



DORDT

UNIVERSITY

Student Handbook

Spring 2021

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Overview

Dordt University is a community of Christians that strives to grow and mature in the knowledge and understanding of God and his creation. This happens inside and outside the classroom.

DORDT UNIVERSITY MISSION STATEMENT

As an institution of higher education committed to the Reformed Christian perspective, Dordt University equips students, alumni, and the broader community to work effectively toward Christ-centered renewal in all aspects of contemporary life.

We carry out our educational task by:

- Developing a biblical understanding of creation and culture
- Discerning the pervasive effects of sin throughout our world
- Celebrating and proclaiming the redemptive rule of Christ over all of life and all of creation
- Nurturing a commitment for challenging the forces that distort God's good creation and all of human activity
- Offering academic programs, maintaining institutional practices, and conducting social activities in a visionary, integrated, biblically informed manner
- Fostering a climate in which discipleship becomes a practiced way of life both on and off campus

The mission of Student Services is to nurture a vital Christian learning community that seeks to develop wisdom according to the mind and character of Christ.

This handbook helps give direction via information and policies for the Dordt University community. All students are responsible for being aware of the information and policies in this handbook and, by virtue of their decision to attend Dordt University, have agreed to obey these policies. Students are encouraged to read it thoroughly and contact any member of Student Services with questions.

Living in Christian Community

THE DORDT UNIVERSITY COMMUNITY

At Dordt University we attempt to be a community of people dedicated to growing in the knowledge of God, Father, Son, and Holy Spirit, and of his creation. We seek to apply this knowledge in each person's life as well as in the area of his or her chosen career. In other words, we seek to serve as well as to prepare for service in the kingdom of Jesus Christ.

Because the majority of Dordt students live on or near campus, Dordt is able to offer each person the experience of functioning as part of a unique community. While Dordt is a community of persons, it is more importantly a community of Christians. Thus, it seeks to model itself after the believing community which is described in Acts 2:42-47 as working together, praising God always, and constantly looking out for the needs of the rest of the community.

In addition we are exhorted to "...be likeminded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interest, but also to the interests of others. Your attitude should be the same as that of Christ Jesus." Phil. 2:2-5 NIV

In the spirit of these commands, Dordt assumes that all present and potential students will prayerfully consider that their responsibility involves seeking and upholding standards and behavior that enhance the welfare and best interests of the whole group. With the diverse needs of the many individuals that make up the Dordt University community in mind, certain behavioral standards have been developed. While only faith in Jesus Christ can provide the basis for our relationship to God, these standards have been adopted to promote both the growth and the testimony of our community.

RESPONSIBILITIES OF MEMBERSHIP IN THE COMMUNITY

As a Christian university dedicated to the task of providing an education which is in accordance with the Word of God, Dordt strives to establish an environment that is conducive to the spiritual development and welfare of its students. Dordt University desires to have students who are men and women committed to Biblical-Christian principles of life.

The faculty, staff, and students at Dordt University constitute a Christian community in which all must seek to speak the truth in love as brothers and sisters in the Lord. Faculty, staff, and students should admonish and encourage one another unto lives of faithful obedience to him (Matt. 18:15-17). It is expected that students will strive to obey the Lord's teaching in every area of their lives on campus and off campus. Students who do not share this Christian view of life may not be in a position to appreciate Dordt University's educational experience. Students who come to Dordt should be fully prepared to abide by Christian standards and the policies adopted by the university.

With the above principles in mind, Dordt assumes that students will prayerfully comply with the guidelines listed in this handbook.

General Information

ACADEMIC ASSISTANCE

The Academic Enrichment Center offers a number of academic support services which are available at no additional charge to all students. Services include peer tutoring in both core courses and many major courses; assistance in study skills through individual meetings with professional staff, peer mentors, and a variety of resources on our website; tutor-led evening "drop-in" help sessions in several courses; writing assistance by appointment and "drop-in" proofreading in the underclassmen residence halls. The Academic Enrichment Center also provides specialized services for international and ELL students, students with disabilities, students on academic probation, and students who are provisionally admitted. Located in the lower level of the library, the Academic Enrichment Center is open from **8:30 a.m.-5 p.m. and 7-9 p.m. Monday through Thursday and from 8:30 a.m.-3:30 p.m. on Friday**. Students may schedule appointments three ways; they may stop in at the Academic Enrichment Center reception desk, call 712-722-6487, or complete the online tutor request form on our website.

ACADEMIC STANDING AND ELIGIBILITY FOR FINANCIAL AID

All incoming freshmen and transfer students who are admitted in good academic standing are eligible for financial aid. Continued eligibility for financial aid is dependent upon both good academic standing and satisfactory progress toward graduation, which are monitored at the end of each semester.

If either good academic standing or satisfactory progress toward graduation is not attained a student will be limited to one more semester of financial aid. Likewise, students who are admitted on academic probation, including students readmitted after a period of academic dismissal, will be limited to one semester of financial aid. Students may receive additional semesters of financial aid if they meet both satisfactory progress toward graduation and a minimum semester grade point average specified by the financial aid office.

Academic standing is determined by a student's grade point average. A student is expected to maintain a minimum cumulative 2.0 grade point average to graduate. When the cumulative grade point average is below the required minimum GPA for good standing, the student will be placed on academic probation.

Academic Alert. Students who finish a semester with a cumulative GPA below the graduation requirement will be alerted to their academic status at the beginning of the following semester. Students will be informed of the support services available and encouraged to make use of them. Academic alerts may also be issued during a semester when an instructor reports that a student is in danger of failing his or her course. Academic alerts do not result in any additional restrictions of activity or loss of financial aid, but are intended to inform students of their current situation so they can take action to correct it.

Academic Probation. Students who finish a semester with a cumulative GPA below the specified standard will be placed on academic probation. Students are notified by letter when placed on probation. The academic policies committee will set certain requirements for a student on probation - including a minimum GPA to be attained in the following semester. A student who has been placed on academic probation and fails to meet the requirements established by the committee the following semester will be

subject to academic suspension. Probation may result in the loss of athletic eligibility and certain financial aid.

Academic Suspension. Students who finish a semester with a cumulative GPA below the specified standard are subject to academic suspension from the university for a period of one semester. Students suspended from the university will be notified of their suspension immediately in writing and will be given an opportunity to file a letter of appeal prior to the start of the next semester. Students filing an appeal must do so in writing to the Registrar by the time indicated in the notification of suspension. The letter of appeal should explain the situation leading up to the suspension-including extraordinary circumstances such as serious illness, injury, or family crisis-and include a specific plan for correcting the problems. Students allowed to return on the basis of an appeal will be placed on academic probation as described above.

Students who do not file a letter of appeal or whose appeal is not granted may apply for readmission after a lapse of one semester. Readmission is not automatic but is based on evidence that the circumstances leading up to the suspension have been resolved. Any student, regardless of prior academic standing, who receives less than a 1.0 GPA in any given semester, is subject to academic suspension at the end of the semester.

Academic Dismissal. Students who have been suspended and re-admitted and who fail to meet the requirements specified by the academic policies committee will be subject to permanent academic dismissal. Any full-time student who earns no grade points in any given semester is subject to permanent academic dismissal. Students should be aware that federal regulations require that students maintain satisfactory progress in order to continue to receive financial aid. Dordt University also requires satisfactory progress for all institutionally controlled financial aid. Poor grades can impinge on a student's financial resources.

Satisfactory progress toward graduation is defined in terms of successfully completing 12 credits (excluding repeated courses) or 70% of credits for which a student is enrolled in a given semester. The minimum percentage of successful completion is calculated by dividing the number of successfully completed hours (i.e., those with a grade of A, B, C, D, or P) by the sum of cumulative hours enrolled (including those courses with WP, WF, or F grades and late grades) X 100.

A student receiving financial aid must complete his/her program within the equivalent of six years of full-time enrollment. If a student transfers to Dordt and has transfer hours applied to a program he/she plans to complete at Dordt, the monitoring of progress will begin at the point he/she begins at Dordt. For example, a student has 62 hours transferred to Dordt. He/she must still earn 70% of each semester's earned hours to continue to be eligible for federal and state aid.

If the student is enrolling full-time (at least 12 hours), this would indicate that the student must complete a degree within 2 1/2 years. If a student loses financial aid eligibility due to consecutive semesters of not making satisfactory progress, the financial aid office will notify the student in writing of the specific procedures and minimum requirements necessary for reinstatement of financial aid for the next semester. There may be instances where a student (if allowed to remain in school by the Academic Policies Committee) will receive no financial aid for a semester until grades can prove that once again the student is making satisfactory academic progress.

There may also be a situation where a student is in good academic standing or on academic probation, but will not meet the criteria for financial aid (e.g., a student who received three A's and two F's will not meet the 70% completion requirement even though the cumulative GPA is 2.40 and he/she is considered in good academic standing). Students may appeal the loss of financial aid to the director of financial aid when there are special circumstances such as illness or death in the family. The director may grant the appeal after consultation with at least two other staff members from the admissions, student services, or academic offices.

Students should be aware that only truly mitigating circumstances will be considered. Appeal requests must be in writing and must include a statement from a member of the admissions, student services, or academic offices or a faculty advisor. The written appeal documents will be kept in the student's financial aid file. Should an appeal be granted, the student will be allowed to continue with financial aid for the semester, but will remain in a probation category.

ACADEMIC INTEGRITY

Dordt University is committed to developing a community of Christian scholars where all members accept the responsibility of practicing personal and academic integrity in obedience to biblical teaching. For students, this means not lying, cheating, or stealing others' work to gain academic advantage; it also means opposing academic dishonesty.

Academic Dishonesty. Students found to be academically dishonest will receive academic sanctions from their professor (from a failing grade on the particular academic task to a failing grade in the course), who will report the incident and the sanction given to the appropriate committee for possible institutional sanctions (from a warning to dismissal from the university). The student life committee will respond to reports of undergraduate student dishonesty, and the graduate admissions and student life committee will respond to reports of graduate student academic dishonesty.

Appeals in such matters will be handled by the student disciplinary process as outlined in the [Student Handbook](#).

DEFINITIONS

Academic dishonesty at Dordt University includes, but is not limited to, the following behaviors:

1. **Stealing/Plagiarizing:** copying another's work or ideas and creating the impression that they are one's own by failing to give proper credit or citation. This includes reading or hearing another's work or ideas and using them as one's own; quoting, paraphrasing, or condensing another's work without giving proper credit; purchasing or receiving another's work and using, handling, or submitting it as one's own work.
2. **Cheating:** unauthorized use of any study aids, equipment, or another's work during an academic task. This includes using unauthorized aids or other equipment during an examination; copying or looking at another individual's examination; taking or passing information to another individual during or after an examination; taking an examination for another individual; allowing another individual to take one's examination; stealing examinations.

- All graded academic tasks are expected to be performed on an individual basis unless otherwise stated by the instructor.
 - An academic task may not be submitted by a student for course credit in more than one course without the permission of all instructors.
3. **Lying/Fabricating:** the intentional, unauthorized falsification or invention of any information or citation during an academic task. This includes changing or adding an answer on an examination and resubmitting it to change the grade; inventing data for a laboratory exercise or report.
 4. **Facilitating Academic Dishonesty:** knowingly allowing or helping another individual to plagiarize, cheat, or fabricate information.

ATTENDANCE

Students are expected to be present for every class and laboratory period. Penalties for absence from class are left to the instructor. No designated number of skips is permitted.

Student Responsibility: Students shall notify each professor concerning the reason for absence prior to or immediately upon returning to class or in accordance with the instructor's method of accounting for absences.

Unexcused absences are defined as failing to notify the instructor of the reason for the absence, or if the instructor deems the reason as illegitimate.

Faculty initiatives: The instructor may contact student services to check on the illness record of the students. They should also alert student services and contact the student directly concerning excessive absences, and must, if asked, report attendance patterns. Any instructor may, after due warning and according to guidelines established in the class syllabus, penalize the student by reducing the semester grade by a given percentage.

Student Services Responsibility: Normally, student services does not notify instructors concerning student illness. Student services may alert instructors to serious problems. Decisions to inform instructors about serious problems will be made balancing the need to respect confidentiality and the responsibility to keep instructors appropriately informed about their students. Any student with serious problems is strongly advised to work closely with student services and follow the process to insure adequate communication between all parties in as efficient a way as possible.

Excused Absence for Activities: Students have obligations in many realms, so special care shall be taken not to demand commitments for participation in extra-curricular events that cause neglect in other areas. Sponsors/coaches shall inform students from the beginning of the time and effort expected of them. Sponsors/coaches shall demand a minimum of absences from other classes, restrict student involvement to only those crucially involved, and make efforts to choose a time/date for the event that is least invasive of classroom or lab time. In the case of conflicts, resolution shall be the responsibility of the sponsor/coach and the instructor with no penalty to the student (The appeals process outlined in the section titled Complaints Regarding Instruction in the Student Handbook shall be used if needed). The sponsor shall email faculty and student services a list of names, dates, and activities in advance of the event. **The student must contact the instructor and make arrangements for any missed work.**

BUILDINGS AND EQUIPMENT

Students are not permitted to use university equipment without special permission from the administration or department head. Equipment and furniture may not be moved from one part of the building to another or from one building to another, without permission from the building supervisor or department head.

BULLETIN BOARDS

All official announcements are placed on the announcements on bulletin boards and on u.dordt.edu, the campus intranet site. Students are expected to read the announcements each day. Announcements on u.dordt.edu must be submitted online [at this link](#); announcements may take up to 48 hours to publish.

Items to be posted in residence halls, library, Campus Center, other classroom buildings, or the commons must be submitted to the student services office for approval. Items posted on campus without the required "*Student Services Approved*" stamp will be removed.

CLUBS AND STUDENT ORGANIZATIONS

Clubs are organized upon the request of students or Student Government to meet the needs and interests of groups of students. Requests for new clubs should be submitted for approval to Student Government. The group will give assistance in the establishment of new clubs.

COMPLAINTS REGARDING INSTRUCTION

The following procedures shall apply to complaints regarding instruction that may arise:

Concerns must be specific and the student making a complaint must do so personally with the individual(s) involved. Every attempt must be made to resolve the problem as close to its origin as possible. The dean for curriculum and instruction is available to give further information regarding the steps below and to help facilitate this process.

1. The student shall first seek resolution of the complaint with the instructor.
2. If resolution is not reached, then efforts should be made to seek resolution with assistance from the instructor's division chair, who will consult with the student and instructor (and may also confer with the department chair).
3. If resolution is not reached, efforts should next be made to seek resolution with assistance from the dean for curriculum and instruction, who will consult with the student, instructor, and division chair.
4. The Curriculum and Academic Policies Committee will consider a student's written, signed complaint only after all other levels have proven to be unsatisfactory. The committee's decision will be binding.

