a Judicial Board Chairperson) and faculty members. Student Judicial Board members are selected through an application and interview process coordinated by the Advisor to the Board.

Students who are on Probation Level II or Withheld Suspension may not serve on the Board. The Advisor to the Board will serve as a resource to the Board, but without voting power. This Advisor will be designated by the Associate Dean of Students. In the event that all board members are not available at the scheduled time of the hearing, the hearing may be held by those board members in attendance.

Judicial hearings are open only to Board members, the Board's Advisor, the student, the advisor for the student, his/her witnesses, the reporting party, the advisor for the reporting and any witnesses for the for the reporting party<sup>6</sup>. The Board has the right to separate witnesses. A simple majority vote of the members present at the hearing is required for a decision.

Student/Faculty Judicial Board Hearings will be scheduled in an effort to avoid class conflicts for the student (generally within two [2] academic weeks of the Judicial Review). An extension to the timeline may be granted to allow for mitigating factors (e.g., further investigation, semester breaks, final exams, etc.) with the permission of the Associate Dean of Students, and mutual consent of both the student and Reporting Party.

The student and the reporting party will be present. Each may present witnesses to the Board.

The Board will make a decision as to the student's responsibility for the charges and determine appropriate sanctions. If the decision is to recommend suspension or expulsion, the recommendation is forwarded to the Dean of Students since the Student/Faculty Judicial Board does not have the authority to impose such a sanction.

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<sup>6</sup> Similar to the advisor for the student, the advisor for the Reporting Party is typically a member of the faculty, staff, or student body. Reporting parties wishing to have an advisor who is not a member of the Hope community should discuss the rationale for the request and gain the consent of the Student/Faculty Judicial Board Advisor prior to the hearing.

The Board will inform the student of the decision by letter. In addition to the student in question, the reporting party (in cases that involve an allegation of violence), and the student in question's Resident Director shall be notified of the outcome.

## **APPEALS**

Students and, reporting parties (only in incidents that involve allegations of violence), have the right to appeal all disciplinary decisions that are made in Judicial Reviews or by the Student/Faculty Judicial Board. All sanctions imposed by the original hearing body remain in effect pending the appeal decision; and all parties should be kept informed of the status of the appeal consideration, and the results of the appeal decision.

There are two means of appeals; one is the Vice President of Student Development and Dean of Students (VPDS) and the second is the Student Standing and Appeals Committee. Appeals to the Student Standing and Appeals Committee are only for disciplinary decisions or unsatisfactory academic progress that results in the suspension or expulsion of a student. All other decisions are appealed to the VPDS.

The criteria used in reviewing appeals are:

- The sanction was too severe;
- Due process was not followed;
- New information is now available that was not known at the time of the judicial process

An appeal process is NOT simply another hearing but a review to establish the appeals merit. Appeals are not automatically granted on the basis of the letter submitted by the student. Establishing the appeals merit is the burden of the student.

Appeal decisions are typically rendered in fifteen (15) working days from receiving the initial appeal.

### **1. Appeals to the VPDS**

A letter must be submitted stating the rationale for appeal to the VPDS within seven (7) working days of notification of the disciplinary action. (\*Note: Students who wish to file an appeal are required to use the form that is linked to their decision letter unless special arrangements are made.)

The VPDS will review the request for appeal to determine if there is sufficient justification to grant a hearing on the appeal.

If the VPDS believes there is sufficient justification in the request for appeal, a meeting may be scheduled within ten (10) working days of the receipt of the request to review the appeal. Both the party making the appeal and person(s) who made the decision may be included in a meeting. (Note: In cases involving violence and the reporting party submits the appeal, the VPDS may also include the student).

The VPDS will deliberate in private and can make the following decisions:

- Overturn the entire decision

- Uphold the decision but modify the sanction
- Uphold the entire decision
- Investigate and amend the original decision and/or sanction

A formal letter from the VPDS, stating his/her decision, will be sent to the student. In cases involving violence, the VPDS may share the outcome of the appeal decision with the reporting party. The decision of the Vice President of Student Development and Dean of Students is final.

## 2. Appeals to the Student Standing and Appeals Committee

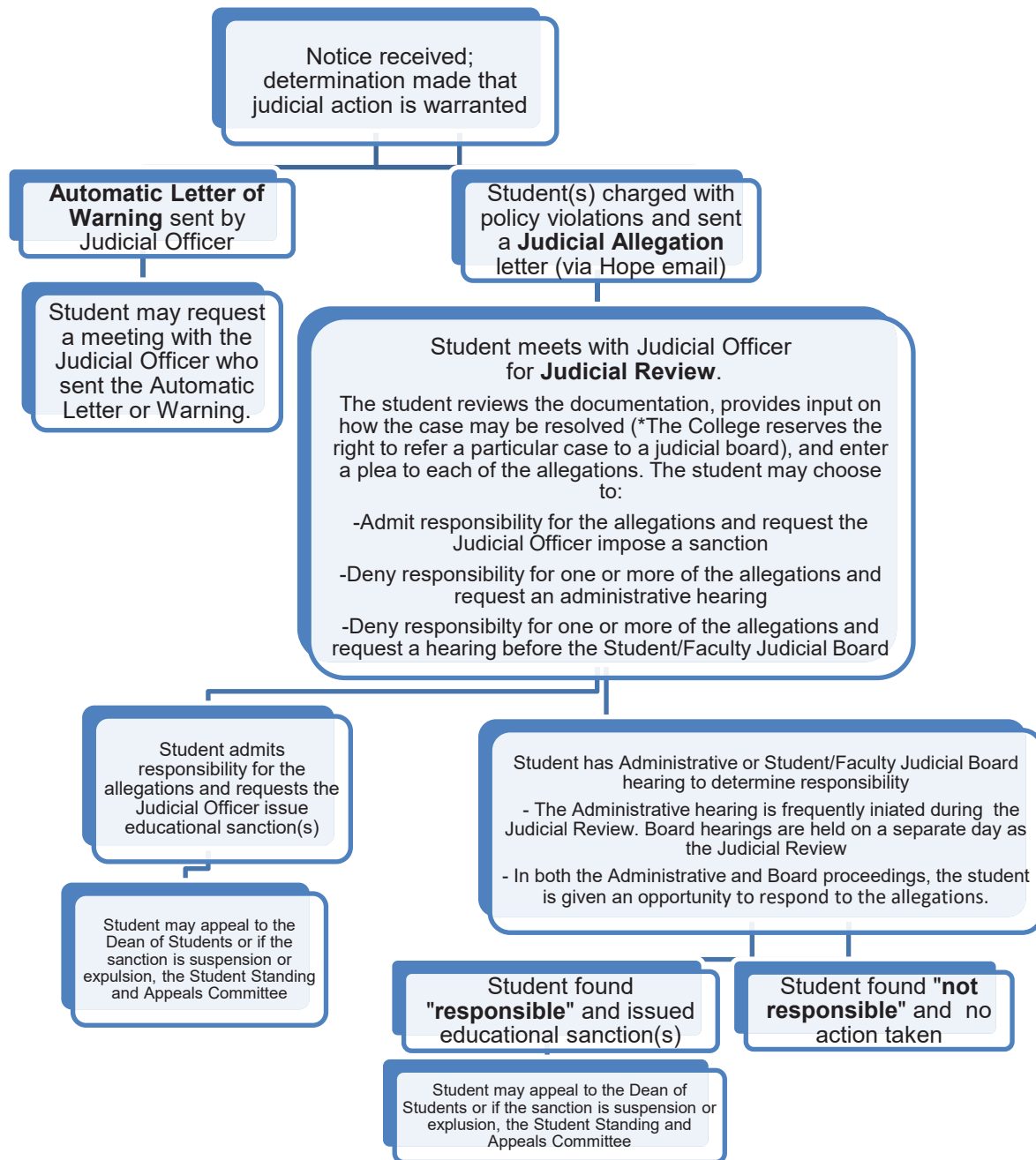
A letter must be submitted stating the rationale for appeal to the Vice President for Admissions within seven (7) working days of the students' notification of the suspension or expulsion. (\*Note: Students who wish to file an appeal are required to use the form that is linked to their decision letter unless special arrangements are made.)

The Student Standing and Appeals Committee will review the request for appeal to determine if there is sufficient justification to grant a hearing on the appeal.

If the Student Standing and Appeals Committee believe that there is sufficient justification in the request for appeal, a meeting will be scheduled to review the appeal. The person filing the appeal, the other party to the case (in cases that involve an allegation of violence), and the person(s) who made the decision will be present to discuss the appeal. Upon reaching a decision the Committee will notify the student, Student Development, and in cases that involve an allegation of violence, the reporting party.

A formal letter from the Student Standing and Appeals Committee, stating its decision, will be sent to the student within five (5) working days of the appeal meeting. The Student Standing and Appeals Committee decision is final.