The student should initiate the complaint process within one academic term of completion of the course. (For a course completed in the spring or summer, the complaint should be initiated no later than the fall of that same calendar year. For a course completed in the fall, the complaint should be initiated no later than the spring of that same academic year.) To request exceptions to this timeline and process due to extenuating circumstances, the student must submit a written request to the dean for curriculum and instruction for consideration.

COPYRIGHT COMPLIANCE POLICY

A. STATEMENT OF VALUES

We at Dordt University recognize and respect intellectual property rights and are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works.

B. STATEMENT OF INSTITUTIONAL OBLIGATIONS REGARDING COPYRIGHT

As a matter of moral integrity and adherence to copyright law, Dordt University sets forth these policies for all employees and students:

1. No employee or student of Dordt University may reproduce any copyrighted work in print, video or digital form in violation of the law. Works are considered protected even if they are not registered with the U.S. Copyright Office or any registering agency outside the U.S. and even if they do not carry the copyright symbol (©). In general, the laws that apply to printed materials also apply to visual and digital formats. Copyrighted works include, but are not limited to:

- articles from print publications,
- articles in online publications,
- books,
- online videos, movies, TV and radio programs,
- recorded music performances,
- images,
- training materials, manuals and documentation,
- software programs,
- databases,
- websites and blogs
- streaming media,
- music downloads,
- mobile apps,
- CDs and DVDs

2. Dordt University designates the Director of Library Services as the copyright officer to administer our copyright policy. The Director of Library Services can help to determine whether a work is covered by fair use, the TEACH Act, or existing licenses and can provide advice on how to handle any special copyright issues.

3. To obtain permission to reproduce copyrighted works outside of Dordt University and/or to use such works in ways that are not covered by fair use, the TEACH Act, or existing license agreements, employees should request permissions by contacting the copyright holder. Direct questions about specific procedures to the Director of Library Services.

C. INSTRUCTIONS FOR HANDLING COPYRIGHT INFRINGEMENT

Dordt University expects its employees and students to be responsible consumers of copyrighted materials. We also encourage employees and students to educate their peers on copyright compliance.

If any employee or student witnesses a potential copyright infringement, please bring the matter to the attention of the individual as well as to our Director of Library Services. Employees or students who illegally duplicate copyrighted works may be subject to disciplinary action.

EMPLOYMENT

Dordt University employs students in various positions on campus. Information concerning on and off-campus positions may be received from the director of financial aid. The university

cooperates with local merchants, business managers, and farmers in distributing information to all students about job openings and temporary employment. Questions regarding student employment should be directed to the financial aid office (712-722-6226).

FOOD SERVICE

All students living on campus are required to purchase a meal plan unless exempted by the university. Students living in residence halls must purchase either the Value or Reduced meal plan. Regular cooking is not permitted in the university residence halls. Juniors and Seniors living in an apartment-style residence must purchase either the Value, Reduced, or 5 meal plan.

Meal plan exemptions are permitted only as approved by the student life committee, wellness team, and/or vice president for student success and dean of students. Requests for a meal plan exemption must be submitted in writing to the vice president for student success and dean of students.

Students with special dietary needs should contact the director of dining services for assistance. Dordt Dining Services can work with students with special dietary needs to plan a menu that fits their needs.

On the university meal plan students have open access to the Commons and the Defender Grille during established meal hours. Students will be allowed in the dining hall and will be able to utilize the Defender Grille meal plan options only if they display their meal card or connect with the Eatable App. Lost cards may be replaced at the student services office (first level of the Campus Center) at a fee of \$10. The barcode will be changed in order to invalidate the lost card. Meal cards are non-transferable and are intended for use solely by the student who purchased the plan. Students may not lend their meal card to another student. Other restrictions on use apply.

DINING HALL HOURS OF SERVICE (may be subject to change)

Dordt Commons:

	Monday - Friday	Saturday & Sunday
Breakfast:	7:00 am - 9:30 am	8:30 am - 9:30 am
Grill:	10:30 am - 1:00 pm	
Lunch:	11:00 am - 1:00 pm	11:30 am - 1:00 pm
Dinner:	5:00 pm - 7:00 pm	5:00 pm - 6:00 pm

*On Wednesday the Dining Hall will open at the conclusion of Chapel

**On the first Monday of the month, the Dining Hall will open at the conclusion of the First Mondays Speaker's address

Defender Grille:

	Monday - Friday	Saturday & Sunday
Daily	11:00 am - 10:00 pm	CLOSED

FUNDRAISING

In order to effectively coordinate all university fundraising efforts, students and student groups may not solicit funds for their activities without the approval of the vice president for student success and dean of students and the vice president for university advancement.

GRADE CHANGE POLICY*

*This policy does not apply to clerical error.

1. The instructor of record shall have the prerogative to change a student's grade within one year after the reporting deadline. The registrar shall provide procedures for such changes.
2. A student may initiate, within one year of reporting deadline, an appeal for a change of course grade in cases where:
 1. The student can demonstrate that the instructor did not use the "means of evaluation and the weight of each means evaluation" described in the course syllabus.
 2. The student can demonstrate that the instructor was biased by student opinion or conduct in matters unrelated to academic standards.
3. Appeal process:
 1. When the instructor is still an employee of the university:
 1. The student shall first make an appeal to the instructor.
 2. If the instructor refuses to change a grade, the student may appeal in writing to the division chair. The division chair shall consult with the student, instructor, and department chair and seek resolution.
 3. If resolution is not reached, or if the division chair and the instructor rule against the appeal of the student, the student may appeal in writing to the curriculum and academic policies committee through the vice president for academic affairs. The decision of the curriculum and academic policies committee shall be final.
 2. If the instructor of record is separated from the university:
 1. The student may appeal in writing to the division chair.
 2. The division chair shall consult with the student and department chair and consider a grade change. If the appeal is granted, the department chair shall be identified as the instructor of record and process the grade change through the registrar.
 3. If resolution is not reached, or if the division chair and the department chair rule against the appeal of the student, the student may appeal in writing to the curriculum and academic policies committee through the vice president for academic affairs. The decision of the curriculum and academic policies committee shall be final.

STUDENT HEALTH AND COUNSELING CENTER

The Student Health and Counseling Center provides on-campus health care for all fulltime Dordt University students. It is available for ill visits, minor injuries, first aid, immunization records,

prescriptions for medication refills, medical information and referrals. A Registered Nurse is on staff daily to care for students and a Nurse Practitioner is available for a limited number of hours each week.

Student Health and Counseling Center is located on the lower level of the Campus Center. The office is open Monday through Friday, from 9:00-3:00. Walk-in visits are available from 9:00-12:00, and scheduled appointments are available between 12:30 and 3:00. Visits are free of charge, however, a fee is incurred for purchase of medications, or when the services of an outside laboratory are utilized. Contact Student Health and Counseling Center at 712-722-6990.

Sioux Center Health physicians are also available for student health care needs. Students are seen by appointment Monday - Friday from 8:00 a.m. - 5:00 p.m. and Saturday from 8:00 a.m. - 12:00 p.m. Sioux Center Health Urgent Care is open for walk-in visits Monday through Thursday, 6:00 p.m. - 8:00 p.m., and on Saturday and Sunday from 8:30 a.m. - 12:30 p.m. *Students should be prepared to provide insurance information at the time of service.* Charges for services at Sioux Center Health are the financial responsibility of the student. Sioux Center Health is located at 1101 9th St. S.E., phone 712-722-2609.

All medical emergencies or other health concerns requiring hospitalization should be reported to Student Services and residence life staff as soon as possible. Medical and hospital personnel will make the necessary contact upon request.

Students are expected to notify their professors and Student Services staff if they will need to miss classes due to illness. Students should contact the director of residence life for additional information.

IMMUNIZATIONS

With the goal of reducing risk of disease on campus, Dordt University requires that all new, incoming, transfer, and re-admitted students provide documentation of immunization. Immunization information must be submitted by July 1 (for students enrolling for Fall semester) and by January 2 (for students enrolling for Spring semester). Students are not allowed to register for a subsequent semester until the immunization requirements have been met. A complete list of the requirements is available on the [Student Health and Counseling Center website](#).

INSTRUCTOR PROCEDURES FOR THE UNCOOPERATIVE STUDENT

An uncooperative student's attitude may be characterized by disrespectfulness, disruptive classroom behavior, failure to submit assigned or required work, failure to appear for examinations, failure to respond to the instructor's request for an individual conference to discuss a problem, or a number of unexcused absences.

1. Instructors should discuss (or attempt to discuss) the situation with the student and should only invoke the following steps if the matter has not sufficiently improved after this discussion.
2. When an instructor encounters uncooperative behavior, an academic alert should be issued. This simultaneously informs the student, the advisor, the academic enrichment center director, the vice president for student success and dean of students, and the registrar. The academic alert describes the situation, recommends solutions, and provides automatic documentation.

3. The registrar, academic enrichment center director, and/or vice president for student success and dean of students will work with the student, the advisor, and the instructor to resolve the situation. Once they become involved, all parties should maintain documentation (attendance records, email messages, etc.) of any future discussions with the student relating to the situation.
4. If the situation persists, the instructor should file a second academic alert recommending that the student be removed from the class under the uncooperative student policy. The instructor should forward this alert to the department chair.
5. Those working with the student from step 3 will meet with the student, the instructor, and the department chair to review all documentation. This group has the delegated authority from the curriculum and academic policies committee to remove the student from the course or take other appropriate action.
6. Appeal process: Students wishing to appeal the decision may appeal to the Curriculum and Academic Policies Committee via the vice president for academic affairs. The decision of the Curriculum and Academic Policies Committee is final.

INSURANCE

Health Insurance. Dordt University strongly encourages that all students are covered under a health insurance plan. Students/Parents of US and Canadian students are generally covered under a parent's policy or by purchasing an insurance policy from an independent agent. Proof of insurance for US and Canadian students is not required unless the student is involved in intercollegiate athletic programs.

1. **International Students** will be automatically enrolled in the Dordt University international student health insurance plan. Cost and coverage information will be sent by email in the summer months. Coverage for international students is mandatory and students cannot waive participation in this plan, so students should not make arrangements to purchase their own health insurance coverage unless it is in addition to the plan that Dordt University provides.
2. **Canadian Students** who have an F-1 visa can voluntarily enroll in the international student insurance plan. To enroll in this coverage, students can complete the enrollment form found [here](#).
3. **Intercollegiate Athletes** need to provide the proof of insurance to the Athletic Department. If athletes need assistance securing a health insurance plan, please contact dordtatc@dordt.edu.

Property Insurance. The university's insurance does not cover personal items belonging to students. Students should check with their insurance agent to determine whether their homeowner's insurance will cover them while at university. If not, students should buy separate insurance if coverage is desired. Information about supplemental renter's insurance coverage is available at any insurance agency.

LIBRARY

The library is primarily designed to be a place of information exchange; however, it is also to be used as a place for quiet study. Students who must study together should reserve a seminar room or find another place outside the library to study where their talking will not disturb other patrons. Violators will be admonished or asked to leave the library. Hours are Monday through Thursday from 7:30 a.m. to midnight, Friday from 8 a.m. to 8 p.m., and Saturday from 9 a.m. to 8 p.m. The library is not open on Sunday. Hours for holidays and break periods will be posted at the library.

MAIL

Mail delivery service is provided in the Print and Mail Center located in the Ribbens Academic Complex. Stamps are available at the Print and Mail Center and at the Bookstore. The Print and Mail Center will also mail packages and letters by other carriers (UPS, FedEx, DHL, etc.) A special zip code has been designated for student mail: 51250-1668. The university picks up mail from the U.S. Post Office in Sioux Center and then university personnel distributes the mail to students through the Print and Mail Center. Students authorize the university to receive their mail and authorize university personnel to distribute the mail to the student.

Students may rent a post office box at the Post Office if they so desire. The university does not allow any external business, group, or constituency to distribute general notices or flyers to students. It is a federal offense to tamper with U.S. mail or mailboxes.

MOTOR VEHICLES

Students are permitted to have motor vehicles on campus. This privilege is continued as long as a student abides by the registration and parking regulations. All motorized vehicles (automobiles, mopeds, motorcycles, golf carts, snowmobiles, etc.) must be registered in accordance with the law of the state or province as well as with Dordt University. Vehicles can only have one Dordt University registration sticker.

Each student is responsible for being familiar with and obeying parking rules and regulations. Failure to read these regulations will not be considered an excuse for non-compliance.

Areas for parking are available throughout the university campus. However, convenient parking close to the classrooms and residence halls is not always available. There are lots designated for residential students, for commuter students, for faculty and staff, and for visitors. A map showing [parking areas](#) is provided to students by student services when they register their vehicle. Students should give themselves extra time to anticipate a walk from some lots to their class or residence and to exercise caution if they must cross other roadways.

Vehicle Registration

All students, faculty, and staff of Dordt University, whether full-time or part-time, are required to display a current Dordt University parking sticker on their motorized vehicle. Parking stickers can be obtained from the student services office in the first level of the campus center between the hours of 8 a.m. and 5 p.m. Temporary stickers are also available and can be obtained in Student Services. Vehicles without parking stickers will be ticketed. Stickers should be PERMANENTLY AFFIXED TO THE LOWER CORNER OF THE PASSENGER SIDE OF THE WIND SHIELD and may not be transferred from one vehicle to another. The parking stickers can be easily removed from the window at the end of the school year by using a razor blade.

The following rules apply to parking and operating a motor vehicle on campus:

1. The speed limit on campus is 15 mph.
2. Pedestrians always have the right-of-way.
3. Motor vehicles are not to be operated on sidewalks.
4. There is no parking in lots designated for commuters, faculty/staff, or visitors from 1 a.m. to 6 a.m.

5. Students may not park along the curb anywhere on campus except in designated areas on Defender Way, directly south of the classroom building. No overnight parking is allowed on Defender Way. There are designated faculty/staff and visitor only parking areas on the west side of the classroom building, and areas west and east of the Commons.
6. All areas marked by a green curb near the residence halls are available for designated residence life or housekeeping/maintenance staff only.
7. Handicapped parking areas are to be used by those persons who have obtained the appropriate sticker. This sticker must be obtained from a state motor vehicle department. Temporary handicapped stickers can be obtained with proper medical documentation from the student services office. All others will be subject to towing, wheel restraint, and/or fine.
8. Motor vehicles shall only be parked in those areas designated for parking. Motor vehicles shall not be parked in such a manner as to block sidewalks, roadways, fire lanes, or other parking areas. Parking on any grass area is prohibited as is parking on lines and parking in areas that have been marked with yellow curbs (except temporary parking as described above). **NO PARKING is permitted in ANY driveway except during designated times as indicated by signage.**
9. Permanent parking is not allowed AT ANY TIME in designated fire lanes; however, vehicles may temporarily park in fire lanes for 5-10 minutes with their flashers on. Vehicles parked in fire lanes without flashers are subject to immediate towing.
10. Dordt University assumes no responsibility or liability for loss or damage to any vehicle or its contents operated or parked on campus. It is advisable to keep cars locked at all times.
11. From time to time temporary parking restrictions will be communicated via email or through signage. Students are responsible for observing these temporary restrictions.
12. The person in whose name a vehicle is registered with the university shall be responsible for all violations associated with the vehicle.

Parking Fines

Fines for violating parking regulations are as follows:

Violation	Fee
Parking Violation	\$20.00
Non-Registered vehicle	\$50.00
Parking in designated Handicapped parking area	\$50.00
Moving Violation	\$50.00
Vehicle Restraint Removal	\$50.00 for first offense, with an additional \$50 fine for each successive offense.

A moving violation includes but is not limited to the following: Speeding, reckless or unsafe driving, driving on sidewalks, driving on grass, unauthorized driving on dirt roads or blocked roads.

Students receive a 50 percent discount if they pay Parking Violation fines within 72 hours of receiving the ticket (not including weekends). Fines assume the same status as any other university debt. Unpaid fines are sent to the Business office with a \$10 service charge at the end of each semester.

Students receive a 50 percent discount if they pay their Non-Registered vehicle fines and register their vehicle within 72 hours of receiving the ticket (not including weekends).

Vehicle Restraint Policy

Unauthorized vehicles and vehicles of those who are illegally parked or have accumulated three or more tickets will be subject to vehicle restraint. The vehicle owner will be responsible for paying a restraint removal fee of \$50.00 for the first offense, with an additional \$50 fine for each successive offense (example: 1st offense = \$50.00, 2nd offense = \$100 + meeting with vice president for student success and dean of students, 3rd offense = \$150 + meeting with vice president for student success and dean of students, etc). Any methods to circumvent the wheel restraint (such as, but not limited to: removal of wheel, attempt to remove through any form of destruction, damage to lock mechanism or any part of wheel restraint system) will be subject to a \$500 fine/replacement fee charged to the owner of the vehicle. To have restraint removed, please call [712-722-6076](tel:712-722-6076) during business hours or [712-722-6116](tel:712-722-6116) during non-business hours. Failure to pay the removal fee within 3 business days will result in towing at the owner's expense.

Towing Policy

Dordt University is private property, and the university reserves the right to deny the use of campus parking areas to unauthorized persons and those who flagrantly violate Dordt University parking regulations.

To provide for emergency vehicle traffic and pedestrian safety, the university reserves the right to tow cars away when deemed necessary. The university also reserves the right to tow away abandoned cars. Vehicles will be towed by a firm located in Sioux Center. The vehicle owner will be responsible for all costs charged by the towing firm. In the event that a vehicle is moved after the towing firm has been contacted, the owner will be responsible for the cost of the tow truck coming to campus.

Parking Appeals Process

All appeals to parking citations must be submitted to the student services office within 72 hours of the violation and must contain payment of the fine. Appeals made after 72 hours, or those without money, will not be considered. In completing the appeal, a person must explain why he/she believes that he/she is not in violation of the cited rule. The parking appeals committee has the power to approve or deny the appeal and to alter the monetary amount of each fine. The decision of the parking appeals committee will be final.

Winter Parking and Snow Removal

All parking policies are in effect during snow removal season. However, vehicles parked in unauthorized spaces will be subject to towing by the snow removal team as a means of safely and efficiently clearing the lot. Please remind your guests that they need to park in Lot 17 or 18 if they plan to be on campus after midnight. Please watch your email for important parking/snow removal notices through the winter season.

Vehicle Plug Ins

A limited number of plug-ins for use during cold weather is available on or before November 1 of each year. Students can pick up a diesel parking permit at no cost in the student services office. Any student found making use of the plug-in or parking in the plug-in spaces without the appropriate permit will be ticketed.

Parking Suggestions

Suggestions to improve the parking system on the campus are welcome by student services. Any suggestions should be directed to the vice president for student success and dean of students or your Student Government representative.

NONDISCRIMINATION POLICY

Dordt University is committed to nondiscrimination on the basis of age, color, disability, gender, national or ethnic origin, or race in the administration of its admissions, education, and employment policies as consistent with the requirements of the Age Discrimination in Employment Act of 1967, Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, Section 504 of the Vocational Rehabilitation Act of 1973 and the Iowa Civil Rights Act of 1965. Inquiries concerning compliance should be directed to Howard Wilson, vice president for university relations, who serves as Dordt University's Title IX coordinator and Section 504 compliance officer. His office is located in the Campus Center (number 223), and he can be reached at [712-722-6007](tel:712-722-6007) (office) and [712-539-9559](tel:712-539-9559) (cell).

NOTICE OF ACCESSIBILITY FOR STUDENTS WITH DISABILITIES

Dordt University is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), Dordt does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination. Equal access includes the accessibility of programs or activities and the learning environment.

Although certain facilities are not fully accessible to people with disabilities, Dordt University does adhere to the accessibility standard for existing facilities which states that the recipient's program or activity, when reviewed in its entirety, must be readily accessible to people with disabilities. Dordt University may meet this standard through such means as reassignment of classes or other services to accessible locations, redesigning of equipment, assignment of aides, alteration of existing facilities, and construction of new accessible facilities. Dordt University is not required to make structural changes in facilities where other methods are sufficient to comply with the accessibility standard described above.

The student with a disability is responsible for contacting the coordinator of services for students with disabilities (CSSD) in order to initiate services ([712-722-6490](tel:712-722-6490)). This contact should be made six months before the start of the semester of admission or as early as possible to ensure the accessibility of classrooms and housing and the availability of auxiliary aids. Students will be

asked to provide appropriate documentation of the disability. On the basis of the documentation, reasonable accommodations needed to offer equal access are implemented on a case by case basis; therefore, the documentation is most useful if it is no more than three years old. Reasonable accommodations may not lower course standards or alter degree requirements, but they give students with disabilities an equal opportunity to learn and demonstrate their abilities.

Students who believe they have been denied equal access should initiate the following procedures:

1. The student should report the situation to the vice president for university operations, Howard Wilson, who is Dordt University's 504 compliance officer. He can be reached in the Campus Center at [712-722-6007](tel:712-722-6007).
2. If the situation involves the accessibility of instruction (e.g., lack of classroom accommodations), the CSSD will advise the student and every attempt will be made to work with the instructor to resolve the conflict.
3. If the situation is not resolved or if the student does not agree with the CSSD, an advisory committee will be formed to review the situation and make a decision.
 1. The advisory committee should consist of:
 1. 504 compliance officer
 2. Chairperson of the academic policies committee
 3. Member of the psychology or special education departments
 4. Member of the Academic Enrichment Center of Student Services, if appropriate

OFF-CAMPUS PROGRAMS

Students must be in good academic and behavioral standing to be eligible to participate in off-campus programs. The off-campus program application process requires a signature from both the registrar's office and student services to verify the student's status. Dordt University students participating in off-campus programs are expected to live as members of the extended Christian community, striving to obey the Lord's teaching in every area of their lives. Individual off-campus programs may have specific behavioral expectations based on their cultural setting and requirements of the learning community. Dordt University students participating in these programs are expected to honor and fully comply with these expectations. Violations of Dordt's specific program behavioral expectations are grounds for dismissal from the program.

When staying abroad for an extended period of time as a student it is reassuring to know that in case of calamities you are properly insured. In certain countries, for instance, it is obligatory to insure yourself against health care expenses and liability. The SPICE program requires that you have adequate medical insurance. Dordt University also provides you with supplemental insurance through the ISIC card. However, medical insurance or the ISIC policy does not cover you for losses or liability for property damage. It is wise to make sure you are covered for accidents (e.g. bicycle accident leading to property damage) and for loss of personal belongings. In many cases you may be covered under your family's **home owner's insurance**. Please check this out prior to your departure.

RECREATION FACILITIES

A four-lane bowling alley and a game room are open Monday through Saturday in the Campus Center from 3 p.m. to midnight. Game room phone number: [712-722-6432](tel:712-722-6432).

The Recreation Center (including basketball courts, aerobics room, weight room, racquetball courts, and fitness room) is available to students Monday through Thursday from 6 a.m. to midnight and Friday and Saturday from 6 a.m. to 10 p.m. unless reserved for classes, intramural activities, track meets, or team practices. Hours for holidays and break periods will be posted at the Recreation Center. Recreation Center phone number: [712-722-6302](tel:712-722-6302).

The All Seasons Center and Siouxnami Waterpark are available for swimming and ice skating. Sand volleyball courts and tennis courts are located in Open Space Park near the All Seasons Center. A bike trail is available to students, with access behind Covenant Hall. An 18-hole golf course is available to students for a reduced fee. Recreational equipment can be checked out from the front desk in the Recreation Center.

REPORTING SEXUAL ASSAULTS

Information you should know if you or someone you know is a victim of sexual assault

Resources

Confidential Resources

- Northwest Iowa Sexual Assault Response Team (SART: Provides victims with an advocate who is trained to assist victims of sexual misconduct and can speak with students confidentially as they process through their experience and consider their options.
- Dordt University Counseling Services (Student Health and Counseling Center [712-722-6990](tel:712-722-6990)) Students can meet with a confidential mental health counselor.
- Sioux Center Medical Clinic ([712-722-2609](tel:712-722-2609))
- CAASA: Center Against Abuse and Sexual Assault ([712-722-4404](tel:712-722-4404))

Campus Resources

- Student Services ([712-722-6076](tel:712-722-6076)): Staff can assist a student in filing formal complaints or, if the student does not want to file a formal complaint, the staff can work with the student to address concerns over housing, class assignments or schedules, leaves of absence, withdrawal or other academic concerns. The office staff can also assist the student in notifying the Sioux Center Police Department, if the student so requests.
- Sioux Center Police Department ([712-722-0761](tel:712-722-0761)): Contacting the SCPD does not mean a student must pursue criminal charges. SCPD can advise students of their options, help preserve evidence while they consider options, and assist students in safety planning.
- Title IX Coordinator ([712-722-6007](tel:712-722-6007)): The university has designated Howard Wilson, Vice President for University Operations, to handle inquiries regarding non-discrimination and harassment policies. Questions or concerns can be directed to [712-722-6007](tel:712-722-6007), [712-722-6233](tel:712-722-6233), [712-539-9559](tel:712-539-9559), or in person at the Admissions Office.
- Deputy Title IX Coordinator : Robert Taylor, Vice President for Student Success and Dean of Students, [712-722-6076](tel:712-722-6076)

Community Resources

- Sioux Center Police Department ([712-722-0761](tel:712-722-0761))
- Sioux County Sheriff's Office ([712-737-2280](tel:712-737-2280))
- Sioux County Attorney's Office ([712-737-2457](tel:712-737-2457))
- Victim Assistance Program ([712-737-2457](tel:712-737-2457))
- CAASA: Center Against Abuse and Sexual Assault ([712-722-4404](tel:712-722-4404))

Did You Know?

1. The community has a sexual assault response team

The Northwest Iowa Sexual Assault Response Team's goal is to increase reporting and increase successful prosecution and not retraumatize the victim. To assist victims, SART has female sexual assault nurse examiners at Hegg Memorial Health Center in Rock Valley, Sioux Center Community Hospital, Orange City Area Health System and Sanford Rock Rapids Medical Center. The process can be enacted 24 hours a day, seven days a week by calling [1-800-382-5603](tel:1-800-382-5603)

2. Off-campus assaults are covered by university policy

Jurisdiction

According to the Dordt University Student Handbook, this policy shall cover both on-campus and off-campus conduct, as those terms are described below.

On-Campus Violations: The campus includes the geographic confines of the university, including its land, institutional roads and buildings, its leased premises, common areas at leased premises, the property, facilities and leased premises of organizations affiliated with the university. University housing includes all types of university residence housing such as halls and apartments.

Off-Campus Violations: Students should be aware that off campus violations that affect a clear and distinct interest of the university are subject to disciplinary sanctions. As examples, sexual misconduct and harassment are within the university's interests when the behavior:

- Involves conduct directed at or by a university student or other member of the university community
- Occurs during university-sponsored events (e.g., field trips, social or educational functions, university-related travel, student recruitment activities, internships and service-learning experiences)
- Occurs during the events of organizations affiliated with the university, including the events of student organizations
- Occurs during a Study Abroad Program or other international travel
- Poses a disruption or threat to the university community.

3. Some resources are confidential

CONFIDENTIAL: Under Iowa law, communications with some individuals are confidential. This means that any information shared by the victim/survivor with a specific individual will not be used against him or her in court or shared with others. This individual cannot be subpoenaed to testify against the victim/survivor in a court of law.

Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- CAASA advocate
- Psychological counselor (including counselors at the Dordt University Counseling Center)
- Health care provider (including medical professionals at Student Health and Counseling Center)
- Personal attorney
- Religious/spiritual counselor

PRIVATE: Dordt University is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The university will safeguard the identities of the students who seek help or who report sexual misconduct. That is, university employees will seek to keep the information private (other than a counselor or medical provider).

A university employee cannot guarantee complete confidentiality, but the individual can guarantee privacy. Information is disclosed only to select officials who have an essential need to know in order to carry out their university responsibilities. As is the case with any educational institution, the university must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. The alert, however, would never contain any information identifying the student who brought the complaint.

Dordt University employees, with the exception of the Chaplain and chaplaincy staff, and the personal counselors affiliated with Student Health and Counseling Center, are considered to be *mandatory reporters* and are required to report any incidents of sexual harassment or misconduct that are brought to their attention.

4. Dordt University can help with housing changes or class conflicts after an assault

The vice president for student success and dean of students can assist a student in filing formal complaints or, if the student is not ready to file a formal complaint, the staff can work with him or her to address concerns over housing, class assignments or schedules, leaves of absence, withdrawal or other academic concerns. The office staff can also assist the student in notifying local law enforcement, if the student so requests.

5. Victims or witnesses who used alcohol/drugs should not be afraid to report the assault.

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint

or a witness may have concern that his or her own alcohol or drug use, or other prohibited activity were involved. The Office of Student Services will not pursue disciplinary violations against a student with a complaint or a witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

FAQs

1. If I share information about a sexual assault, what is the difference between confidentiality and privacy?

CONFIDENTIAL: Under Iowa law, communications with some individuals are confidential. This means that any information shared by the victim/survivor with a specific individual will not be used against him or her in court or shared with others. This individual cannot be subpoenaed to testify against the victim/survivor in a court of law.

Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- CAASA advocate
- Psychological counselor (including counselors at the Dordt University Counseling Center)
- Health care provider (including medical professionals at Student Health and Counseling Center)
- Personal attorney
- Religious/spiritual counselor

PRIVATE: Dordt University is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The University will safeguard the identities of the students who seek help or who report sexual misconduct. That is, university employees will seek to keep the information private (other than a counselor or medical provider).