# HOPE COLLEGE STUDENT CONDUCT PROCESS FLOWCHART



## STUDENT JUDICIAL RIGHTS

1. The right to a written statement of the policies alleged to have been violated in order for him/her to prepare a defense.
2. The right to have a faculty, staff or student body member present to serve as an advisor during the hearing<sup>7</sup>. The advisor may only speak with the student, and may be asked to leave by the Board Chairperson or Judicial Officer if his/her presence is perceived as one of interference.
3. The right to know who brought the charges and knowledge of information against oneself.
4. The right to provide witnesses and information in one's own behalf.
5. The right to decline to make self-incriminating statements or appear at a hearing. Silence or non-presence is not to be interpreted as evidence against oneself.
6. The right to a timely decision<sup>8</sup>. This decision will be given in writing and, depending on the situation, in-person or via telephone.
7. The right to not be tried twice for the same offense in the same judicial system.
8. The right to appeal the decision based on any of the following reasons:
  - a. The sanction was too severe;
  - b. Due process was not followed;
  - c. New information is now available that was not known at the time of the judicial process.
9. The right to have access to the record of the hearing in order to present a case in the appeal. The record will remain in the custody of the college. In the case of Student/Faculty Judicial Board the hearing will be recorded. A recording of the hearing with a Judicial Hearing Officer can occur at the student's request.
10. The right of disclosure. Decisions in judicial hearings are based on "preponderance of evidence." Information regarding a student's past conduct may be presented at the hearing for the determination of appropriate sanctions should he/she be found responsible for the present complaint. His/her past conduct may not be used, however, in determining violations. All proceedings are confidential.

## DISTRIBUTION OF POLICIES AND JURISDICTION

Students at Hope College are provided a copy of the *Student Handbook* annually in the form of an email sent to their Hope College email address informing them of the link on the Hope College website. Hard copies are available upon request from Student Development. Students are responsible for having read and abiding by the provisions of the *Student Handbook*.

The *Student Behavior Policies* and the student conduct process apply to the conduct of individual students, both degree and non-degree seeking, and College-affiliated student

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<sup>7</sup> Students who wish to have an advisor who is outside the Hope College community should discuss this with their Judicial Officer prior to the judicial review or hearing.

<sup>8</sup> Decisions are typically made within a week of the conclusion of the meeting with the Judicial Officer or Hearing (all interviews completed). The student typically will be notified should the need to extend the investigation arise.

organizations. For the purposes of student conduct, Hope College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the College.

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of the policies contained in the *Student Handbook* by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

In cases where there is shared jurisdiction between the Greek Judicial Board and the Student/Faculty Judicial Board, the Associate Dean of Students and the presidents of Panhellenic and Interfraternity Council will discuss where the case should be heard, or if it should be heard by both boards (since they serve different jurisdictions). If a decision cannot be reached, the group may consult with the Dean of Students.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The *Student Behavior Policies* apply to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial College interest.<sup>9</sup>

A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College

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<sup>9</sup> Adapted, with gratitude, from the Pennsylvania State University



The *Student Behavior Policies* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

The *Student Behavior Policies* apply to guests of students. Students who host guests may be held accountable for the misconduct of their guests.

Visitors to and guests of Hope College may seek resolution of violations of the *Student Behavior Policies* committed against them by student members of the Hope College community. There is no time limit on reporting violations of the *Student Behavior Policies*; however, the longer someone waits to report an offense, the harder it becomes for Hope College officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the Hope College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to Campus Safety, Residential Life, or Student Development.<sup>10</sup>

Hope College email is the College's primary means of communication with students. Students are responsible for all communication delivered to their Hope College email address.

## STUDENT JUDICIAL RECORDS

The only people with access to a particular incident report include Judicial Officers (e.g. Residential Life Coordinators), the Associate Dean of Students, and the Dean of Students; member(s) of the College community whom the Dean of Students or Associate Dean of Students determine has a need to know; Student Development support staff; the student's Resident Director; and the reporting party.

General judicial records will be released to other interested groups or individuals only if the student allows such disclosure in writing. All student records are protected under the Family Educational Rights and Privacy Act (FERPA). To view the complete Family Educational Rights and Privacy Act (FERPA) please go to the following website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Questions about FERPA policy as it relates to Hope College should be directed to the Registrar's Office. Additional resources may be found on their website: <https://hope.edu/offices/registrar/policies-resources/ferpa.html>.

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<sup>10</sup> Members of the general public who wish to have concerns addressed are encouraged to contact either Campus Safety (616-395-7770) or Student Development (616-395-7800)

Judicial records are retained for seven (7) in all cases with the exception of those that result in findings of suspension or expulsion. Cases that result in suspension or expulsion are retained indefinitely.

Note: Hope College will make disclosures without consent upon request to officials of another school in which a student seeks or intends to enroll.

## SANCTIONS

In cases where a student is found responsible of allegations that involve threat, assault, harassment, or similar characteristics, the College may require a mandatory assessment (psychological or forensic) to determine appropriate sanctions.

Sanctions are for both administrative decisions and those by the Student/Faculty Judicial Board include, but are not limited to, the following:

### PRIMARY SANCTIONS

**Letter of Warning:** An official letter of warning is placed in the student's judicial file.

**Probation Level I:** Probation set for a specific length of time. If a student is found in violation of any College policy during that time, a more serious sanction will be imposed.

**Probation Level II:** Probation set for a specific length of time. Students on Probation Level II may be removed from leadership positions in student organizations. Any student found in violation of this level of probation will have a more serious sanction imposed, usually Withheld Suspension. Students on Probation Level II may not be permitted to participate in College-affiliated travel (e.g., Spring Break Immersion Trips, study abroad experiences, etc.) and/or leadership positions in Registered Student and/or Greek Letter Organizations.

**Withheld Suspension:** Withheld Suspension is for a specific period of time. Students on Withheld Suspension may be immediately suspended from the College if the student is involved with a violation of any College policy during the stated period of time. This is the most serious sanction short of suspension. Students on Withheld Suspension may not be permitted to participate in College-affiliated travel (e.g., Spring Break Immersion Trips, study abroad experiences, etc.) and/or leadership positions in Registered Student and/or Greek Letter Organizations.

**Suspension:** A set length of time when a student may not be involved in any aspect of the college. This includes courses, housing and campus activities. A student may apply for readmission at the end of the suspension period.

**Expulsion:** A student is dismissed from the College permanently.

### SUPPLEMENTAL SANCTIONS (TO BE USED IN ADDITION TO PRIMARY SANCTIONS)

**360 Proof:** This is an online alcohol education program and will be completed by the student.

**Community Restitution:** A student works in the surrounding community for a nonprofit organization which is recognized by the college as a proper placement. The student is expected to complete the assignment within a specific amount of time.

**Fine:** Fines may be assessed in response to disciplinary incidents and are deposited in the general fund of the College. The following fines have been established to provide consistency. The College is not limited to these fines but uses them as a guideline. They are in addition to any restitution which may arise from the same incident. Students requesting to replace a fine with community service hours may be granted that request.

- Gaining access to a roof : \$50
- Housing pets: \$50
- Unauthorized alteration of college property: \$50

**Restitution:** A student may be held responsible for repair, cleaning or replacement costs associated with the violation he or she is found responsible for violating.

**Withheld Removal from Housing:** This sanction means that if a student is involved in a violation of any college policy during the stated period of time, he/she may be immediately removed from college housing.

**Housing:** A student's current and future housing status may be changed if such an action is deemed beneficial for either the college or the student.

**Loss of Meal Privileges:** In the case of food fights or disruption of food service operation, meal privileges may be revoked with no restitution.

**Referral for Alcohol/other Drug Assessment:** A student experiencing a problem with alcohol and/or other drugs may be referred for an assessment, and required to participate in an alcohol/other drug education program.

**Educational Sanction:** The administrative hearing officer or board may decide to issue a sanction, within reason, that will be beneficial in assisting the student to understand the impact of their behavior on the community. This may include but is not limited to:

- Writing a research paper or reflective piece relevant to the violation.
- Meeting with a faculty or staff member to discuss items relevant to the violation.
- Develop an action plan to deter further violations.
- Develop a program or publicity campaign relevant to the violation.

## FAILURE TO COMPLETE SANCTIONS

Students who fail to complete any part of their sanction (e.g., community service hours, fine, and alcohol assessment) by the prescribed date may be subject to either one or a combination of the following options:

- A Student Development hold will be placed on their records. This hold does not allow a student to register for classes or graduate. It may also affect their opportunity to have priority in the housing process.
- Community service hours will be doubled.
- A fine may be placed on their account.
- Additional charges of failing to comply with the request of a college official could be filed.
- All College services, including wages, registration, charging, reserving rooms or transportation, and any other services will be withheld until the student complies with the sanction.
- If already expired, the probationary period will be extended until the supplemental sanction is completed

## INTERACTION BETWEEN COLLEGE ISSUED PROBATION AND COURT-ISSUED PROBATION

Some Hope College students may be subject to sanction by both the College and the court system for the same behavior (e.g., possession or consumption of alcohol or controlled substance). There is a difference between Probation that is issued by the College and that which is part of a sentence that is imposed by the court system.

### HOPE-ISSUED

- Part of your Educational Record (i.e., the conditions under which information may be released are protected by the [Family Educational Rights and Privacy Act](#))
- Separate and distinct from [Academic Probation](#)
- Usually, but not always, by semester (specific length of probation in Decision Letter)
- Typically not shared with others within College community (e.g., academic advisor)

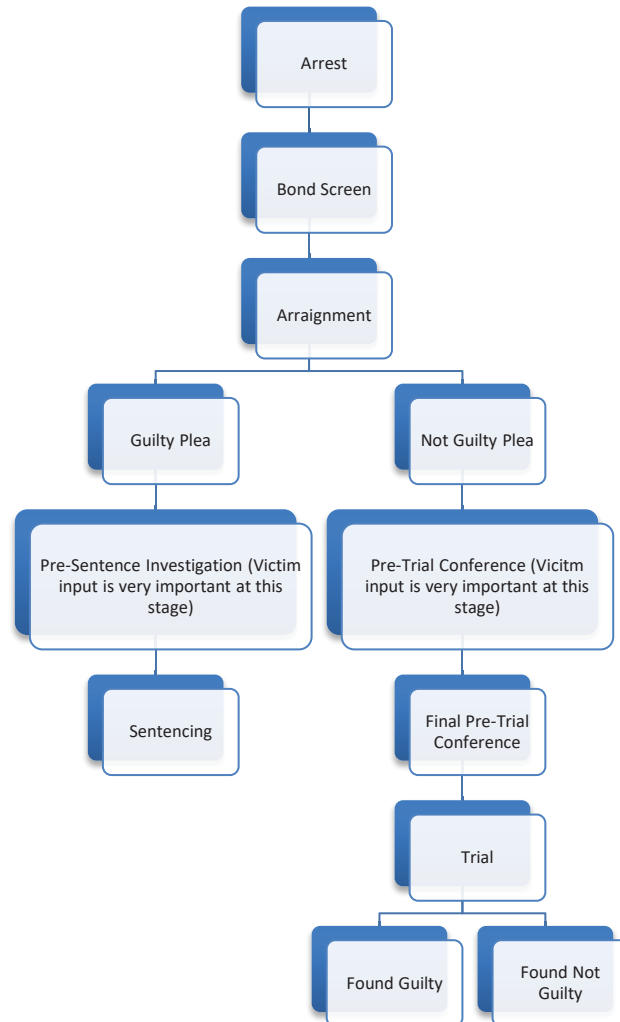
### COURT-ISSUED

- Part of your Permanent Record if you do not complete the Diversion Program\*
- May include Court-mandated substance abuse screening and assessment at your expense
- If you are under 18, your parents will be notified
- Possible suspension of Driver's License
- Possible Community Service
- Possible Financial Aid implications if Drug-Related (See [Federal Student Aid Penalties for Drug Law Violations](#))

\*While each person's situation may be different, based on reports from students and feedback from the court-system, a typical Probation in the Diversion Program may:

- Be on Probation for up to 2 years (violation will result in removal from the Diversion program)
- Cannot use, be in possession of, or be around alcohol and other illegal substances
- Cannot leave the state without the court's permission
- Subject to random searches of your person and property and drug/alcohol testing (at your expense)

## DISTRICT COURT CRIMINAL PROCESS FLOWCHART



## INTERIM ACTION

In certain circumstances, the Associate Dean for Residence Life and Education, Associate Dean of Students, Dean of Students, or their designee, upon initial assessment, may take an interim action pending a full investigation and/or a Judicial Review. Interim Action may be taken to:

- Help ensure the safety and well-being of members of the Hope College community or preserve College property
- Help ensure student physical or emotional safety and/or well being
- Help prevent disruption or interference with the normal operations of the College

During interim actions, students may be relocated to a different living area, denied access to a residential area, campus activities, or other College activities or privileges for which the student might otherwise be eligible, as determined appropriate.

Whenever interim actions are taken, an investigation and/or Judicial Review is initiated at the earliest possible time. The interim action(s) may remain in effect until a final decision has been reached and any appropriate appeals process has been concluded.<sup>11</sup>

## PARENTAL NOTIFICATION

According to the Family Educational Rights and Privacy Act (FERPA), the college may notify the student's parent or guardian if the student is found responsible for an alcohol or drug violation. Parental notification is to be used as a tool to assist the student in addressing the issue concerning alcohol or drugs. Parental notification can only be made by a Residential Life professional staff member (i.e., non-student staff member), the Associate Dean for Residential Life and Education, the Associate Dean of Students, or the Dean of Students.

## SELF-REPORT POLICY

Students at Hope College may self-report to a member of the Residential Life professional staff that they have violated or may have violated a policy of Hope College, provided that the specific incident has not come to the college's attention via normal reporting channels and/or any such violations did not place the health and or safety of any other member of the Hope College community at risk. Self-reports do not become a part of the student's record.

While sanctions are typically not given for self-reported violations, the college reserves the right to require restitution when applicable. If the self-report involved serious safety issues, violence, or behavior that has injured another party, the college will evaluate the needs of the community in determining whether the Self-Report Policy may apply.

The potential exists for complicated situations to be the subject of self-reports. As a result, students have the right to inquire whether a scenario or type of situation would be eligible for a self-report. Students with questions should contact the Associate Dean of Students,

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<sup>11</sup> Adapted, with gratitude, from Daemon College

Associate Dean for Residential Life and Education, Assistant Director of Residential Life and Education, or a Residential Life Coordinator<sup>12</sup>.

## EXAMPLE OF A SELF-REPORT

A student who is using (or has used) alcohol or other controlled substances could utilize the self-report process. The following is a potential scenario that might result in utilization of the self-report process:

*The student realizes that they need help or resources to better address their pattern of substance use. The student self-reports to a Residential Life Coordinator. The student would not receive a sanction. Rather, the staff member will listen to the student's experiences and concerns. In collaboration with the student, they will then identify the appropriate resources to assist the student in bringing their behavior in line with Hope College policy. The self-report plan might stipulate that the student complete an assessment with a licensed substance abuse counselor and comply with recommended treatment based on the assessment results.*

## MEDICAL EXCEPTION FOR ALCOHOL

The health and safety of students is of great importance to the entire Hope College community. The college understands that the potential for disciplinary action may deter students from seeking needed medical assistance, either for themselves or others, as the result of the over consumption of alcohol. The college has adopted a limited "exception" program in an effort to address this concern in the first instance where a student over-consumes alcohol and seeks medical attention but otherwise violates no other policies.

Through the Medical Exception policy, students who are severely intoxicated and come to the attention of Campus Safety, Residential Life staff, and/or are transported to the hospital for the as the result of intoxication and/or alcohol poisoning will not face formal disciplinary action, provided that the student has not engaged in any other student conduct violations that warrant disciplinary action. Previous history, lack of cooperation with College or local law enforcement officials, or leaving the hospital without being cleared by medical personnel may limit eligibility for this exception.

Students who are eligible for medical exception will not receive a judicial record for the incident. In lieu of disciplinary action, the student will be required to do the following:

- To meet with a Student Development professional staff member to discuss the incident
- To complete a substance abuse assessment with a licensed substance abuse counselor and complete all recommended treatment based on assessment results
- Inform the college staff of who provided the student the alcohol and/or controlled substances used during the incident (*In the case of alcohol, if the student is over 21 year of age, this expectation will not apply*)
- The parents of the student may be notified of the incident if they were not notified at the hospital.

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<sup>12</sup> Adapted, with gratitude, from Calvin College



- Depending on individual circumstances, the student may be referred for additional services as needed.

## **BYSTANDER MEDICAL EXECEPTION**

Hope College encourages students to care for one another. Individuals who make the call to obtain medical assistance for an intoxicated student may not face formal disciplinary actions, provided that they have not engaged in any other behaviors that have disrupted the community.

This policy is meant to help students learn through this one time mistake of over consumption about their own personal limits without fear of a judicial record. In the event that the student fails to meet with the staff member or chooses not to fulfill the requirements the student may be subject to judicial action.<sup>13</sup>

## **AMNESTY FOR REPORTING PARTY AND WITNESSES**

The Hope College community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, Hope College pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

## **SUMMARY SUSPENSION**

Summary Suspension is when the college asks a student to leave the campus community immediately for behavior or conduct that is unacceptable. The authority to place a student on Summary Suspension is vested in the President. The President has authorized the Dean of Students or the Dean of Student's designee to utilize this authority.

Summary Suspension may be instituted for students whose conduct is seriously endangering the health, safety, or morals of the student or persons within the college community. Summary Suspension also may be instituted when the student's behavior impairs the proper functioning of the college including, but not limited to, the classroom and living community. A judicial allegation must be part of the summary suspension and the suspension will remain in effect until an outcome has been reached through the college judicial process or it is determined that the student is no longer a threat to the Hope College community.

Hope College is committed to providing a safe environment where all students, faculty, and staff can fully carry of the mission of the College. In circumstances where there is a credible, real, or perceived threat of violence and/or serious disruption, the College may institute a

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<sup>13</sup> Adapted, with gratitude, from St. Olaf College

summary suspension. In cases where there is a significant and credible threat, the College may require the student to have a mandatory SIVRA-35 and/or Forensic Assessment to determine whether an immediate and direct threat exists.

Forensic Assessments will be done by Pine Rest Forensic Psychiatric and Psychological Services in Grand Rapids.

Summary Suspension decisions may be made in consultation with the student, appropriate college faculty/staff, and the student's parent or guardian. Students will be notified of summary suspension decisions in a timely manner and, when appropriate, both in-person and in writing.

Hope College reserves the right to exercise its authority of summary suspension upon notification that a student is facing a serious criminal investigation and/or complaint. In these situations, a summary suspension may be imposed to allow for the investigation or criminal process to proceed without College interference. The summary suspension will continue until the College believes that it is no longer warranted.