A university employee cannot guarantee complete confidentiality, but the individual can guarantee privacy. Information is disclosed only to select officials who have an essential need to know in order to carry out their university responsibilities. As is the case with any educational institution, the university must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. The alert, however, would never contain any information identifying the student who brought the complaint.

2. What options do I have for reporting sexual misconduct?

In addition to supporting individual students affected by sexual misconduct, the university takes all incidents seriously and has a responsibility to address

misconduct. When sexual misconduct involves criminal behavior, students are strongly encouraged to report the situation to law enforcement. Student Services will assist the student in notifying local law enforcement if the student so requests. An incident can be reported even if the student has not decided whether to take legal action. Nonetheless, students are always free to report and are encouraged to share instances of such behavior with the vice president for student success and dean of students (contact information below) regardless of whether or not they choose to press formal criminal charges with law enforcement.

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that his or her own alcohol or drug use, or other prohibited activity were involved. The Office of Student Services will not pursue disciplinary violations against a student with a complaint or a witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

The university can take action only if the university is made aware of the behavior. If a university administrator becomes aware of a complaint or other violation of this policy, the administrator should bring the information to the vice president for student success and dean of students so that concerns are heard and services can be offered to the affected students.

The university strongly encourages prompt reporting of complaints and information rather than risking any student's well-being. Although there is no time limit on the reporting of formal charges with the university, the university may ultimately be unable to adequately investigate if too much time has passed or if the accused student has graduated. Factors that could negatively affect the university's ability to investigate include the loss of physical evidence (e.g., prompt medical examinations are critical to preserving the physical evidence of sexual assault), the potential departure of witnesses, or loss of memory.

Students are strongly encouraged to use the Title IX reporting form, which can be found through the **Report It** link at the bottom of the Dordt University website homepage, or on the bottom of the u.dordt.edu homepage. The form outlines the process for a Title IX investigation.

The university strongly encourages students to report concerns to either or both of the following offices:

- For emergencies, contact 911. For non-emergencies, or if criminal behavior is involved, students are encouraged to contact Sioux Center Police Department at [712-722-0761](tel:712-722-0761). Contacting the Sioux Center Police Department does not mean you must pursue charges. SCPD can advise you of your options and can also preserve evidence while you consider your options.
- To seek assistance and support, or to report misconduct, contact the vice president for student success and dean of students (Campus Center, [712-722-6076](tel:712-722-6076)).

- In all situations, the university's goal is to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives due process if any disciplinary action is to be imposed.
- The vice president for student success and dean of students will make a student services staff member available to a student with a complaint if the student would like assistance throughout any university investigation or adjudication process. This staff member is not an "advocate" as that term is used below (see "Confidential Advocacy and Support"), nor is that staff person a representative who will speak on behalf of the student in any investigatory or adjudication process. Rather, the staff member serves as a point of contact to answer questions and explain processes, join the student in meetings, and make sure the student's expressed needs are being addressed.
- For complaints against other students, the Student Handbook shall govern the complaint, investigation, and adjudication process.
- For complaints against faculty or staff, the investigation and adjudication may ultimately occur through the Office of Human Resources.
- In situations where an accused student faces both a disciplinary complaint and a criminal charge, the university reserves the right to move forward with the disciplinary investigative and adjudication process at the same time the criminal process is proceeding.

3. What are the benefits of reporting a sexual assault to the police?

Contacting the Sioux Center Police Department does not mean you must pursue charges. SCPD can advise you of your options and can also preserve evidence while you consider your options. SCPD can also advise you on safety planning techniques.

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

For Employees: Suggested Steps if you learn someone has been sexually assaulted

As a member of the Dordt University community, you may be called upon to provide support to a victim of sexual assault and to refer this person to professional resources. These steps are designed to help you best support and inform someone of the resources available to assist with the person's physical and emotional needs.

Some things to remember about your conversation with this person:

Share the following information

Assistance can be obtained 24 hours a day, 7 days a week from:

CAASA: Center Against Abuse and Sexual Assault
[712-722-4404](tel:712-722-4404)

Sioux Center Hospital
[712-722-1271](tel:712-722-1271)

Sioux Center Police Department
911 from a campus phone or [712-722-0761](tel:712-722-0761)

Promise Community Health Center
[712-722-1700](tel:712-722-1700)

Other Resources

Student Services
[712-722-6076](tel:712-722-6076)

Student Health and Counseling Center
[712-722-6990](tel:712-722-6990)

- Recognize that it can be an enormous step for someone to talk with another person about a sexual assault and that this person has placed trust in you by revealing the experience. That being said, remember that you are not a counselor, an investigator, or a state-certified victim advocate. Acknowledge the boundaries on your relationship with this person while helping her or him access the resources and assistance that can offer the best support and care.
- Given the trust the person has placed in you, please respect the person's privacy. Do not share the person's experience with others except for the vice president for student success and dean of students, as explained below.
- Believe the person, support the person's choices, and refer the person to the appropriate resources listed below.
- You can assure the person that no records or reports of sexual assault are kept in the victim's permanent academic or personnel records.
- Finally, in addition to the resources available to the person, there are also resources available to you as an employee. If you feel you need to talk to someone about the impact of this situation for yourself personally, you can contact the Employee Assistance Program.
- Let the person know she or he can contact the CAASA: Center Against Abuse and Sexual Assault to speak with a confidential, state-certified victim advocate who is trained to work specifically with victims of sexual assault. The advocate can explain all of the options available to the person and also support the person through any of the next steps, which may include counseling, medical, university disciplinary processes, or law enforcement notification. If possible, offer the person the use of your phone and a private space to make the call.
- Let the person know there are other resources in addition to the advocate. Again, if possible, offer the person the use of your phone and a private space to make the call, or offer to walk with the person to any of the on-campus offices.

Medical Services: the person may want to seek confidential medical attention to care for her or himself or to preserve evidence of the assault in the event criminal charges might be contemplated later. In Iowa, these exams are free.

Confidential medical care only

1. Student Health and Counseling Center
2. Sioux Center Medical Clinic
3. Sioux Center Hospital
4. Promise Community Health Center

Preservation of evidence through forensic exam

1. Sioux Center Medical Clinic
2. Sioux Center Hospital

Counseling Services: the person may want to speak with a professional counselor in a confidential setting.

1. Student Counseling Center (for students)
2. Employee Assistance Program (for employees)

Law Enforcement: the person may wish to contact law enforcement even if the person has not decided whether to pursue criminal charges. Police can advise the person of options, help preserve evidence while the victim considers those options, and assist in safety planning and consideration. Contacting law enforcement does not mean the person must pursue criminal charges.

Sioux Center Police Department

vice president for student success and dean of students: a student can speak with the vice president for student success and dean of students or Student Services staff for any of the following matters:

1. Assistance with classes or housing
 2. Information about interim steps to protect the student or campus
 3. Information about the student disciplinary process
 4. Additional services or resources on campus or in the community
- Let the person know that you need to disclose the assault to the vice president for student success and dean of students for purposes of complying with the Clery Act (a federal law requiring that campuses report and track crime statistics). This disclosure can be as broad or narrow as the person wants -- you do not need to disclose the name of the person you are meeting with if that person does not give permission to do so. In that case, simply report as much about the assault as you can (date, location) without identifying the person. To notify the Student Services Office, call [712-722-6076](tel:712-722-6076).
 - Let the person know about the Sexual Misconduct webpage -- consider showing the person the web page in your office and printing off a copy. The webpage has many resources and other helpful information for a person who has experienced a sexual assault.
 - Let the person know you believe and support her or him, and that you hope they will take some steps to help and care for her or himself.

5. Why am I encouraged to report an incident of sexual misconduct to Student Services?

The vice president for student success and dean of students can assist a student in filing formal complaints or, if the student does not want to file a formal complaint, the staff can work with the student to address concerns over housing, class assignments or schedules, leaves of absence, withdrawal or other academic concerns. The office staff can also assist the student in notifying local law enforcement, if the student so requests.

The Student Services Office will make a student services staff member available to a student with a complaint if the student would like assistance throughout any university investigation or adjudication process. This staff member serves as a point of contact to answer questions and explain processes, join the student in meetings, and make sure the student's expressed needs are being addressed. This staff member is not an "advocate" (as described in the sexual misconduct policy) nor is that staff person a representative who will speak on behalf of the student in any investigatory or adjudication process.

In all situations, the university's goal is to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives fair treatment if any disciplinary action is to be imposed.

The Student Services Office and Sioux Center Police Department may take immediate interim actions to protect the safety of the university community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include:

To seek assistance and support, or to report misconduct, contact Student Services (Campus Center, [712-722-6076](tel:712-722-6076)).

- Interim suspension of the accused student
- No-contact notices
- Modifying class or work schedules
- Making alternate housing arrangements
- Addressing other academic concerns (e.g., absences, assignments, grades, leaves of absence, withdrawal)

6. Should I report a sexual assault if I was drinking underage when it occurred?

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that his or her own alcohol or drug use, or other prohibited activity were involved. The Student Services Office will not pursue disciplinary violations against a student with a complaint or a witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

7. Does it make a difference if the sexual misconduct occurs on or off campus?

No. According to the Student Handbook, the sexual misconduct, sexual assault, and sexual harassment policy covers both on-campus and off-campus conduct, as those terms are described below.

On-Campus Violations: The campus includes the geographic confines of the university, including its land, institutional roads and buildings, its leased premises, common areas at leased premises, the property, facilities and leased premises of organizations affiliated with the university.

Off-Campus Violations: Students should be aware that off campus violations that affect a clear and distinct interest of the university are subject to disciplinary sanctions. As examples, sexual misconduct and harassment are within the university's interests when the behavior:

- Involves conduct directed at or by a university student or other member of the university community
- Occurs during university-sponsored events (e.g., field trips, social or educational functions, university-related travel, student recruitment activities, internships and service-learning experiences)
- Occurs during the events of organizations affiliated with the university, including the events of student organizations
- Occurs during a Study Abroad Program or other international travel
- Poses a disruption or threat to the university community.

8. Why should I seek medical attention when I haven't decided whether I want to report the assault to the police or the university?

Seeking medical attention can help you in many ways. First, seeking medical attention can help you take care of your own health by checking for injuries, treating those injuries, and addressing the possibility of sexually transmitted infections.

Second, a forensic medical exam can preserve evidence of the assault. This is important even if you are currently undecided about your next steps because you may later decide to pursue criminal charges or university disciplinary charges - that evidence can help in both situations. A medical exam is not, however, required before pursuing criminal or university disciplinary charges.

In Iowa, initial medical exams are free for a person who has been sexually assaulted.

9. Where can I find information about Dordt University and crime statistics?

[View Crime Statistics](#)

SECURITY POLICIES AND STATISTICS

The following information is provided to encourage safety and security on campus. Also, for your knowledge and awareness, a list of crime statistics is provided which reflects crimes

specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Procedures for Reporting Criminal Activity

1. Reporting Criminal Activity in Progress. Though the seriousness of the situation and the urgency of response must be determined by the caller, do not hesitate to request maximum and immediate help by calling 911. Criminal activity may also be reported by calling the following:
 1. Sioux Center Police (M-F, 8 a.m. to 5 p.m.) [\(712\) 722-0761](tel:7127220761); (nights, weekends, holidays) [\(712\) 737-2280](tel:7127372280)
 2. Campus security (8 p.m. to 7 a.m.) [\(712\) 722-6116](tel:7127226116)
 3. Student Services (8 a.m. to 5 p.m.) [\(712\) 722-6070](tel:7127226070)
 4. Switchboard (7 a.m. to 10 p.m.) [\(712\) 722-6000](tel:7127226000)
 5. The residence life staff in your residence hall. Inform your RA as soon as possible of any criminal activity you have reported.
2. Reporting Completed Acts of Criminal Activity.

Incidents of personal assault/injury, theft, vandalism, accidents, etc., should be reported by calling 911 if immediate medical or safety concerns need to be met. Otherwise, notify your RA or CDA or student services to file a report. The university will either handle the situation internally or will inform the Sioux Center Police and request their assistance. The victim of the crime will be informed of the university's action and may always pursue direct police involvement.

SEXUALITY, GENDER IDENTITY, AND SEXUAL CONDUCT

Dordt University is committed to a policy that maintains a Christian community including all on-campus, off-campus and online programs where employees, faculty, staff, and students abide by biblical injunctions regarding sexual activity and refrain from sexual immorality. It is the responsibility of every Dordt University employee and student to live Christianly in harmony with the guidance of Scripture as interpreted and set forth in the reformed confessions. Scripture is clear that God created humans as two distinct sexes, male and female; however, due to sin and brokenness, our experience of sex and gender is not always what God the Creator originally designed for His glory and our joy and flourishing as his servants.

A person's desire for sexual intimacy is a creational and often very strong characteristic in human nature. Dordt University believes, based on its understanding and interpretation of the Bible that the only appropriate and permissible context in which sexual intimacy may be expressed as overt sexual interaction is in the marriage partnership of a man and a woman. Dordt University is committed to being a Christian community where its employees and students live according to God's creational structure and abide by these Biblical injunctions for marriage and sexual activity. The university expects all students, faculty, and staff to live in accord with this understanding of sexual interaction as long as they are members of the university community.

Dordt University believes that the Bible encourages us to maintain a loving and supportive attitude towards each other and that there should be mutual respect for members of the opposite sex, as well as a loving and supportive attitude toward those who struggle with restricting their sexual interaction to marriage. The university will make efforts to work in a counseling context with individuals who find it difficult to restrict their sexual activity within the

institution of marriage. Such counseling will be made available to all students, whether residential or not, through the Student Health and Counseling Center (which can be reached at 712-722-6990) and which can also assist in identifying counseling options for non-local students.

Dordt University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study, and communicate with each other in an atmosphere free from unsolicited and unwelcomed communication of a sexual nature. The anti-harassment policy and procedures are intended to provide fair and equitable treatment of both the complainant and the alleged harasser.

All students and employees involved in on-campus, off-campus and online programs are responsible to determine if they can abide by Dordt's sexual standards and conduct policy. If any individual doubts or questions his or her ability to do so, that person should speak to the area leader, or director of human resources, or vice president for student success and dean of students to receive guidance and/or instruction.

Unacceptable Conduct

Dordt University specifically holds the following behavior as unbiblical and therefore prohibited for as long as one is a member of the Dordt community, regardless of whether such behavior takes place on or off campus:

- A. Promoting or advocating sexually immoral activity. This does not prohibit members of various academic disciplines, including students and faculty, from studying, discussing, viewing films or other media about, or examining such issues as they affect individuals, society, or others.
- B. Extramarital sexual relations. Sexual activity with anyone other than with one's spouse is prohibited. Dordt University also prohibits promoting or advocating such activity.
- C. Homosexual relations. It is unacceptable to have sexual relations with someone of the same sex. It is unacceptable to marry or be engaged to marry a person of the same sex. Dordt University also prohibits promoting or advocating such activity.
- D. Transgendered Behavior. Adopting an identity discordant with one's biological sex is prohibited. Dordt University also prohibits promoting or advocating such activity.