The summary suspension may be continued if a danger to the community is posed. The summary suspension also may be continued if the college is prevented from conducting its own investigation due to pending criminal processes. In such cases, the college will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independent from law enforcement upon which to proceed. This delay will typically be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the law enforcement agency coordinating the criminal investigation to proceed before the college process.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and

The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

## **BICYCLE USAGE POLICY**

Hope College supports the use of bicycles by students, faculty, staff, and visitors from the Holland community for traveling to and around our college campus. As one of the most efficient forms of travel, bicycle use supports Hope's Sustainability Project as we commit to being "responsible stewards of the earth entrusted to use by God". (For more information on this initiative, you can visit the Sustainable Hope site at [green.hope.edu](http://green.hope.edu)). As part of ensuring a safe and productive bicycle environment, this bicycle usage statement has been established for the Hope College campus.

### **REGISTRATION**

All bicycles owned by students, faculty, and staff that are used on campus must be registered with the City of Holland as mandated by city ordinance. Registration can be completed at the Hope College Campus Safety office (open 24/7; 178 E. 11th Street) or at the Holland Department of Public Safety (open 8a-5p, Monday-Friday; 89 W. 8th Street). There is no cost for a bicycle license, and under the current system, it does not expire. When you fill out the registration form, you will need to know the serial number of your bicycle, as well as its make, model, and other identifying information. The serial number is on the frame; it is commonly found below the chain foot/pedal area, under the seat, or under the handlebars. The license will need to be affixed to the frame of your bicycle; Campus Safety recommends placing it on the bicycle frame's seat tube.

### **PARKING AND STORAGE**

Bicycles operated on the campus must be parked at a bicycle rack, or in a designated storage facility, when it is not in use. Campus Safety recommends that you always lock your bicycle to the bicycle rack.

Bicycles may not be left in any non-designated area, including, but not limited to, secured to fire hydrants, trees, parking signs, fences, benches, stairwells, ramps (including handicapped ramps), light posts, or in the egress path of any building. Any bicycle found in violation of this usage statement may be removed by Campus Safety. Campus Safety is not responsible for any damage or destruction to locks during this process. Bicycles that are removed will be held at the Campus Safety office for 14 days. If the bicycle is not claimed during that time, it will be turned over to the Holland Department of Public Safety.

Bicycles may not be stored in buildings except in an appropriate storage unit in a residential hall. These storage units are only available for students who are living in the respective building on-campus; contact Residential Life staff for more information. Summer storage is not available for student bicycles. At the conclusion of each academic year, all bicycles left on exterior bicycle racks will be removed and donated.

## SECURITY

If your bicycle is lost or stolen while on campus, contact the Campus Safety Department immediately. Based on the circumstances, Campus Safety may recommend that you file an additional report with the Holland Department of Public Safety for the best chance of recovery.

If your bike is stolen from an off-campus location, contact the Holland Department of Public Safety directly at 800-249-0911.

Individuals operating bicycles on the Hope College campus must obey all Michigan vehicle laws that apply to bicycles, including MCL 257.656 - 257.662. These are available at [legislature.mi.gov](http://legislature.mi.gov).

## CAMPUS DEMONSTRATION AND DISORDERLY BEHAVIOR POLICY

Hope College believes it is important that all members of the community have the opportunity to express themselves about events, decisions, or actions with which they may agree or disagree. The expectation and spirit for the Hope College community is to allow free and respectful expression. Because of our commitment to free expression, peaceful campus demonstrations and assembly by the members of the Hope community are permitted subject to the limitations described in this policy.

The opportunity to protest or raise concerns should always be balanced with the right of the individual to participate in his/her education free from disruption or obstruction; accordingly the following are actions that will result in a judicial process:

- Violence towards a person or structure or the threat of violence
- Occupancy of a room, space, building, or area at the exclusion of others who have a legitimate reason to be present
- Unreasonable prevention of progress of an educational activity or College event
- Preventing a person or persons from participating in the primary purpose and/or function of an educational activity or College event
- Blocking or obstructing the access to a facility or event
- Damage to College or personal property

The campus of Hope College is private property and supports demonstrations or assemblies by students who are currently enrolled at Hope College. Hope College reserves the right to ask people who are not members of the Hope community to leave.

Participation in an assembly or demonstration does not free a participant from observing other rules and policies which may be applicable to his/her conduct.

Questions about this policy may be directed to the Dean of Students office at 616-395-7800.

## **CAMPUS SECURITY, SAFETY AND YOU-ANNUAL DISCLOSURE OF CRIME STATISTICS**

Hope College annually prepares a brochure “Hope College Campus Security, Safety and You”. This brochure includes a statement of security measures, the annual crime statistics and is in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Copies of the report may be obtained at Campus Safety, Student Development, Human Resources and the Admissions Office.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is a landmark federal law, originally known as the Campus Security Act, that requires colleges and universities to disclose information in a timely manner about crime on and around their campuses. It also requires colleges to print and make available a report of specific categories of crimes on campus and in areas close to campus on an annual basis.

Questions about this information may be directed to Jeff Hertel, Director of Campus Safety, 616-395-7770. The full report can be viewed at: [https://hope.edu/admin/campsafe/annual\\_security\\_report.html](https://hope.edu/admin/campsafe/annual_security_report.html)

## **CLASSROOM RECORDING POLICY**

The audio, still photo, and video recording of classroom lecture, discussion, laboratory, studio, and other activities by analog, digital, or future recording technology is governed by this classroom recording policy.

In brief, students must ask for and obtain permission to record from the instructor and may not distribute such recordings. Instructors will inform the class if recording has been permitted.

This classroom recording policy strives to recognize current norms and practices, promote student learning, differentiate between public and private space, create a safe classroom environment, respect individual privacy, provide for informed consent, consider potential consequences from distribution of such materials, and be consistent with the institutional values of Hope College. Details of the policy follow.

Student wishing to record classroom activities must request permission from the instructor before doing so. The instructor will have sole discretion to determine if recording will be allowed (see ADA exception below). Instructor permission may be granted by means of a permission form, email, orally (not recommended), or by statement in the course syllabus. Permission may be denied similarly.

If permission has been granted to any student to record classroom activities, the instructor must inform all students and other course participants that recording may occur.

Student classroom recordings are to be used solely for the personal academic study and review of the student. With the explicit permission of the instructor, classroom recordings may also be used with other students enrolled in the same course. Any further sharing or

distribution of student classroom recordings is expressly prohibited. Alleged violations will be subject to College disciplinary proceedings as described below.

Students may record classroom activity as an accommodation under the Americans with Disabilities Act. In such cases, the student must obtain approval from the Academic Success Center and inform the course instructor. The instructor will then allow such recording and inform other students that recording may take place, though not identify the individual making the request.

Violations of this policy will be subject to appropriate grade and non-grade sanctions. The instructor should meet with the student to determine the facts of the case. The instructor may choose to impose no sanction or lower a student's grade on an assignment. Under special circumstances such as documented harm to a classmate or to the instructor, a failing grade for the course may be assigned. The instructor may also recommend non-grade sanctions to the Provost. In any case, all violations of the policy shall be documented by the instructor and communicated to the Provost (with a copy to the student). The Provost will keep such records until the student graduates. The student has the right to appeal the instructor's recommended sanction to the Provost. The Provost will uphold, modify, or reject the recommendation of the professor, and will communicate the decision to the student. The student may appeal the Provost's decision to the Student Standing and Appeals Committee.



## COMPUTER USAGE AND RESPONSIBILITIES

Hope College is committed to providing the resources and support necessary to encourage effective use of all campus computer facilities and network. Our network is a privilege, not a right. This privilege is embodied in the responsible use of resources, including network bandwidth, CPU time, and disk space. It is important that everyone be aware of their individual obligations and what constitutes proper use and behavior.

This is not a policy statement. There are existing policies within the Hope College Student Behavior Policies, the Hope College Faculty Handbook, and the Hope College Employee Handbook that can be applied. The purpose of this statement is to emphasize that such policies and law apply directly to computer usage.

Therefore, users are warned not to take part in any of the activities outlined below, as they may be in direct or indirect violation of the local, state, federal laws, and/or college policies. Definitions for these terms are provided on the frequently asked questions page of the Computing and Information Technology (CIT) [website](#).

Illegal Access	Libel
Copyright Violation	Harassment
Sexual Harassment	Negligence/Misuse
Privacy Violation	Fraud
Theft	Denial of Service

Users are also reminded that casual interactions on social media sites could be interpreted as participation in the above activities. The College also strongly discourages the viewing of pornography and the practice of spamming. In cases where a system or network is in jeopardy, the user's access may be suspended before a referral is made. In these cases, CIT will make every attempt to contact the user who is affected.

What should you do if you are aware of suspicious activity? Any suspicious activity may be reported to CIT at [cit@hope.edu](mailto:cit@hope.edu) or 616-395-7670.

Questions about this policy may be directed to Computing and Information Technology, 616-395-7670 or [cit@hope.edu](mailto:cit@hope.edu)

## CODE FOR ACADEMIC INTEGRITY AT HOPE COLLEGE

### PREAMBLE

As it seeks to fulfill its mission, the Hope College community assumes each of its members will operate with integrity and honesty, with a sense of personal responsibility, and with mutual trust and concern toward others in all facets of the life of the college. In order to apply this principle to academic life in a fair and consistent manner, the following policies have been adopted to clarify the expectations regarding conduct, and to establish a set of procedures for dealing with situations which violate these expectations.

### EXPECTATIONS

Academic integrity is based on the principles of honesty and individual responsibility for actions. As these principles are applied to academic life at Hope College, it follows that a student will not:

- Give, offer, or receive aid on examinations other than that specifically allowed by the professor.
- Do course work in a manner that is inconsistent with the standards of conduct set forth by the professor.
- Falsify or fabricate data. This has particular applications to laboratory work and research.
- Engage in conduct that destroys another person's work or hinders another in his or her academic endeavors. This has particular application to computer files, library resources, and laboratory or studio work.
- Knowingly represent the work of others as his or her own. This includes, but is not limited to, plagiarism.

Plagiarism is the dishonest presentation of the work of others as if it were one's own.

Writers, speakers, musicians, artists, or computer programmers - whether students or professionals - commit plagiarism when they present, without acknowledgement, all or part of another person's work as if it were their own. Because plagiarism violates the expectations of trust and honesty necessary for academic work in an ethical community, it is a serious offense. In addition, plagiarism undercuts the basic purposes of higher education by short-circuiting the process of inquiry, reflection, and communication that leads to learning.

Duplicate submission is also a violation of academic integrity, because every assignment presumes that a new inquiry and effort will produce new learning, and submitting a paper already written for another occasion subverts this learning. Submitting the same original paper for credit in more than one class in the same semester, without the expressed permission of both instructors involved, is not acceptable. Using the same paper or closely similar material from one semester to fulfill a requirement in another semester is normally not allowed without specific permission from the instructor. If students receive the same or similar assignments in a different course, they should consult with the professor about alternate assignments.

## **VIOLATIONS**

With the aim of maintaining and promoting integrity in the community and in a spirit of helpful concern, every member of the community is encouraged to address any perceived violations of integrity directly by confronting the appropriate party.

The following procedures have been defined to ensure that apparent violations are handled in a prompt and just manner.

If a faculty member observes an apparent violation of academic integrity, the faculty member should arrange an informal, private meeting with the student within one week. At that meeting, the faculty member will discuss his or her suspicion with the student and inform the student of the options below and of the student's right to appeal any action taken by the faculty member.

If the student has an explanation which is acceptable to the faculty member, the case may be closed with no written record or further action.

If the matter is not resolved, the faculty member may impose a sanction. The penalty imposed should reflect the seriousness of the violation. In the case of a major violation, the faculty member may assign a failing grade for the event (test, paper, performance, etc.) or for the course. Sanctions for minor violations may include downgrading the work or assigning additional work to replace the work in question. The faculty member may also recommend to the Provost that additional non-grade sanctions be imposed. In the event that any sanctions are imposed by the faculty member, the incident and action taken must be reported in writing to the Provost with a copy to the student within one week of the informal meeting.

If a sanction has been imposed, the student has the right to file a written appeal to the Provost with copy to the faculty member. This appeal must be filed within one week after the student receives notification of the sanction. The Provost will then review the incident and resolve it to the satisfaction of both parties or refer it to the Student Standing and Appeals Committee (SSAC).

If the incident is referred to the SSAC, the SSAC may act on the basis of the written record, or may invite the parties to submit additional information. If the student is found to be not responsible, the faculty member will be notified and any academic sanction imposed against the student will be nullified.

If the student is found responsible, the Provost will decide whether to impose a non-grade sanction. The Provost will take into account the faculty's recommendations, any related record in the Provost's office, and recommendations from the SSAC or the Dean of Students.

If additional non-grade sanctions are imposed by the Provost, the student may appeal these sanctions to the SSAC.

All proceedings will be conducted with strict confidentiality by all those involved in the matter. Records of alleged violations resulting in innocent findings will be promptly

destroyed. In cases where responsibility is established, reports from the faculty member and the SSAC will be retained by the Office of the Provost for the duration of the student's academic career at Hope College. The record will also allow the recording of the student's defense. All related reports shall be destroyed upon graduation. The records of a student suspended or expelled for a violation will be retained for three years before being destroyed. All provisions of the Family Education Rights and Privacy Act shall apply regarding release of information from these records.

Specific reference to these procedures shall be made in the college catalog. These procedures shall be presented in full in the Student Handbook and the Faculty Handbook. Course syllabuses should contain a reference to these procedures and detail their applications for that particular course.

Faculty are encouraged to create environments conducive to fostering integrity by all. This means that proctoring examinations may be necessary in some instances, but it also calls for positive action on the part of the faculty member to remove undue temptation.

The Administrative Affairs Board will maintain its charged oversight of the conduct of the SSAC and will also take overall responsibility for encouraging and maintaining an atmosphere supporting academic and social integrity.

Questions about this policy may be directed to the Provost Office at 616-395-7970. The full policy can be viewed at: <https://hope.edu/catalog/current/regulations/index.html>.

## **DINING SERVICES AND BOARD POLICY**

Dining Services strive daily to provide the best possible experience for our students, guests and alumni. Our staff is continually seeking new products, methods, tools and training which allows us to offer a residential dining, retail and catering program like no other. You will be treated with respect and integrity. We will listen to your needs and find ways to meet them. To that end, we will do our very best to remain exceptional in our field and integrated with all of the other departments on campus.

Students living in residential halls are required to have a minimum of a 10 meal plan with the College Dining Services. The 21 meal plan is the best value and recommended for all new students. Students living in off-campus residences or in College operated apartments and cottages often choose to have a meal plan, but it is not required. An enhanced meal plan is available for these students called the 7+ meal plan. It provides 7 meals per week (meals may be used in Phelps Dining Hall and the Cook Servery) plus one snack and one beverage per day at many locations on campus including two coffee shops and all concessions. All students on a meal plan may eat in either Phelps Dining Hall or Cook Servery.

Returning students may change their meal plan only during the first week of class of fall and springs semester. First year students may change their meal plan only during the first two weeks of fall semester and the first week of spring semester. If a student wishes to cancel a meal plan or change the number of meals other than during the designated periods, he/she

may pick up an appeal form in the Dining Services Office in Phelps Hall. This appeal will be reviewed by the Director of Dining Services and the Dean of Students.

Questions about Dining Services or to view dining menus please visit check [in.hope.edu](http://in.hope.edu) or call 616- 395-7930.

## EMERGENCY CONTACT POLICY

The issue of student safety and well-being is very important to the Hope College community. For this reason, we ask that students help us by supplying (and regularly verifying) Emergency Contact Information (ECI).

Hope College will use Emergency Contact Information (ECI) to contact students or other trusted contacts when there is a sudden unforeseen crisis that can cause physical or environmental damage, and requires immediate action.

- A critical medical situation in which the person's wellbeing is at risk; a serious or life threatening injury, a serious car accident, or a serious illness.
- A potential threat to the person's safety or security when participating in a College sponsored activity.
- A serious and threatening situation on campus.

Students are strongly encouraged to enter themselves as an Emergency Contact in order to receive emergency text messages to their cell phones. Additionally, students are encouraged to enter contact information for at least one parent or guardian to be contacted in case of emergency. Finally, students are allowed to share separate contact information for a person they would like contacted should there be a concern about their whereabouts. This may or may not be the same person listed as the Emergency Contact person.

Questions about the Emergency Contact Information Policy may be directed to the Dean of Student's office at 616-395-7800.

## ENTERING EMERGENCY CONTACT INFORMATION IN KNOWHOPE PLUS NEW STUDENTS ENTERING INFORMATION FOR THE FIRST TIME

- Log into [plus.hope.edu](http://plus.hope.edu)
- Click on Personal Information
- Click on Update Emergency Contacts
- Each student should have at least (2) entries (more is better):
- Enter information for yourself with a cell phone number:
- Click New Contact
- Enter "1" for Order
- Select *Self* for Relationship
- Enter *Name, Address, Cell phone number*
- Click Submit Changes
- Enter information for at least one parent/guardian:
- Click New Contact
- Enter "2" or "5" (etc.) for Order

- Select Relationship
- Enter *Name, Address, Cell phone number*
- Click Submit Changes

Students have the ability to supply emergency contact information for a "Missing Person Contact." This person can be different from the parent/guardian contact and will only be contacted if there is a concern about the student's whereabouts.

## **CONTINUING STUDENTS UPDATING INFORMATION**

- Log into plus.hope.edu
- Click on Personal Information
- Click on View Emergency Contacts
- Each student should have at least 2 entries (more is better):
- one for yourself with a cell phone number (relationship = self)
- at least one parent/guardian should be listed as a secondary contact

Students have the ability to supply emergency contact information for a "Missing Person Contact." This person can be different from the parent/guardian emergency contact and will only be contacted if there is a concern about the student's whereabouts.

If the information is correct:

- Click on your Contact (your name)
- Click on the Submit Changes button at the bottom
- If the information is missing or incorrect:  
Click on the Contact Name that needs to be changed
- Change, add or delete the appropriate information
- Click on Submit Changes button at the bottom

## **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT GENERAL GUIDELINES GOVERNING KEEPING OF STUDENT RECORDS**

Records are kept in the various offices of the College in the interest of its students and alumni. It is the intention of the College that the data entered and the documents are kept in each student files as well as any subsequent release of information contained within it should be determined by what is in the best interest of the student. Hope College determines to reflect this attitude in its records-keeping policies and consequently has adopted the following guidelines for the creation and maintenance of student records in its offices.

The College supports the Family Educational Rights and Privacy Act of 1974, and this statement of policy incorporates the rights accorded and the privacy guaranteed the student by this Act.

Records information is classified in two categories, public and confidential. Public or directory information includes the following data:

Name	Local and permanent address
Telephone number	Teacher certification
Name of parent or guardian	Degrees and dates of degrees
Date of attendance	Awards and honors received
High School attended	

Unless the student requests in writing that such public information be withheld, public/directory information is available to anyone. It should be noted, however, that the College does try to exercise some restraint in the release of public information and tries to ensure that such information is not released indiscriminately, without regard for the student's welfare. All other information collected and stored on a student is considered to be confidential. The confidentiality of this information is guaranteed to the student and will be released only upon the written consent of the student.