For those persons in our community who struggle with restricting their sexual interaction to marriage, as well as for those in our community who struggle with gender identity, same sex behavior, same sex attraction and/or sexual orientation issues, we aspire to be a gracious community that promotes openness and honesty. We pledge to extend compassion and care, providing assistance and accountability as we support all members of our community in their desire to live consistently with the Bible's teaching on sexual purity. Dordt University will make institutional decisions in light of this policy regarding employment, hiring, retention of employees, and continued enrollment of students. Dordt University may determine that, as the result of conduct described as prohibited, an individual shall be dismissed from the university.

ANTI-HARASSMENT

Dordt University is committed to providing a workplace and an educational environment free of harassment and inappropriate treatment of any employee or student because of the employee's or student's race, sex, age, national origin, disability, or any other category protected under

applicable federal, state, or local law. To be unlawful, workplace conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work or a student's ability to succeed academically and have a positive educational experience. Dordt University does not, however, condone or tolerate any inappropriate conduct based on an employee's or student's race, sex, age, national origin, disability, or any other category protected under applicable federal, state, or local law. Moreover, Dordt University is committed to protecting employees and students from inappropriate conduct whether from other employees nonemployees or students.

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, Dordt University treats alleged violations of this policy seriously and, to the extent possible, confidentially. Dordt University expects all individuals to treat alleged violations in the same responsible manner. If you believe you or any other employee or student is being subjected to behavior that violates these policies, you are encouraged to, and have a responsibility to, immediately report these matters to the vice president for university operations if the conduct involves an employee or the vice president for student success and dean of students if the conduct involves a student. If for any reason you do not feel comfortable reporting your concerns to the vice president for university operations, you may report your concerns to the executive director of human resources.

If for any reason you do not feel comfortable reporting your concerns to the vice president for student success and dean of students, you may report your concerns to the vice president for university operations. Supervisors who become aware of any potential violation of this policy must report the potential violation to the vice president for university operations or the executive director of human resources. Failure to report potential violations may result in appropriate discipline, up to and including discharge. No action will be taken against any employee or student merely because he or she reports behavior believed to violate this policy. We will take action to investigate and resolve all complaints of this nature. Dordt University is firm in its commitment to maintaining an environment free of discrimination, harassment, and inappropriate conduct.

Violations of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including discharge or dismissal from the university.

Title IX Processes

The University will follow the Title IX procedures as promulgated in the May 6, 2020, Final Rule of Title IX of the Educational Amendments of 1972. The following practices are drawn from the Final Rule.

The university will implement the requirements of the new rule with respect to the values of

- Non-discrimination
- Free speech
- Due process of law
- Fundamental fairness

The following conditions may be interpreted as sexual harassment:

- A school employee conditions an education benefit or service upon a person's participation in unwelcome sexual conduct, often known as quid pro quo.

- Unwelcome conduct determined to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity.
- Sexual assault, dating violence, domestic violence, or stalking.

Dordt University will investigate every formal complaint, filed either by the complainant or the Title IX Coordinator. If the alleged conduct does not fall under Title IX, the University may address the allegations under the code of conduct.

The investigation process under Title IX will include the following steps:

1. The claimant, who may be the aggrieved party, a student witness, a Dordt employee, or the Title IX Coordinator, files an initial statement using the reporting form.
2. There are two parties in the process—the claimant, making the allegation, and the respondent, who is being accused of misconduct by the claimant.
3. Both parties will receive written notice of the allegations, have an equal opportunity to select an advisor of the party's choice [who may be, but does not need to be, an attorney], and have an equal opportunity to submit and review evidence.
4. Use of trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue. Dordt University uses two trained investigators acting as a team.
5. Protection of the parties' privacy by requiring a party's written consent before using the party's medical, psychological or other treatment records during the grievance process.
6. Obtain the parties' voluntary written consent for using an informal resolution process such as mediation and will not use an informal process in a situation where an employee allegedly sexually harassed a student.
7. Apply a presumption that the respondent is not responsible during the grievance process, i.e. presumption of innocence, so that the school bears the burden of proof.
8. Use the preponderance of evidence standard during the grievance process.
9. The Decision Maker in the grievance will be adequately trained and will not be the Title IX Coordinator or the investigators.
10. The grievance will be heard in a live hearing and will allow cross-examination by party advisors [**never** by the individual parties]. The parties will be situated in separate rooms with visibility provided by technology.
11. Claimants may not be asked about prior sexual history.
12. Both parties will receive a written determination regarding responsibility and include a rationale as to how the decision-maker came to a conclusion.
13. Implementation of remedies for a complainant if a respondent is found responsible for sexual harassment.
14. The normal timeframe for the investigation and adjudication process is 60 days.
15. Both parties will be provided with an opportunity to appeal.
16. Individuals will be protected from retaliation.
17. Materials used to train Title IX personnel will be available on the University's website.

18. All records of all sexual harassment reports and investigations will be documented, and records will be retained.

Appeals Process for Title IX Decisions:

This policy will be used when:

- A Title IX complaint has been brought by an individual [known as the claimant] against another student [respondent]. The complaint has been investigated and a determination made by the Decision Maker.
- Both parties have been informed of the decision.
- One party is not satisfied with the decision.
- The dissatisfied party has filed a written appeal with the Title IX Coordinator.

In the process, the following steps will take place:

1. A notice of appeal must be filed in writing with the Title IX Coordinator within seven calendar days of a decision resulting from the hearing process being communicated to the parties involved. The appeal must state the grounds for the appeal.

Recognized grounds for appeal include:

- a. The appellant's rights were substantially violated in the hearing process.
 - b. The procedures used or the decision reached is contrary to university policy.
 - c. There was not substantial evidence to support the conclusions reached, according to the preponderance standard.
 - d. There is new material evidence that could not have been discovered at the time of the hearing.
 - e. The sanctions imposed were too severe or inappropriate for the nature of the violation.
2. The Title IX Coordinator will refer the appeal, without judgment, to the Title IX Appeals Committee.
 3. The Title IX Coordinator shall convene the Title IX Appeals Committee. The Appeals Committee shall consist of:
 - a. In the case of a student appellant, the Student Life Committee and a trustee.
 - b. In the case of an employee appellant, a committee consisting of the Vice President for Academic Affairs (chair), the Executive Director of Human Resources, the Athletic Director, a trained faculty member, and a trustee.
 4. A decision on the appeal will be made within fifteen days and the parties notified within 20 days of the submission of the appeal.
 5. The ultimate determination may be made by the President of Dordt University.

SOLICITING

No individual or off-campus organization may sell or solicit anywhere on university grounds. No one may promote any commercial activity without approval from the vice president for student success and dean of students.

STUDENT ATTIRE

Students should be guided by the principles of cleanliness, modesty, and propriety as they consider proper dress. Clothing which does not support our Christian confession and promote a God-glorifying view of men, women, and creation is not acceptable. Clothing which promotes

the use of alcohol, controlled substances, discriminatory messages or inappropriate images or symbols is unacceptable.

STUDENT DIRECTORY INFORMATION

The information listed below may be released without the written consent of the student. Dordt University officials will exercise care in the release of this information to ensure that the student's best interests are served. Students may request that all of the items designated as "directory information" should not be released without prior consent. Such requests should be presented in writing to the registrar prior to registration or the publication of the campus directory. The following items are designated as "directory information":

1. Name.
2. Home and local address.
3. Home and local telephone listing.
4. Date and place of birth.
5. Program of study and major.
6. Church denomination, home congregation, and student church membership.
7. Classification (freshman, sophomore, junior, senior, part-time, special).
8. Participation in officially recognized activities such as sports, drama, musical groups.
9. Intercollegiate athletics eligibility information as required by conference and NAIA regulations.
10. Weight and height of members of athletic teams.
11. Dates of attendance.
12. Degrees earned.
13. Most recent previous school attended by the student.
14. Honors, scholarships, and awards given by Dordt University.
15. Photo.
16. Email address.
17. Level of education: undergraduate or graduate.

STUDENT PUBLICATIONS

The Diamond is the university newspaper and is published bi-weekly. *The Canon* is a collection of literary and artistic works of students and faculty. *The Signet* is the university yearbook. Students who wish to become writers or staff members for these publications should contact the editors or faculty sponsors of the publication. While students are given considerable freedom in expressing their views, publications are funded by the university and are subject to oversight by the vice president for academic affairs and the vice president for student success and dean of students.

STUDENT RECORD PRIVACY AND ACCESS POLICY

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Dordt University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The appropriate Dordt University official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by Dordt University official

to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Dordt University to amend the record that they believe is inaccurate or misleading. They should write the Dordt University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Dordt University decides not to amend the record as requested by the student, Dordt University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Written student consent must be obtained before releasing personally identifiable data about the student from the records. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law;
 - School officials with legitimate educational interest;

One exception which permits disclosure without consent is disclosure to university officials with legitimate educational interests. A university official is a person employed by Dordt University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Dordt University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The university reserves the right to notify parents or guardians, regardless of the student's age, status, or conduct, in health or safety emergencies, hospitalizations, or when, in the university's judgment, the health or well-being of the student or others may be at risk.

STUDENT GOVERNMENT

Each class elects representatives to serve on Student Government, which is the student government organization at Dordt University. Upperclassmen representatives are elected during the spring semester and freshmen representatives are elected during the fall semester.

TAXI SERVICE / UBER

A Sioux Center taxi service is available by calling [\(800\) 358-5037](tel:8003585037). This service operates Monday through Friday between the hours of 8 a.m. and 5 p.m. for rides within the city limits. Rides cost \$3.00 each direction.

Students may also request rides through the mobile app, Uber.

Dordt University is not able to provide transportation to appointments or work.

TESTING POLICIES

Scheduling of Academic Tests

1. Instructors should notify students of major tests at least one week in advance. Faculty have been advised to include the schedule of tests for a course in the course syllabus and to distribute the syllabus at the beginning of the course.
2. Tests for the entire class should be scheduled and administered only during the regularly scheduled class times.
3. Faculty members should not ordinarily schedule tests on Mondays, except for courses or labs which meet only on Mondays.
4. A minimum of three major forms of evaluation (tests, papers, presentations, etc.) should be given in most courses, including the test given during the final examination week.
5. Assessment in the form of daily assignments, papers, projects, quizzes, and/or tests given early in the semester provide students with timely feedback regarding their progress. This is especially important in freshman courses.
6. Examination, tests, or major quizzes shall not be administered in the last week of classes, the week prior to the week of final examinations. Papers and major projects may not be due during the last week of classes, except in courses where no final exam is given. Weekly or daily quizzes, assignments, and papers that are consistent with the regular practice of a course may be scheduled the last week of classes. This policy is intended to reflect a need for a "quiet last week of classes" that allows students to prepare for exams.

Administration and Supervision of Tests

1. Instructors will assume the responsibility for careful, full-time supervision of tests.
2. Instructors shall construct and administer tests in such a way that cheating is eliminated as far as is reasonable.
3. Publicly posted test scores may not reveal the student's identity.
4. Instructors should be careful about the practice of returning tests to students. If there is a possibility of similar or identical questions appearing on tests semester after semester, then the tests should not be returned or they should be made available to everyone. Students with access to the old tests should not thereby have an advantage over students who do not have access to the old tests.
5. Final examinations need not be returned to students. An examination is the final test administered in a course.

TORNADO AND SEVERE WEATHER PRECAUTIONS

1. Shelter must be taken immediately when a defense siren is sounded; a "Tornado" or "Severe Weather" warning is issued for the area by means of radio or TV, if a funnel cloud is sighted, or as directed by university personnel.
2. Use only those areas designated as shelters. Note the tornado shelter signs on campus and be familiar with the location of those shelters ahead of time.
3. Do not leave a shelter until an "all clear" signal has been issued (via radio: KDCR 88.5 FM; KSOU 1090 AM; KSOU 93.9 FM).

General Advice

1. Stay away from windows!
2. A basement offers greatest safety, particularly in frame houses.
3. Do not remain in a trailer.
4. The inside walls of lower floors of buildings offer some protection.
5. Do not take shelter in auditoriums, gymnasiums, or areas with large, poorly supported roofs.
6. If you are in open country:
 1. Move at right angles to the tornado's path.
 2. If there is not time to escape, lie flat in the nearest depression such as a ditch or ravine.
7. "Tornado weather" is generally noted as a hot, sticky day with southerly winds and a threatening, ominous sky. Familiar thunderstorm clouds are present. An hour or two before a tornado, topsy-turvy clouds appear, sometimes bulging down instead of up. The clouds often have a greenish-black color. Rain and hail usually precede a tornado.
8. If you hear storm sirens, take cover immediately and do not leave shelter until sirens completely stop for a period of 20 minutes.

Designated Tornado Shelters

Classroom Building

1. Basement
2. Lower level corridor away from windows

Business Office/Advancement building

1. Advancement Office hallway away from windows

Science building

1. Lower level away from windows

Library

1. Lower level by conference rooms
2. Lower level reading resource rooms

Commons

1. No designated tornado shelter. Move to lower level of Campus Center or basement of residence halls.

Campus Center

1. Lower level corridor away from windows

Gymnasium/Recreation center

1. Women's locker room
2. Men's locker room
3. Hallways away from windows

B.J. Haan Auditorium/Music Building

1. Lower level of Music Building away from windows
2. Lower level of Campus Center

North, East, West, and Covenant residence halls

1. Basement
2. First floor hallway away from windows

East Campus Apartments

1. Lower level away from windows

Kuyper Apartments

1. Lower level away from windows

Southview

1. Lower level public areas on the north side (computer room and community room)

Off-campus housing

1. Basement area/apartments away from windows

TRANSPORTATION

Dordt University provides transportation at the beginning and end of each semester as a service to its students. The university will make arrangements to transport to campus students who arrive in Sioux City, Iowa, and Sioux Falls, South Dakota, by bus or plane and Omaha, Nebraska, by plane. Due to increased usage and rising costs, the university does charge a fee for such transportation. The cost for transport from Sioux City or Sioux Falls is \$30 and from Omaha is \$60. The fee charged is for each one way trip.

Arrangements for transportation must be made with the facilities office (712-722-6405). Students who do not make prior arrangements for transportation will be limited to existing spaces available at an additional \$25 cost. Students who fail to cancel rides when plans change may still be billed, e.g., the van driver arrives at the airport to discover that the student has decided to ride to campus with a friend.

This service is provided as follows:

1. At the beginning of the semesters: within 24 hours before registration begins.
2. At the end of the semesters: from noon on the last day of exams through midnight of the following day.
3. Transportation to Omaha is offered on a more limited basis. Contact the facilities office (712-722-6405) for a schedule.