To view the complete Federal Educational Rights and Privacy Act (FERPA) please go to the following website: <https://hope.edu/offices/registrar/policies-resources/ferpa.html>

## **LOSS OF STUDENT ELIGIBILITY FOR FEDERAL AID DUE TO DRUG CONVICTION**

The Higher Education Amendments of 1998 include a student eligibility provision related to drug offenses. A student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received. Federal aid can be grants, student loans, and/or college work study. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned. Section 484, Higher Education Act of 1965, detailing the suspension of eligibility for drug-related offenses and rehabilitation, follows:



## SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES

In general - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance:

INELIGIBILITY PERIOD IS:	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite

The sale of a controlled substance:

INELIGIBILITY PERIOD IS:	First offense	2 years
	Second offense	Indefinite

Rehabilitation - A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if the student satisfactorily completes a drug rehabilitation program that complies with criteria prescribe in the federal regulations; and includes two unannounced drug tests; or the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or the conviction is reversed, set aside, or otherwise rendered nugatory.

Definitions - In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C.802(6)).

This subsection was added by section 483(f) of the Higher Education Amendments of 1998 (H.R. 6).

Questions about this policy may be directed to the Office of Financial Aid, 616-395-7765.

## **MEDICAL MARIJUANA POLICY**

Hope College prohibits the medical use of marijuana even though there may be state laws which permit its medical use.

Background: Hope College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, Hope College is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. § 1145g; 34 C.F.R. part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. § 811), which does not recognize a difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Hope College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

Sanctions for violating this policy can be found in the Hope College Student, Faculty, Exempt Administrative Staff, Hourly Full-Time, and Part-Time Hourly Staff Handbooks.

## **MISSING PERSON POLICY**

A student at Hope College will be considered missing:

If after 24 continuous hours a student's location is not known and with reasonable inquiry cannot be determined where they are.

OR

A student is missing, when their behavior is contrary to an established pattern or there are unusual circumstances that may have contributed to their absence.

Official notification procedures of missing persons:

Any individual on campus who has information that a residential student may be a missing person should notify Campus Safety or a Residential Life staff member as soon as possible. Campus Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Campus Safety will notify the appropriate law enforcement agency within 24 hours to report the student is a missing person and the law enforcement agency with jurisdiction will take charge of the investigation, regardless if the student has a confidential contact person, is above 18, or is in emancipated minor.

No later than 24 hours after determining that a residential student is missing, the Dean of Students or designee will notify the appropriate parties (for students 18 and over) or the parent/guardian or designated missing person contact (for students under the age of 18) that the student is believed to be missing.

Each Hope College student that lives in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. To register a person to be notified, student should log on to the secure area on KnowHope Plus ([plus.hope.edu](http://plus.hope.edu)), access the Personal Information section, select Update Emergency Contacts, and input the contact information for that person and changing the relationship selection to “Missing Person Contact.” Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information and contact the individual.

Questions about this policy may be directed to the Dean of Students office at 616- 395-7800.

## **POLICY: EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION**

*As used in this document, the term “reporting party” refers to the person impacted by alleged discrimination. The term “responding party” refers to the person who has allegedly engaged in discrimination.*

### **APPLICABLE SCOPE**

Hope College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the College’s Equity Resolution Process (ERP), as detailed below. When the responding party is a member of the Hope College community, the ERP is applicable regardless of the status of the reporting party who may be a member or non-member of the campus community, including, but not limited to, students, student organizations, faculty, administrators, staff, guests, visitors, campers.

### **TITLE IX COORDINATOR**

Sara Dorer serves as the Title IX Coordinator ADA/504 Coordinator and oversees implementation of Hope College’s disability compliance and the College’s policy on equal opportunity, harassment and nondiscrimination. The Title IX Coordinator heads the Title IX Advisory Team and acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the Hope College President at 616-395-7780 or [president@hope.edu](mailto:president@hope.edu). To raise concerns regarding a potential conflict of interest with any other administrator involved in the ERP, please contact the Title IX Coordinator.

Inquiries about and reports regarding this policy and procedure may be made internally to Sara Dorer, Kim Frey or John Jobson (contact information listed below.)

**INQUIRIES MAY BE MADE EXTERNALLY TO:**

Office for Civil Rights (OCR)  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-1100  
 Customer Service Hotline #: (800) 421-3481  
 Facsimile: (202) 453-6012  
 TDD#: (877) 521-2172  
 Email: OCR@ed.gov  
 Web: <http://www.ed.gov/ocr>

**THE LOCAL OFFICE OF CIVIL RIGHTS CAN BE CONTACTED AT:**

Office for Civil Rights (Cleveland Office)  
 U.S. Department of Education  
 1350 Euclid Avenue, Suite 325  
 Cleveland, OH 44115-1812  
 216-522-4970  
 Equal Employment Opportunity Commission (EEOC)  
 Contact: <http://www.eeoc.gov/contact/>

**REPORTING DISCRIMINATION**

Reports of discrimination, harassment and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to the Hope College's jurisdiction, the ability to investigate, respond and provide remedies may be more limited:

Report directly to the Title IX Coordinator [or deputies];

Sara Dorer  
 Title IX Coordinator/Compliance Officer  
 Office of the President  
 DeWitt Center, Room 220  
 (616) 395-6816  
[dorer@hope.edu](mailto:dorer@hope.edu)

Kim Frey  
 Deputy Title IX Coordinator  
 Human Resources  
 Anderson-Werkman Center, Suite 210  
 (616) 395-7327  
[frey@hope.edu](mailto:frey@hope.edu)

John Jobson  
 Deputy Title IX Coordinator  
 Student Development  
 DeWitt Center, First Floor

(616) 395-7800  
[jobson@hope.edu](mailto:jobson@hope.edu)

Report online, using the reporting form posted at [hope.edu/reportdiscrimination](http://hope.edu/reportdiscrimination); and/or  
 Report by calling Campus Safety at (616) 395-7770.  
 Report by contacting your supervisor.

All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Such reports may also be anonymous. Anonymous reports will be investigated to determine if remedies can be provided. Additionally, all employees of Hope College (with the exception of those designated as confidential employees) are designated as mandated reporters and will share a report with the Title IX Coordinator promptly.

Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Hope College President (DeWitt Center- 2<sup>nd</sup> floor, 616-395-7780 or [president@hope.edu](mailto:president@hope.edu)).

Student complaints regarding an accommodation decision made by Disability Support Services should be directed to the Director of the Academic Success Center to review the accommodation decision(s) under question. If a complaint cannot be resolved by the Director of the Academic Success Center, the student may file a complaint with the Title IX Coordinator/Compliance Officer using the online form.

Students with complaints regarding alleged disability based discrimination should first speak to their assigned Disability Support Services advisor about the situation to see if an immediate resolution can be achieved. If the issue cannot be resolved by the DSS counselor/advisor, the student will be directed to file a report through this nondiscrimination policy for management of the complaint.

Employees with complaints regarding an accommodation decision made by Human Resources should file a complaint with the Title IX Coordinator/Compliance Officer using the online form.

## **JURISDICTION**

This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial Hope College interest. A substantial Hope College interest is defined to include:

Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;

Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;

Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

Any situation that is detrimental to the educational interests of the Hope College.

## **HOPE COLLEGE POLICY ON NONDISCRIMINATION**

Hope College adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. Hope College is committed to the concept of equal rights, equal opportunities and equal protection under the law. It administers all programs--admissions, financial aid, employment, instruction and services--without regard to race, color, religion, age, sex, height, weight, national origin, marital status, or handicap, except in the event of a bona fide non-disqualifying occupational qualification.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of Hope College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College according to the Equity Resolution Process described below. Non-members of the campus community who engage in discriminatory actions within Hope College programs or on Hope College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with Hope College programs as the result of their misconduct. All vendors serving the Hope College through third-party contracts are subject by those contracts to the policies and procedures of their employers.

## **HOPE COLLEGE POLICY ON ACCOMMODATION OF DISABILITIES**

Hope College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The Title IX Coordinator/Compliance Officer has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any allegation of noncompliance.

## **STUDENTS WITH DISABILITIES**

Hope College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Academic Success Center to meet with the Coordinator of Disability Services or the Assistant Director of the Academic Success

Center/Head of Disability Services. They review documentation provided by the student and, in consultation with the student, determine which accommodations are appropriate to the student's particular needs and academic programs.

### **EMPLOYEES WITH DISABILITIES**

Pursuant to the ADA, Hope College will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Director of Human Resources and provide appropriate documentation. The Director of Human Resources will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

### **HOPE COLLEGE POLICY ON DISCRIMINATORY HARASSMENT**

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Hope College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Hope College policy.

An important determination of responsibility for harassment is whether harm or injury, intentional or unintentional, caused by an action could have been foreseen.

The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment (as defined below), or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under College policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources and students should contact the Associate Dean of Students.



## SMALL UNMANNED AIRCRAFT SYSTEM (UAS)/DRONE POLICY

To provide a safe and productive environment for such activity, all use or control of unmanned aircraft systems (UAS) taking place within or above the boundaries of Hope College shall fully comply with:

- Current Federal Aviation Administration (FAA) regulations;
- Any local or state laws regarding use of such devices;
- All guidelines established by the Academy of Model Aeronautics (AMA) and the "Know Before You Fly" initiative.

All UAS activity must be pre-approved by Hope College. The use of drones and model aircraft for hobby or recreational use on Hope College property is not permitted. Drones used for official college educational and research purposes shall follow the Commercial Use application process.

For commercial use (as defined by the FAA but always inclusive of any use for compensation or in connection with a business or employment) authorization from Campus Safety shall be requested no less than 10 days prior to UAS activity via a Small Unmanned Aircraft System (UAS)/Drone Application. Applications must include:

- Name of requesting business entity;
- Name, address of operator;
- Phone number at which the operator can be reached during flight activity;
- UAS make, model and serial number;
- Date, duration, and boundaries of flight activity;
- Description of the commercial nature of the operation;
- Certificate of insurance demonstrating coverage for requested UAS activities (Additional Insured coverage may be required);
- Proof of compliance with then-current FAA regulations (copies of registration, operator certification, Certificate of Waivers, etc.);
- Any other details requested;

In situations where there are extenuating circumstances that do not allow the time requirement to be met, the Director of Campus Safety or their designee can authorize the use permit. All other requirements must be followed without exception.

Use of UAS at Hope College athletic events and athletic events taking place on College property is restricted to pre-approved commercial use as outlined above.

Resource: [faa.gov/uas](http://faa.gov/uas) (FAA UAS regulations)

Resource: [modelaircraft.org](http://modelaircraft.org) (Academy of Model Aeronautics)

Resource: [knowbeforeyoufly.org](http://knowbeforeyoufly.org) ("Know Before You Fly" initiative)

## **SMOKING POLICY**

The Ottawa County Smoke-Free Indoor Air Regulation became effective on January 1, 2008. This regulation requires all public and private employers to prohibit smoking in all enclosed areas and within twenty-five feet of any entrance, operable window, and ventilation system. Hope College became a smoke free campus on January 1, 2008.

Smoking (including e-cigarettes) will not be permitted in any campus owned or leased building, in any residence hall, apartment, or cottage, on any campus walkway or green space or outside in college parking lots.

Smoking (including e-cigarettes) is permitted in private vehicles (including those parked in college lots) and on public right-of-ways away from building entrances. Please adhere to the twenty-five foot distance and dispose of your smoking materials appropriately before reentering the campus area.

The College is supportive of smoking cessation programs and will work with faculty and staff seeking help with their smoking habit. Please contact the Human Resources office for more information.

## **STUDENT LOAD**

The normal student load is 16 credits per semester. Regular enrolled students must carry a minimum of 12 semester credits of course work each semester to maintain full-time status. Veteran student under the G.I. Bill must carry a minimum of 12 credits to be considered full-time student and to receive maximum benefits. In order to maintain their visa status, foreign student need to maintain a minimum load of 12 credits per semester. Permission to take more than a normal load is based upon the student's previous academic record. Eighteen credits may be granted by the advisor. Application for more than 18 credits must be made to the Registrar.

A student's normal summer load is 3 to 4 credits in a four-week session. Overloads must be approved by the Registrar.

## **STUDENT ORGANIZATION TRAVEL POLICY**

All student organizations who travel any distance from the College as part of their activities must register their trip with the Student Development Office and the Registrar's Office. Below is a listing of the necessary forms that need to be completed and turned into the appropriate office prior to travel. \*Note: It is the program leader's responsibility to ensure that all paperwork is completed and turned in by the required deadlines. Failure to comply may result in the cancellation of the program.

ONE DAY PROGRAMS/TRIPS

<u>FORM</u>	<u>DESTINATION</u>
Assumption of Risk and Release for One Day/One Overnight Programs	Submit to Julie Dalman, Student Development Office at least 48 business hours before leaving.
Emergency Medical Info Card	Each student should complete and carry one of these cards. For cards, see Julie Dalman, Student Development Office for the cards.

ONE OVERNIGHT PROGRAM/TRIPS

<u>FORM</u>	<u>DESTINATION</u>
Eligibility to Participate	Submit to the Dean of Students at least 72 business hours before leaving.
Assumption of Risk and Release for One Day/One Overnight Programs	Submit to Julie Dalman, Student Development Office at least 72 hours before leaving.
Emergency Medical Info Card	Each student should complete and carry one of these cards. For cards, see Julie Dalman, Student Development Office.
Student Off-Campus Program Responsibilities	Take original forms with you. Send copies to the Dean of Students.

**TWO OR MORE NIGHTS PROGRAMS**

<b><u>FORM</u></b>	<b><u>DESTINATION</u></b>
Eligibility to Participate	Submit to the Dean of Students at least 72 business hours before leaving.
Assumption of Risk and Release for Two or More Nights Program	Submit to Julie Dalman, Student Development Office at least 72 business hours before leaving. You must include an itinerary and contact info!
Medical and Mental Health History	Take original CONFIDENTIAL forms with you. Leave copies with department secretary in a sealed envelope.
Emergency Medical Info Card	Each student should complete and carry one of these cards. For cards, see Julie Dalman, Student Development Office
Student Off-Campus Program Responsibilities	Take original forms with you. Send copies to the Dean of Students.

These forms can be found online at [www.hope.edu/admin/randr/material.html](http://www.hope.edu/admin/randr/material.html).

**TIMELY WARNING/EMERGENCY NOTIFICATIONS**

The College has a system in place for notifying the campus community when there is a matter of urgency that requires immediate attention. The College has the capability to send a text message to the cell phones of members of the campus community who have registered an emergency contact number through their [plus.hope.edu](http://plus.hope.edu) account. The CAMPUSMAIL email system allows for the dispatch of messages by the College to the Hope College email address of every student and employee. The College's internal website ([in.hope.edu](http://in.hope.edu)) is also utilized for posting messages of importance. The College also has in place an emergency telephone Calling Tree for notifying departments and buildings of matters of importance such as severe weather alerts. Messages deemed important to an external audience are posted on the College's website [hope.edu](http://hope.edu).

## RESIDENTIAL LIFE HOUSING POLICY

All degree-seeking students at Hope College will live in college-owned or controlled housing unless granted annual permission to live off-campus or to commute daily from their parent's home.

The Hope College vision statement includes a commitment to the residential nature of the college experience. All students live on-campus for three academic years. The majority of students live in a residential hall setting during the first two academic years. The College understands the need for independence in preparation for life after graduation and, therefore, has created living opportunities for students to reside in cottages and apartments after living in the residential hall setting for their first two years, as well as allowing senior students to live off-campus.

Degree-seeking students are those students who are pursuing an academic degree from Hope College. Students who are considered part-time status may request on-campus housing.

Degree-seeking students who are married will be exempt from this requirement provided they follow the application procedure. Proof of marriage will be required.

Exceptions to the Housing Policy may be granted to students who have earned 75 credits by January 31 prior to the academic year for which the exception is sought or those students who will be 23 years of age or older at the start of the academic year for which the exception is sought. (Note: The College reserves the right to alter the minimum number of credits required for the exception; changes will be publicized in a timely manner.) Exceptions also may be granted for extreme medical or psychological reasons.

Documentation from qualified medical and/or mental health professionals will be required.

Questions about this policy may be directed to Dr. John Jobson, Associate Dean of Students or Kristyn Bochniak, Associate Dean for Residential Life and Education, 616- 395-7800.

## HOSTILE LIVING ENVIRONMENT RESPONSE POLICY

This policy is intended to be utilized in situations where a hostile environment has been created within the assigned college housing. A “hostile environment” is defined as a situation in which one or more individuals in a living unit intentionally creates tension between roommates, making the residential environment unlivable for personal, academic and/or psychological reasons.

When a hostile environment occurs, the Residential Life staff will respond taking the following appropriate actions:

- A. A Residential Life staff member will meet with the student or students causing the disruption. Expectations of appropriate roommate behaviors will be stated and discussed at that time.
- B. Mediation of conflicts will be initiated by the Residential Life staff.
- C. Roommate contracts, which should have been completed in the beginning of the semester, will be revised to address issues of concern.

If the behaviors which have caused the hostile environment continue, Residential Life staff have the option to move the student or group of students causing the disruption to another room assignment and/or charging that student or group of students for the cost of the open space(s).

The policy also is applicable to situations in which a student or group of students intentionally discouraging a potential roommate from moving into the available space(s) in the housing assignment.

Questions about this policy may be directed to Dr. John Jobson, Associate Dean of Students or Kristyn Bochniak, Associate Dean for Residential Life and Education, 616-395-7800.

## HOUSING TERMS AND CONDITIONS

The following terms and conditions regarding college housing must be met by all Hope students and their guests. These terms may be altered only upon written approval by the Dean of Students. The terms and conditions are enacted for the safety and security of the Hope College community.

The administrative area of the college is responsible for seeing that these terms and conditions are met, and infractions are thereby handled administratively. If a student violates any of the following terms and conditions, depending on the circumstances of the situation (e.g., impact to the community), judicial action may result.

### AERIALS, ANTENNAE AND CABLE TV

Aerials, antennae, and satellite reception equipment may not be erected on any building, placed outside of windows, or used in any other manner that does not meet safety standards. It is against the law to splice or tamper in any way with cable television lines or in any other manner intercept cable television signals.