Further information regarding transportation can be found [here](#).

UNCOOPERATIVE STUDENT

An uncooperative student's attitude may be characterized by disrespectful, disruptive classroom behavior, failure to submit assigned or required work, failure to appear for examinations, failure to respond to the instructor's request for an individual conference to discuss a problem, or a number of unexcused absences.

Faculty members should discuss (or attempt to discuss) the situation with the student and should only invoke the following steps if the matter has not sufficiently improved after this discussion.

1. When a faculty member encounters uncooperative behavior an academic alert should be issued. This simultaneously informs the student, the advisor(s), and the student success team (the Academic Enrichment Center director, the vice president for student success and dean of students, the learning community area coordinators, and an admissions representative). The academic alert describes the situation, recommends solutions, and provides automatic documentation.
2. The retention council will work with the student, the advisor, and the instructor to resolve the situation. Once they become involved all parties should maintain documentation (attendance records, email messages, etc.) of any future discussions with the student relating to the situation.
3. If the situation persists the instructor should file a second academic alert recommending that the student be removed from the class under the uncooperative student policy. The instructor should forward this alert to the instructor's department chair.
4. Those working with the student from step two will meet with the student, the instructor, and the department chair to review all documentation. This group has the delegated authority from the curriculum and academic policies committee to remove the student from the course or take other appropriate action.
5. Appeal process: Students may appeal the decision in writing to the Curriculum and Academic Policies Committee via the vice president for academic affairs. The decision of the Curriculum and Academic Policies Committee is final.

WHISTLEBLOWER POLICY

A whistle-blower can be any employee, student, vendor, guest, alumnus/alumna, or supporter of the university who has direct knowledge, or a reasonable concern, that the university or any of

its agents is acting contrary to any applicable federal, state or local laws or contrary to an established Dordt University policy. Whistle-blowers are encouraged to report the activity and may do so without fear of reprisal or retaliation. The policy and process are under the supervision of the vice president for university operations.

The whistle-blower must initiate the process as defined on the University's external website or the intranet website. The relevant links are included in the "Report It" section. The adjudicator of the report will inform the reporting individual upon receipt of the report and at the conclusion of the investigation. The investigation shall normally be completed within 60 days.

WITHDRAWAL POLICY

Dordt University is strongly committed to supporting students in achieving success in their intellectual and co-curricular endeavors. When illness or significant personal hardship intrudes upon a student's ability to successfully meet the requirements of his or her course of study, it is Dordt's policy to assist the student in entering a period of leave from the university for the purpose of focusing on those matters requiring attention.

Prior to re-matriculation, the university will work with the student to establish readiness to resume academic work and to provide support where possible in order to optimize the likelihood of a successful return to university life.

It is Dordt's goal that all students be able to participate fully in the academic community. When a student's illness, or personal hardship causes him/her to pose a threat to self or others, or causes a significant disruption to the educational activities of the community, the student may be required to take a leave of absence from the university.

Procedures

Medical Withdrawal

1. Students who withdraw from Dordt because of illness must submit a written request to the vice president for student success and dean of students. The vice president for student success and dean of students or his/her designee will confer with appropriate campus medical or psychological professionals in order to make a determination regarding the student's request. The vice president for student success and dean of students (or designee) may convene a committee composed of representatives from the campus health services, counseling office, and residence life staff.
2. Students who are granted a withdrawal because of illness will receive a "WM" for all courses attempted during that term.
3. Students granted a medical withdrawal will have a hold placed upon their registration by the vice president for student success and dean of students pending successful petition for re-enrollment to the university. It is Dordt's intention to support students in a successful return to the university community when illness has necessitated withdrawal.
4. Students will be informed by the vice president for student success and dean of students that the university expects the leave to be of sufficient duration to allow the student to address the issues involved in necessitating a medical leave. It is common for students who withdraw because of serious illness to take a minimum of one full

- semester away from the university in order to enhance the likelihood of success upon return.
5. Any adjustment to the student's tuition will be made in accordance with standing university policy.
 6. Students wishing to return to their studies following medical leave must complete the following steps:
 1. Notify the vice president for student success and dean of students of his or her desire to return to Dordt University.
 2. Submit documentation from their treating clinician to the vice president for student success and dean of students attesting to the student's ability to resume studies with a reasonable likelihood of success. This information must be specific in its description of the student's illness and the treatment rendered. It must outline, as appropriate, a plan of treatment to be followed upon return. All documentation will be held in strict confidence by the university. Upon request, the student will authorize the vice president for student success and dean of students to secure any additional information necessary to assess the student's readiness for readmission.
 3. Submit documentation by the following dates: July 1 for the fall semester, December 1 for the spring semester.
 7. The vice president for student success and dean of students will consult with appropriate resources in coming to a final determination regarding action on the student's request for re-admission and will communicate this determination to the student and the registrar/admissions.
 8. Students may request appeal of this determination to the vice president for university operations, who will formally review all material submitted, render a final determination, and notify the parties listed above of that determination.
 9. Upon readmission, students are expected to follow their treatment plan. Regular reports on student progress may be required from the treating clinician to the vice president for student success and dean of students. Failure to do so may constitute grounds for the university to place a student on involuntary leave.

Involuntary Leave

1. The university may place a student on involuntary leave of absence or require conditions for continued attendance when, as a result of an apparent medical or psychological condition, one of the following transpires:
 1. The student threatens the safety of him/herself or others.
 2. The student causes or threatens to cause significant property damage.
 3. The student significantly disrupts the educational or extracurricular activities of the university community.
 4. The student demonstrates evidence of significant impairment and is unable to make an independent determination that a voluntary leave is needed.
 5. The student has returned from voluntary/involuntary leave, demonstrates continued evidence of significant impairment, and has not complied with the treatment plan submitted at the time of readmission.
2. When a student exhibits any of the behaviors described above, he or she may be brought to the attention of the vice president for student success and dean of students. The vice president for student success and dean of students, in consultation with appropriate medical, psychological, or academic resources, will take the following action:

1. The vice president for student success and dean of students will contact the student and arrange a meeting to discuss the situation with the student.
2. The vice president for student success and dean of students will convene a meeting with the wellness team (director for student health and counseling, counseling staff and the residence life staff) to review the circumstances.
3. The wellness team will make a recommendation to the vice president for student success and dean of students regarding the status of the student.
4. The vice president for student success and dean of students may place a student on involuntary leave of absence or place conditions on the student's continued enrollment.
3. The results of the vice president for student success and dean of students's inquiry will be shared in written form with the student.
4. Students may appeal the results of this inquiry to the vice president for university operations, who will review all available information and render a final determination. This result will be shared with the student.
5. All records concerning involuntary leaves of absence will be kept in accordance with the university's confidentiality policy. The student's record will indicate "Leave of Absence."
6. Students placed on involuntary leave will receive a "W" for all courses attempted during that semester. A hold will be placed on the student's record for re-admission purposes.
7. Students seeking readmission to the university following involuntary leave must follow the same procedure as delineated for students returning following voluntary leave. (See Voluntary Leave; sections 6 - 9)

Contacts

Office of the Vice President for Student Success and Dean of Students: [\(712\) 722-6076](tel:(712)722-6076)

Office of the Vice President for University Operations: [\(712\) 722-6007](tel:(712)722-6007)

WORSHIP OPPORTUNITIES AND SUNDAY OBSERVANCE

Worship is an opportunity to give praise to God, experience fellowship with other believers, and receive spiritual refreshment and nourishment for the week ahead. The university facilitates student attendance at Sunday church services by providing transportation to local churches for both the morning and evening services.

The local churches stand ready to promote the faith development of students by providing the necessary pastoral care and opportunities for worship and involvement in the congregation.

Students are encouraged to select and attend a local church of their own denomination if possible. Students who cannot attend their home church during the academic year need not transfer their membership. Students are expected to worship regularly in a local church and, if confessing members, to receive the Lord's Supper in that church. Students and their home church council are encouraged to maintain regular contact throughout the student's stay at Dordt University.

Sunday is a distinct day, set aside for rest and worship. While it is recognized that these aspects of Sunday activities may be observed in different ways, every resident is to rest and worship in a way which pleases God and respects fellow residents. In order that students can adequately

prepare for morning worship, all university events scheduled for Saturday evening must end by midnight.

Most buildings, other than residence halls/apartments are closed on Sunday and those buildings which are available to students are supervised by the fewest student employees as possible. The university is sensitive to the diverse needs and convictions of students, faculty, and staff and seeks to not offend a member of the community by allowing certain activities to occur or certain facilities to be open.

Student Life

APARTMENT LIVING

In order that apartment living may run smoothly it is advisable that all apartment occupants meet to plan the following:

1. House cleaning roster
2. Meal-making roster
3. Apartment budget
4. Visitor policy
5. Quiet hours policy

NO personal belongings of any kind may be left in the building hallways due to fire code. Garbage and recycling products are to be disposed of regularly in the dumpsters just outside the apartments. No garbage is to be left in the halls or entries. Garbage disposals can be used for soft edible foods only. Do not put peelings, stringy fibrous materials, or plastic materials through the disposal. The cost for repairing abused disposals will be charged to the residents. Housing staff may inspect apartments periodically for cleanliness and require that residents clean the units or have them cleaned at the students' expense.

AUDIO EQUIPMENT

Audio equipment is for personal use. Consideration for others is expected. Equipment is not to be placed in windows for outdoor recreation. Excessive noise will be considered a violation of quiet hours, and students may have to forfeit their privilege of having such equipment in the room or apartment.

BICYCLES

Bicycle registration is required. Forms and stickers are available free of charge on the u.dordt.edu checklist or from the facilities office.

At no time may bicycles be ridden inside of university facilities. Storage is provided in bike racks outside of each campus building. Bicycles may not be stored in public areas inside a residence hall or apartment. Unregistered bikes will be impounded by the facilities staff and a charge of \$15 will be assessed for storage. Students are advised to lock their bikes when not in use. The university is not responsible for stolen, misplaced, or damaged bikes, or locks that have been cut.

Winter and summer storage for bicycles is provided for \$5 in the facilities building. Students who wish to store bicycles for the winter should make an appointment to bring it to the facilities building prior to Thanksgiving break. Summer storage is also provided during exam week. Bicycles which are not claimed after one year will be sold at an auction.

CHECK-OUT PROCEDURE

Before leaving, all students must clean their room/apartment, remove all personal possessions, bring garbage and recycling to a dumpster, and schedule a check-out appointment with a residence life staff member. The room or apartment will be examined for cleanliness and damage. Once the room or apartment has been inspected, residents should return their room keys to their RA. A \$35 replacement fee will be charged for any unreturned key. Detailed checkout instructions are provided to students at the end of each year.

COOKING

Kitchenettes are provided in each residence hall. The person(s) using the kitchenette is expected to clean up after each use. Students must use the kitchenettes rather than cook in their rooms. Regular cooking is not permitted in residence halls.

ELECTRICAL APPLIANCES

Due to the nature of communal living and the electrical load placed on the circuitry in residence hall rooms, cooking is allowed only in residence hall kitchenettes. Refrigerators, coffee pots, popcorn poppers, clocks, blankets, fans, hair dryers, heating pads, laptops, audio and video equipment are permitted in the room/apartment. Heating and cooking units, microwave ovens, halogen lamps, and sun lamp units are not permitted in residence hall rooms. Residents may not use extension cords or multi-outlet plugs to increase the number of items plugged into an outlet. Only a power strip with an internal circuit breaker may be used to plug in multiple electrical devices.

FIREARMS/HUNTING EQUIPMENT

Equipment such as rifles, shotguns, ammunition, air rifles, sling shots, hunting knives, bows and arrows, etc., are allowed only for those who participate in hunting season or official Dordt club-sponsored events. All such equipment must be locked in storage in the safe located in the Facilities Department. Items of this nature may not be kept in university housing or vehicles on campus at any time. Handguns, long knives, or other weapons are not permitted at any time.

FIRE EMERGENCY PROCEDURES

When a fire alarm is set off, students must vacate the residence hall immediately using the nearest safe exit. The residence life staff will designate an assembly area outside of the building where students should report. Students should stay at the assembly point until they are allowed to reenter the building. In the event of a fire, it is essential that students stay at the assembly point to allow an accurate head count to be taken. Students who do not exit a building when a fire alarm sounds will be fined \$50. The residence life staff will be available to provide further information and assistance.

GUESTS

Students are also accountable for the behavior of their guests and are responsible for ensuring that they abide by university policies. Apartment residents must obtain consent from all apartment residents. All guests must be of the same gender as the hosting student. Exceptions for family may be granted by the director of residence life. Unauthorized guests will be asked to leave, and the host(ess) will be held responsible for the conduct of their guests.

KEYS

A key for your room or apartment and an outdoor access tag are issued when you move in. If you lose your key or tag or fail to return it, you will be assessed a replacement charge of \$35 per key. Students are encouraged to lock their rooms at all times. The university is not responsible for lost, stolen, or damaged possessions.

LAUNDRY FACILITIES

Laundry facilities are provided for student use in the basement of the residence halls, Southview Apartments, and on all floors of the Kuyper Apartments. Dordt University is not responsible for clothing which may be removed or become damaged in the equipment provided. Do not leave

clothing unattended in machines. Ironing boards are provided in the residence halls, but students should bring their own irons.

LOUNGE USE

Lounges are intended for the public use of all hall residents. Furniture and other furnishings located in residence hall lounges, study rooms, television rooms, and other community living areas are intended for the residence hall community and may not be removed by students and moved to other locations or placed in individual resident rooms. If students desire to move furnishings they must receive permission from residence life staff. Removing furnishings without permission is considered theft. Students who are found with such furnishings in their rooms will be placed on dismissal status and may be fined \$50 per item. If an item is damaged when it is moved, the student(s) responsible will be charged for repairs or replacement.

NOISE

The residence halls and apartment units are designed to be environments which are suitable for rest and study. To that end, residents are requested to monitor their own actions as not to infringe on the ability of others to sleep or study. Hours for non-quiet activity are established each year by the residence life staff working with students in each campus residence. Loud activities outside the approved hours are not permitted.

NON-COMPLIANCE

Failure to comply with sanctions imposed for improper behavior and failure to respond to requests from university officials to meet are regarded as disrespect for authority and a sign that the student does not take responsibility for his/her own behavior seriously. Non-compliance will result in a higher level of discipline.

OUTDOOR GROUNDS USE

The grounds surrounding the residence halls/apartments are not to be used for disruptive activities that could result in broken windows and/or inconvenience or injury to residents coming from or going to their residence. Students who cause damage or injury are financially responsible to make restitution. It is also requested that students always use sidewalks.

RECYCLING

As Christians we acknowledge our responsibility to exercise proper stewardship of the earth's resources and environment. Students can support these efforts in a personal way by taking advantage of the recycling programs on campus. Blue dumpsters are provided outside of the residence halls and apartments specifically for the recycling of paper, corrugated cardboard, numbers 1-4 plastic containers, glossy paper (such as magazines) and metal cans.

REFRIGERATORS

One personal refrigerator is permitted in each residence hall room, and one in each apartment. Due to electrical circuitry limitations, the capacity of personal refrigerators may not exceed 6.0 cubic feet. Full-size refrigerators are not allowed unless provided by the university in student apartments and lounges.

RESIDENCE HALL DOORS

The main exterior doors of each residence hall and the Southview and Kuyper Apartments are locked from midnight until 6 a.m. for the safety and security of residents. Side entrance doors are locked from 10 p.m. until 6 a.m. All entrance doors are locked on weekends. When the

building is locked residents may use their electronic access card to gain entrance to their building through the residence hall main lobby doors. Please do not prop open any doors or allow entrance to anyone during these hours.

RESIDENCY POLICY

Dordt University is a predominantly residential campus and believes that students learn and grow in unique ways as they live together as part of a residential community of Christians. All unmarried students who are not 22 years of age by August 1 for the fall semester or January 1 for the spring semester are required to live in Dordt University housing unless they live at home with a parent or guardian. Students must be 17 years of age by August 1 of the current academic year to be eligible for Dordt University housing. Those students who wish to live with other relatives must receive written approval from the director of residence life prior to making other arrangements for housing.

The student life committee may grant exceptions to this general policy where circumstances make it advisable. All requests for exceptions must be submitted by the student in writing to the director of residence life prior to the academic year. Students living in Dordt University housing are expected to be full-time students. Students must be enrolled in a minimum of 12 total credits per semester in order to be considered full-time.

Any student who falls below the 12 credit level for the semester must receive approval from the director of residence life to remain in Dordt University housing. Such requests must be presented in writing to the director of residence life for consideration.

While the university is responsible for housing all unmarried students, such students do have a measure of choice in regard to room and roommates. However, the university reserves the right to make housing adjustments when necessary.

Married students are expected to make their own housing arrangements.

Students who request and are granted a private room will be charged an additional housing fee set by the university.

ROLLERBLADES, SKATEBOARDS, AND SCOOTERS

Rollerblades, skateboards, and scooters can cause damage to floors and carpets and can pose danger to others. Therefore, they may not be used inside any university facility. Additional restrictions may be posted throughout campus to promote the safety of the community.

ROOM CARE/DAMAGE

Students are expected to keep their living areas neat and clean. If the residents fail to comply with this request, the unit will be cleaned for them at their own expense. Students are responsible for damage caused by themselves and their guests anywhere on university property and will be billed accordingly. Any damage caused to a residence hall room/apartment or its furnishings is the responsibility of the residents of the room/apartment. Any materials used to hang or display posters, etc., on walls must be removed, or repair damages will be assessed. Masking tape or other non-damaging material should be used. Damage to common property may be assessed to all residents if the individuals responsible are not identified. Any repair or item which needs the attention of the facilities department should be reported to a residence life staff member who will then inform the maintenance department and ensure that the situation is remedied.

ROOM CHANGES

All room changes must be approved in advance by the director of residence life. A \$50 fine will be assessed for any unauthorized moves. To request a room change, please contact student services at [712-722-6076](tel:712-722-6076).

ROOM DECORATIONS

To enhance both creativity and adaptation to university, students are permitted to temporarily decorate their rooms or apartments according to their own tastes. However, sexually suggestive and racially charged posters or room decorations are not acceptable as they do not praise our Creator; they diminish the wholeness of the creature, and they can cause others to stumble. Permanent changes to room decor are also prohibited.

ROOM FURNISHINGS

All basic furnishings are provided. Students must furnish their own linens (extra-long sheets are required in all residential halls and on-campus apartments), pillows, blankets, bed spread, mattress pad, bath towels, and cooking and eating utensils if in a cooking apartment. Removal of university-owned furnishings from their assigned location is not permitted. Students who are found with university furnishings taken from lounges or other university buildings in their rooms will be placed on dismissal status and may be fined \$50 per item.

Additional furnishings or construction of any kind may be permitted, but only with the authorization of residence life staff. Students are encouraged to prepare their rooms so that there is a proper environment for study and in accordance with fire safety requirements. Instructions for preparing rooms in accordance with fire safety requirements is provided to students each year and is also available from residence life staff and/or student services. Student-owned furnishings that are left in the unit at the end of the year will necessitate a disposal charge to the student.

SCREENS AND WINDOWS

Screens and windows are not to be removed. Charges for broken windows and screens are billed to the residents of the housing unit unless someone else is identified as the person responsible for the damage.

SIGNS

Possession or the unauthorized removal of traffic signs or university signs by private individuals is illegal. Civil penalties may be imposed. This includes "flicker lights" and other safeguard devices.

RESIDENCE LIFE STAFF

The residence life staff cares for the well-being of each resident and supervises the housing units. Each housing unit has a learning community area coordinator who is responsible for each of the facilities. The four residence halls (Covenant, East, North, and West) have two resident assistants on each floor to serve the needs of students, and the apartment buildings (Kuyper, Southview, and East Campus) are staffed by two community development assistants. The residence life staff desires to serve all residents in the best possible way and invites students to share their ideas, opinions, and suggestions for activities and improvements in residence living.

ROOM CONDITION REPORT

A room condition report will be distributed to document the condition of each residence hall room or apartment upon occupancy. It is essential that this list be both accurate and complete to prevent a student from being charged for previous damage and to report needed repairs. This report is used as the basis for assessing damage charges when the student vacates the housing unit. Residents should carefully follow directions listed on the room condition report and any additional instructions provided by the residence life staff.

TELEPHONES

Telephones in administrative and faculty offices, library, and the dining hall offices are for official use only. There is a phone for local use by students near the north entrance to the campus center.

TELEVISIONS

Cable service is provided in the on-campus apartments and residence halls. DTA boxes are available for check-out from Student Services. Satellite dishes or other satellite reception technology are not permitted.

VISITATION

Dordt University believes the visitation policy can be a healthy contribution to student development. The policy allows students to expect an amount of privacy and quiet during time spent in their residence hall room. Members of the opposite sex must not be in students' rooms or any other part of the residence hall other than the main lounge at any time, except for visitation hours as listed below:

Monday through Thursday, 5 p.m. to 10 p.m.

Friday and Saturday, 3 p.m. to midnight.

Sunday, 3 p.m. to 10 p.m.

The residents of each room may choose to reduce these hours or visitation days but cannot increase them.

Room doors must remain open and lights must remain on when a guest is present in the room.

The university recognizes, however, that some students will confuse Christian liberty with sexual license. Therefore, the university firmly holds to the biblical teaching that premarital intercourse is forbidden. Further, behavior (e.g. nudity, lying in bed together) that encourages such intimacy will not be tolerated by the university. Students involved in such behavior will face disciplinary action.

Visitation hours in the apartments must be agreed upon by all members of an apartment.

WAIVER OF PRIVACY

University officials reserve the right to enter a student's room/apartment at any time. This may occur when a violation of university policy is suspected, an emergency exists, maintenance is necessary, or for random/scheduled room inspections.

Student Code of Conduct

The university encourages students to grow in wisdom and responsibility by giving students freedom to act as adults within the educational community. The Student Code of Conduct finds its foundation in the teaching of Scripture. Both students and staff are encouraged to resolve areas of conflict at fundamental levels in a spirit of mutual respect with a desire to build up the other person as directed by Christ in Matthew 18.

The Student Code of Conduct is designed to provide students with guidance, correction, and an opportunity to demonstrate growth in judgment and self-control. The chief of staff and dean of chapel, counseling staff, residence life staff, and other members of the student services staff are available to students who desire personal guidance or a "listening ear," and typically become actively involved in meeting with students who are being disciplined for their behaviors.

The university's goals for its discipline policy, as set forth in the Student Code of Conduct, are:

1. To encourage student maturity by providing students with an opportunity to learn from their mistakes.
2. To encourage student responsibility by holding students accountable for their own actions.
3. To encourage reconciliation between community members.
4. To enhance the educational purpose and atmosphere of the campus.
5. To enhance the atmosphere of safety and well-being on campus.

To accomplish its goals, the university has adopted a discipline policy structured on four levels of discipline.

Students are entitled to all the rights and protections enjoyed by members of the Dordt community and are subject to obligations by virtue of this membership. Students are subject to all civil and criminal laws, the enforcement of which is the responsibility of duly constituted civil and criminal authorities.

GENERAL DEFINITIONS AND STANDARDS

The following general definitions and standards apply to violations of the Student Code of Conduct:

Members of the university community include students, faculty and staff of Dordt University and visitors to the university.

Campus

For the purposes of the conduct regulations, the campus includes the geographic confines of the university, including its land, institutional roads and buildings, its leased premises, common areas at leased premises, the property, facilities and leased premises of organizations affiliated with the university.

Off-Campus Violations

Conduct off campus in violation of the conduct regulations which affects a clear and distinct interest of the university is subject to disciplinary sanctions. Specifically included within the university's interest are violations that:

- Involve conduct directed at other members of the Dordt community;

- Disrupt educational or other functions of the university;
- Occur during or at university-sponsored events;
- Occur during the events of organizations affiliated with the university;
- Occur during a study abroad program; or
- If repeated on the campus, pose a threat to the safety of members of the university community.

Seriousness of Infractions

A violation of any provision of the conduct regulations will be regarded as more serious if:

- The conduct involves threatened or actual physical injury to another person, or endangers other persons;
- The conduct is willful or intentional;
- The conduct results in, contributes to or enhances the severity of a public disorder, group violence or a mass disturbance;
- The conduct involves interference with safety officials (police, fire and emergency medical responders) in the performance of their work;
- The conduct involves the use of drugs, alcohol or medication to incapacitate a student's ability to give consent to participate in an activity;
- The conduct violates a probationary sanction;
- The conduct involves dishonesty within the judicial process;
- The same or similar conduct is repeated; or
- The conduct impairs other students' abilities to continue their education.

A violation of any provision of the conduct regulations will be regarded as less serious if:

- Immediately after the conduct, and before being notified that disciplinary action may take place, the violator takes significant measures to correct his or her conduct or lessen the damage caused.
- The violator was encouraged or coerced to act in an uncharacteristic manner.

Non-Disciplinary Action

It is the desire of the university that students have the opportunity and encouragement to receive the best possible support and assistance in addressing an addictive lifestyle behavior. Therefore, if a student who has been involved in a behavior which is in violation of the university's policies (which includes but is not limited to drug or alcohol abuse, sexual misconduct, viewing of pornographic materials, eating disorder, or abuse of computer privileges) takes the initiative to seek help for the behavior, normal disciplinary action can be suspended. In order for a student to take advantage of the non-disciplinary policy the following conditions must be met:

1. The student needs to take the first step. Once a violation of a lifestyle expectation has been identified or reported the normal disciplinary process will proceed and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to accept such help as is determined necessary after consultation with vice president for student success and dean of students and/or other appropriate faculty or staff.
3. The student needs to be aware that in cases where behavior is repetitive, self-destructive, and hazardous to others or involving legal issues, the university has the responsibility to take appropriate action.

The university reserves the right to require the student to enter into a professional counseling setting if it is believed warranted based on the behavior in question.

Aiding and Assisting

Students aiding or assisting others in violating university conduct regulations are subject to disciplinary sanction under these regulations.

Attempt

A student may be disciplined for attempting to violate the Code of Conduct, even though the attempt is not successful.

Persons Subject to Code of Conduct

Persons who are students, or admitted to Dordt at the time of the alleged violation, are subject to these regulations. The term "student" shall include admitted students.

PROHIBITED CONDUCT

The following are violations of the Student Code of Conduct and are subject to disciplinary sanctions by the university.

Misuse of Alcoholic Beverages and Controlled Substances

Violations of the policy or laws include, but are not limited to, the illegal possession, use, manufacture, distribution, or sale of alcoholic beverages or controlled substances both on and off campus.

Members of the university community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol. Alcohol must only be used in ways that neither harm nor degrade the individual or the university community. Students under the legal age may not use altered or falsified identification to procure alcohol.

Students may not supply alcoholic beverages to persons who are not of legal age to possess or consume alcoholic beverages. This section will apply to persons who intentionally, knowingly, recklessly, or negligently supply alcohol to persons underage. Example: A person who holds or sponsors an event/activity and fails to take reasonable measures to assure that persons under the legal age are not receiving and/or drinking alcohol, is in violation of this section.

Students confronted for alleged alcohol consumption may be requested to take a breath analysis test. Refusal to take the test when requested will be interpreted as an admission of alcohol consumption. Students who are confronted with suspicion of consuming will be offered or may immediately request to use the breath analysis test to

confirm their innocence. Students are responsible for any possession or consumption of alcohol that occurs in a campus residence or vehicle if they are present in the room or vehicle whether or not they themselves have been drinking or in possession of alcohol. Residents who discover a violation of the university's alcohol policy are to report it to residence life staff or campus security.

The university supports and has a duty to uphold federal and state laws related to the use of alcohol. Students under the age of 21 are not to use or possess alcohol and will be held accountable should they choose to do so on or off campus. Students who are 21 or over are expected to abide by local, state, and federal laws with regard to alcohol and will be held accountable for violations of law that occur off campus as well as on campus.

The consumption or possession of alcoholic beverages by anyone is prohibited on campus or in university-controlled areas, in university-approved housing facilities, in vehicles, and at university related activities. The presence of alcohol containers will be regarded as possession. Students who return to campus in an intoxicated state or are discovered on or off campus in an intoxicated state are subject to university discipline.

Individual departments (e.g., athletics, theatre, music) have instituted policies regarding discipline for alcohol and drug violations. Students participating in such activities are expected to check the respective department's policies.

Assault, Injury, and Threat

Assault, injury, or threat is an act that:

- Is intended to cause pain or injury to another;
- Is intended to result in physical contact which is insulting or offensive to another;
- Is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting, or offensive;
- Involves pointing any firearm or simulated firearm toward another;
- Involves the display in a threatening manner of any dangerous weapon toward another; or
- Involves the making a threat intended to cause another person to fear for their safety or physical well-being.

Bribery and Extortion

Bribery is the offering, giving, receiving, or soliciting of anything of value to influence action as an official or in discharge of legal or public duty.

Extortion is the attempt to obtain property, services, or benefits from another induced by wrongful use of actual or threatened force, violence, fear or coercion, or false pretense.

Contempt

Contempt is defined as the following:

- Failure to appear before any university adjudicatory or regulatory body as summoned;

- Failure to comply with any disciplinary sanctions;
- Failure to comply with the order or request of authorized university officials (residence life/student security staff);
- Providing, procuring, or seeking to procure false testimony in any administrative hearing.