### AIR CONDITIONERS

Because of their power requirements, room air conditioners may not be installed by students. Students who have a medical reason for having an air conditioner must be approved through the Office of Disability Services (Request for Accommodations Form available [here](#)). If permitted, the air conditioner must be provided by the student and installed by the College's Physical Plant.

### BASEMENTS

The City of Holland prohibits the use of any basement for habitable space as defined in the city housing code for living areas, sleeping areas, or student areas unless it meets all code requirements for such space. Basements may not be used as living space (bedrooms, living rooms, game rooms, etc.) unless they are equipped with emergency egress windows.

Basements may be used as storage at your own risk. Any damage done to items due to facilities issues (i.e. broken water pipe, loss of electrical or waste back-ups) is not the liability of the College. No items may be placed within 15 feet around the furnaces and hot water heaters. No items may be placed in front of basement doors or the building's mechanical area access doors. No locked spaces may be accessed by students.

### CHECK-IN

Students who are assigned to live in residential facilities must complete check-in procedures when they enter each semester. Student entering residential facilities prior to the designated opening date and term, or students who have not received permission from the Student Development Office to enter residential facilities will be subject to the removal of belongings from the room and other disciplinary action.



## **CHECK-OUT**

Students withdrawing from housing during the academic year must complete checkout procedures within 48 hours of submitting a withdrawal form or receiving off-campus or commuter permission. Students leaving campus housing without following proper check-out procedures will be subject to removal of belongings from room, appropriate charges (cleaning, storage, etc.), and fines (improper check-out, etc.) This could include fines associated with not returning keys and/or access cards.

## **CHRISTMAS OR SEASONAL DECORATIONS**

Christmas or other seasonal decorations may not be hung in hallways or stairwells or on the exterior of buildings and windows. Because overloaded circuits and excessive paper create a fire hazard, this includes electrical lights, candles, and hall or doorway paper decorations. Live Christmas trees, branches, and wreaths are prohibited on campus. All Christmas decorations must be removed before students leave for Christmas break. Residential Life and the Occupational Health and Fire Safety Department reserve the right to request that decorations be removed.

## **COOKING**

For health and safety reasons, cooking is not allowed in residence hall facilities, except where kitchen facilities are provided. Larger residence halls have kitchens that are available for the preparation of snacks by the residents of the residence halls. These kitchens, however, are not to be used for the preparation of meals on a regular basis.

## **DAMAGE**

As students are responsible for the items in their rooms, charges will be made for damage to college furniture, equipment and rooms. Each student is responsible for what occurs in the room to which he/she is assigned.

## **ELECTRICAL EXTENSION CORDS**

No extension cords may be permitted to extend the length of a surge protector and no extension cords plugged into the surge protector to extend its distance to an electrical device. Taping down electrical cords, extension cords, or placing them under rugs or carpets is prohibited.

Decorative strands of lights are permitted with an Underwriter's Laboratories label or listing (UL). DO NOT exceed the number of permissible strands plugged in together in one circuit (typically 3 strands) or extend their length with any extension cords to reach an electrical outlet.

## **ELECTRICAL APPLIANCES**

No electrical appliances with exposed heating elements are permitted in college residence facilities. A short list of approved appliances is stated below. All appliances must be in good working order and UL approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances, including microwave ovens, may not be used in student rooms because of fire hazard related to electrical drain or overload. Appliances using significant amounts of power or a large

number of appliances in a student room must be approved by the Director of Campus Safety. Refrigerators of more than five cubic feet are prohibited. The College may add or remove authorization of an item based on additional information or risk. \*Allowed in cottages and apartments only.

<u>AUTHORIZED</u>	<u>UNAUTHORIZED</u>
UL approved iron	Microwave*
Hot pot	Toaster*
Hair dryer	Space heater
Curling iron	Halogen floor lamps
Clothes steamer	Toaster ovens*
Hot air popcorn popper	George Foreman - type of grills*
Coffee pot	Waffle Maker
Desk halogen lamps	Induction Cooktops

## **FURNITURE**

Students may not remove furniture from lounges, study rooms, or student rooms. Students doing so may be charged with theft. Also, all college property (including headboards of beds) must remain in the students' room. Students also may not place non-patio furniture on the porches of college property.

## **GUESTS**

The right of a student to live in reasonable privacy takes precedence over the privilege of his or her roommates, suitemates, apartment mates, or housemates to entertain guests. In no event are guests allowed to remain more than three nights. Guests of the opposite sex are not allowed overnight guest privileges. Hope College students are responsible for their guests and are subject to disciplinary action (including payment of any damages) if their guest violates college policies. At Hope College events, students and their guests are expected to behave respectfully and in the spirit of the occasion.

## **HALLWAY DECORATIONS**

Small name tags and memo boards are the only items which may be hung in hallways or stairwells or on room doors. Announcements may be posted on bulletin boards.

## **KEYS AND CODES**

Students who lose keys and/or ID cards must have them replaced within 72 hours. A charge will appear on your account if access cards are not returned and in good condition. New ID cards may be obtained at Campus Safety, 616-395-7770.

## **LOCK OUTS**

Students are responsible for making sure that their residence is secure and carry their keys/ID cards with them in order to prevent being locked out. If a student is locked out, a Residential Life staff member or Campus Safety may assist them. Each student is allowed two lock outs per semester. Students may be fined \$50 for every lock out that occurs thereafter.

## **LOCKS**

Student may not place additional locks or create any entry way obstacle in any Hope facilities.

## **MEETING/GATHERING AREAS**

College cottage and apartment settings do not meet minimum guidelines needed to allow areas to be termed “places of assembly.” As a result, no more than 49 individuals may be in a housing unit at any time. The college discourages event meetings/gatherings of less than 49 people if safety issues are still a concern due to the structure/design of the building.

## **PERSONAL PROPERTY**

The college is not responsible for items lost, stolen, or damaged in student rooms, storage areas, or elsewhere on campus.

## **ROOM RESPONSIBILITY**

Resident rooms must be in the same condition upon departure as they were upon arrival. Room damages or decorating violations will be assessed and charged against the resident(s) responsible. If a responsible party does not come forward, the damage bill will be split among all residents of the room.

Pictures, posters, and other materials must be hung with blue painters tape only. Nails, tacks, screws, glue, plastic hooks, and other adhesives may not be used on walls, ceilings, wardrobes, woodwork, doors, or furniture. Any damage done by adhesives (including blue tape) will be assessed as repairable damage to the residents.

Alterations (including but not limited to painting) to a room/apartment/cottage or to any college property within a room/apartment or common area is prohibited.

**SMOKING**

Smoking is not allowed in any campus facility, including student housing. Refer to Smoking Policy

**SOLICITATION**

There is no solicitation allowed inside or outside the residential facilities. This includes student rooms as well as hallways and lobbies. See Student Behavior Policy 13.3

**VIDEOCASSETTES AND VIDEODISCS (DVD)**

Federal law restricts the use of VHS tapes or DVDs to private showings and prohibits their public performance.

**WATERBEDS**

Waterbeds are prohibited in college housing.

**WINDOW SCREENS**

Screens are to be kept in place at all times. Students will be fined \$100 if the screens are removed.

**WIRING**

Students may not use additional wiring (not provided by the college) in residential facilities. Extension cords are discouraged as much as possible unless the cord is being used to connect a single appliance to an outlet. Cords must be UL approved, and breaker power stripes are encouraged; they must not be spliced, taped, frayed, or routed under carpeting or across hallways or doorways. Dimmer switches and ceiling fixtures may not be installed. Telephone lines must also not create a tripping hazard and cannot be routed across doorways or hallways.

## **SHARPS DISPOSAL POLICY**

In order to protect all students, visitors, and housekeeping staff on campus any students using needles are expected to dispose of such items in an appropriate manner. The recommended method to properly discard of needles is to place used needles in a red bio-hazard sharps container and bring the container to the Student Health Center for further disposal. Red bio-hazard sharps containers are available to any student requesting one (free of charge with no questions asked).

The institution recognizes that in certain situations a bio-hazard container may not be readily available. In this instance students are directed to recap used needles and place in a plastic puncture resistant container (such as an empty detergent bottle) and tape the lid securely. This is not the preferred method of disposal since these container are puncture resistant not puncture proof. These containers should also be brought to the Health center to be labeled with a biohazard sticker and checked to be intact and secure. These containers should NOT be place in regular trash receptacles on campus. Students may also opt to take used needles home with them for further disposal.

Any student coming from home with their own “sharps disposal system” that differs from the above recommendations will need to have this system cleared through the Health Center prior to use.

## **STUDENT CONDUCT AUTHORITY**

The Dean of Students is vested with the authority over student conduct by the President. The Dean of Students appoints the Associate Dean of Students to oversee and manage the student conduct process. The Dean of Students and Associate Dean of Students may appoint judicial boards and Judicial Officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Associate Dean of Students (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim/survivor’s statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

## INTERPRETATION AND REVISION

The Associate Dean of Students will develop procedural rules for the administration of hearings that are consistent with the provisions of the *Student Behavior Policies*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of email or written communication.

The Associate Dean of Students may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the Student Handbook. The Associate Dean of Students may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Associate Dean of Students will be referred to the Dean of Students, whose interpretation is final. The *Student Handbook* will be updated annually under the direction of the Associate Dean of Students with a comprehensive revision process being conducted every 5 years. The revision process should include key stakeholders including students.

## APPROVAL AND IMPLEMENTATION

This Student Handbook was approved at the May 1, 2018, Campus Life Board meeting for implementation starting in the 2018-2019 academic year.