Disruption of Rights

Violations involving disruption of a university community member's rights are:

Disruptive Activities include any type of disruptive act (e.g., buffalo runs, water balloon launchers, water fights, raids, on building roofs, or other pranks, etc.) anywhere on campus is not permitted. Individuals involved will also be charged the cost of repairs and clean-up. If no individual(s) is implicated, cost of repairs/clean-up will be assessed to all members of the wing where the incident took place.

- Intentional disruption, obstruction, or denial of access to university services, facilities, or programs;
- Intentional interference with the rights, privacy, privileges, health, and safety of persons on campus;
- Interference with emergency evacuation procedures;
- Intentional or knowing interference with academic pursuits;
- Disorderly conduct;
- Disturbing the peace; or
- Inciting others to do acts which are restricted above.

Gambling

As provided by Iowa law, the following are prohibited:

- Bookmaking; or
- Placing a bet or accepting wagers for a fee outside licensed gambling locations.

Harassment, Sexual Harassment, and Racial and Ethnic Harassment

Engaging in First Amendment protected speech activities shall be considered acts done with a legitimate purpose.

1. Sexual harassment is prohibited. Sexual harassment may include, but is not limited to:
 - Coercing or attempting to coerce a person into a sexual relationship;
 - Subjecting a person to unwanted sexual attention or demands;
 - Punishing or retaliating against a person for refusal to comply with sexual demands; or
 - Unwelcome physical advances or physical contact of a sexual nature, or conduct of a sexual nature that is intimidating, demeaning, hostile, or offensive.

2. Racial harassment is prohibited. Racial and ethnic harassment may include, but is not limited to:
 - Threats, physical contact, pranks or vandalism directed at an individual or individuals because of their race or national origin;
 - Severe or persistent racial epithets, derogatory comments, jokes or ridicule directed to a specific person or persons about their race or ethnicity;
 - Defacement of a person's property based upon race of the owner; or
 - Persistent and repeated racial or ethnic remarks or conduct, even if not directed at a specific person or persons, which unreasonably affect the ability of persons to participate in university programs.
3. Harassment is defined as any act or acts done without legitimate purpose and with the intent to intimidate, annoy or alarm another. This policy shall specifically apply to, but not be limited to, harassment on account of disability or any other basis for non-discrimination. Any act meeting the definition of harassment under Iowa Code 708.7, or the definition of stalking under Iowa Code 708.11, is a violation of this rule.

Hazing

Hazing is any intentional, knowing, or reckless action, request, or creation of circumstances that:

It is not a defense to the violation of this section that the hazing participant provided explicit or implied consent. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this section.

- Endangers the health or safety of any individual;
- Causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual; or
- Involves the destruction or removal of public or private property in connection with initiation or admission into, or continued membership in, any group affiliated with the university, including but not limited to any student organization, academic group, or athletic team.

Misuse of Computers

Examples of computer misuse are:

Illegal File Sharing: Disciplinary Procedures

- Accessing, damaging or altering records, programs or databases without permission;
- Accessing or disclosing another user's private files without permission;
- Unlawful copying of, or improperly using, copyrighted material;
- Sending obscene, harassing or threatening material.

1. First offense. A record of this offense will be maintained in the student services office for the duration of student's enrollment at Dordt University. The student's personal computer may be disconnected from the campus network for a period of one week. Student is to remove all illegal files from the student's computer.
2. Second offense. Student will meet with student services staff and be placed on dismissal status for the duration of the student's enrollment. The student's computer may be disconnected from the campus network for a period of one month. Student is to remove all illegal files from the student's computer.
3. Third offense. The student will meet with the Student Life Committee and face possible dismissal from Dordt University.

Misuse of Identification and Falsification

Improper actions of identification or falsification are:

- Providing inaccurate identifying information to authorized officials with reason to request such information;
- Knowingly misleading university officials, police officers, faculty and staff in the conduct of their official duties;
- Tampering with official records, documents, identification cards; or
- Forgery.

Misuse of Keys or Access Cards

This violation is defined as unauthorized possession, duplication or use of keys or cards that permit access to any university or university-related services, vehicles, or premises, including university housing.

Sexual Misconduct, Including Sexual Assault and Sexual Harassment

1. General definition. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. The term includes sexual assault, sexual harassment, sexual exploitation, and sexual intimidation as those behaviors are described later in this section. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex. Please see sexual standards and conduct policy.
2. Consent. For purposes of this policy, consent is a freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous actions. It is the responsibility of the person who wants to engage in the sexual activity to insure that he or she has the consent of the other to engage in the activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding. Moreover, the existence of a dating relationship between the persons involved or the fact of a past sexual relationship should never provide the basis for an assumption of consent.

Consent must be present throughout the sexual activity -- at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to

consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

3. Persons who are unable to give consent. In addition, under Iowa law the following people are unable to give consent:
 1. persons who are asleep or unconscious
 2. persons who are incapacitated due to the influence of drugs, alcohol, or medication
 3. persons who are unable to communicate consent due to a mental or physical condition.
4. Examples of sexual misconduct. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as further defined below:

1. [sexual assault](#)
 2. [sexual harassment](#)
 3. [sexual exploitation](#)
 4. [sexual intimidation](#)
5. Relation to criminal law and other university policy.
 6. **Definition of sexual assault.** Sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will.

Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:

1. sexual intercourse (vaginal or anal)
2. oral sex
3. rape or attempted rape
4. penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object
5. unwanted touching of a sexual nature
6. use of coercion, manipulation, or force to make someone else engage in sexual touching, including breast, chest and buttocks

7. engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other mental or physical condition (e.g., asleep or unconscious).
7. Definition of **sexual harassment**. Sexual harassment is a form of discrimination that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person's or group's sex, or based on gender stereotypes, when that behavior is unwelcome and meets either of the following criteria:
 1. Submission or consent to the behavior is believed to carry consequences for the student's education, employment, on-campus living environment, or participation in a university activity. Examples of this type of sexual harassment include:
 1. pressuring a student to engage in sexual behavior for some educational or employment benefit, or
 2. making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for the student.
 2. The behavior has the purpose or effect of substantially interfering with the student's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a university activity. Examples of this type of sexual harassment can include:
 1. persistent unwelcomed efforts to develop a romantic or sexual relationship
 2. unwelcome commentary about an individual's body or sexual activities
 3. unwanted sexual attention
 4. repeated and unwelcome sexually-oriented teasing, joking, or flirting
 5. verbal abuse of a sexual nature.

Comments or communications could be verbal, written, or electronic. Behavior does not need to be directed at or to a specific student, but rather may be generalized unwelcomed and unnecessary comments based on sex or gender stereotypes.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

8. Definition of **sexual exploitation**. Sexual exploitation involves taking non-consensual sexual advantage of another person. Examples can include, but are not limited to the following behaviors:

1. electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved
2. voyeurism (spying on others who are in intimate or sexual situations)
3. distributing intimate or sexual information about another person without that person's consent.

9. Definition of **sexual intimidation**. Sexual intimidation involves:

1. threatening another person that you will commit a sex act against them;
2. engaging in indecent exposure; or
3. stalking another person who reasonably perceives the stalker is pursuing a romantic and/or sexual relationship. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Examples of prohibited stalking can include but are not limited to:

1. Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts, ordering goods or services, or any other communications that are undesired and/or place another person in fear;
2. Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a complainant;
3. Monitoring online activities, surveillance and other types of observation, whether by physical proximity or electronic means, attempts to gather information about the complainant;
4. Vandalism, including attacks on data and equipment;
5. Direct physical and/or verbal threats against a complainant or a complainant's loved ones, including animal abuse;
6. Gathering of information about a complainant from family, friends, co-workers, and/or classmates;

7. Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the complainant;
8. Defamation or slander against the complainant, posting false information about the complainant and/or posing as the complainant to post to websites, newsgroups, blogs, or other sites that allow public contributions, encouraging others to harass the complainant;
9. Posing as someone other than oneself to initiate transactions, financial credit, loans, or other contractual agreements;
10. Arranging to meet complainant under false pre-tenses.

Theft or Damage to Property or Services

Actual or attempted unauthorized taking, use, misappropriation, or damage to property or services owned or maintained by the university, by a member of the university community, by any person or visitor on campus, or by any person attending a university-sponsored event is a violation. The knowing possession of stolen property is also a violation.

**The removal or possession of dishware, silverware, or other property from the dining hall or Defender Grille is considered to be theft. Illegally obtained computer files are also considered theft.*

Unlawful Entry or Trespassing

1. Unauthorized or attempted unauthorized entry, occupation, or use of any university-owned or controlled property, equipment or facilities is a violation. It is a violation to enter restricted areas of the university such as restricted research areas and utility tunnels. Remaining in or on premises after permission to remain has been revoked also is trespassing.
2. Any unauthorized entry or assistance of such entry into a residence unit through windows or outside doors is not permitted. Entry after midnight is permitted only through the central lobby doors. Doors are locked and the building is secured for the safety and protection of the residents. Students may be allowed into certain buildings/rooms after they are locked provided they have been given permission by the person responsible for the area where access is desired. Students in areas that have been locked, secured, or designated as restricted will be subject to university/civil sanctions.
3. Accessing the computer system, accounts, or programs of the university or other persons without their specific permission is considered unauthorized entry.

Possession or Misuse of Weapons

Possession of weapons on campus is a violation.

**Firearms/Hunting Equipment-Equipment such as rifles, shotguns, ammunition, air rifles, sling shots, hunting knives, bows and arrows, etc., are allowed only for those who participate in hunting season or official Dordt club-sponsored events. All such equipment must be locked in storage in the safe located in the Facilities Department. Items of this*

nature may not be kept in university housing or vehicles on campus at any time. Handguns, long knives, or other weapons are not permitted at any time.

1. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.
2. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB, pellet, or air soft gun, taser or stun gun, bomb, grenade, mine, or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents on campus may possess knives having a blade exceeding five inches for cooking purposes.
3. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (e.g., a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (e.g., wrapping a hand in a towel to create the appearance of a gun).

Violation of Any Local, State, or Federal Law

Students are expected to abide by the laws and regulations applicable to other citizens. Any action or conduct that meets the definition of a crime under any local, state, or federal law is prohibited.

Indecent Exposure

Indecent exposure and public urination are prohibited.

Study Abroad Regulations

Students who participate in a study abroad program are subject to the following additional rules and regulations:

- The laws of the host country in which the student is traveling or living; and
- The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying.

Fire or Safety Violations

Fire Alarms and Equipment: Any tampering with, discharging of, or misusing fire alarms and fire safety equipment is not permitted. Any tampering with fire safety equipment or intentionally creating burn marks on walls or stairwells will be reported to civil authorities for prosecution. Remember, when you remove a fire alarm or tamper with a fire extinguisher, you are endangering others, as well as yourself. Intentionally setting off a false fire alarm will result in a \$1,500 fine. If the individual(s) responsible is not identified, the fine will be assessed to all members of the residence hall or apartment complex.

- Arson or attempt at arson;

- Tampering, damaging or misusing fire/safety equipment, barriers or signs;
- Falsely reporting or setting alarms for fire, explosion, or other emergencies on campus (for example: bomb threats);
- Interfering with law enforcement or fire safety officials who are engaged in discharging a safety-related duty;
- Possession or unauthorized use of fireworks, explosive devices, or other flammable materials; or
- Failure to evacuate a university facility when the fire alarm has been sounded.
- Burning candles or incense in residence units is prohibited. Please do not put yourself or others at risk by violating this policy. Flammable liquids including but not limited to lighter fluid or LP gas tanks are not permitted in student residence units.

Circuit Breakers

Students tampering with the electrical switches and/or circuit breakers may cause damage, injury, loss of computer programming, etc. Such tampering is, therefore, prohibited and can result in disciplinary action.

Endangerment

The creation of a hazard, endangering the physical safety of self or others by engaging in a dangerous activity, or using hazardous materials or chemicals is prohibited.

Disrespect of Authority

Actions judged as mocking or disparaging of sanctions imposed for improper behavior or of the individual/body imposing the sanctions are regarded as disrespectful. Students are expected to be sincere in their intent to change inappropriate behavior and attitudes and demonstrate such through their future actions. Students are also expected to respond to and obey the requests made by faculty, staff, or students who have been placed in a position of authority (e.g., resident assistant, campus security). Failure to do so may lead to disciplinary action. Students who are found to have falsified or misrepresented information to a university official or judicial body can also be sanctioned for disrespect of authority.

Pets

Pets are not permitted in the residence units at any time. Exceptions are made only for fish in aquariums not exceeding 10 gallons.

Pornography

Possession of pornographic material (paper/electronic) is prohibited.

As a means to remove a potential stumbling block from students who are struggling with this issue the university utilizes filtering software to block access on the university's network to gambling and pornographic sites.

Profanity

Students are asked to avoid the use of written or verbal profanity. The university reserves the right to impose sanctions on the use of profanity.

Smoking

Smoking anywhere on Dordt University property is prohibited. Individuals will be assessed a \$25 fine for smoking on campus. Smoking is defined as, but not limited to, the use of cigarettes, cigars, e-cigarettes, hookah, vaporizers, and any other apparatus used for introducing tobacco, herb, or other harmful chemicals to the body. (Please see Student Code of Conduct for more information on substance abuse)

**On July 1, 2008, the state law called the Iowa Smokefree Air Act went into effect. This law, among other things, bans smoking on college/university campuses across the state of Iowa. Dordt University has had a long standing policy banning smoking in all university facilities. However, this law requires that smoking be banned on all campus property including outside areas, outdoor athletic venues, parking lots, and university-owned vehicles. All individuals who choose to smoke must do so off campus.*

Domestic Violence

A felony or misdemeanor crime of violence committed by:

A current or former spouse or intimate partner of the victim

A person with whom the victim shares a child in common

A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner

A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or

Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence

Violence committed by a person:

Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

Where the existence of such a relationship shall be determined based on a consideration of the following factors:

The length of the relationship;

The type of relationship; and

The frequency of interaction between the persons involved in the relationship.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

Fear for his or her safety or the safety of others; or

Suffer substantial emotional distress.

SANCTIONS

Information pertinent to each level is set forth below:

1. Residence Probation (Level I)

1. Administered by learning community area coordinators, director of residence life, vice president for student success and dean of students, and/or Student Life Committee
 2. Sanctions:
 - Up to four weeks probation.
 - Up to five hours of community service.
 - A fine of up to \$25.
 - Reimbursement for expenses resulting from any damages to property and/or injury to persons.
 - Other sanctions as determined appropriate by the university's administration.
2. Behavioral Probation (Level II)
1. Administered by learning community area coordinators, director of residence life, vice president for student success and dean of students, and/or Student Life Committee
 2. Sanctions:
 - Up to 16 weeks probation.
 - Up to 15 hours of community service.
 - A fine of up to \$50.
 - Reimbursement for expenses resulting from any damages to property and/or injury to persons.
 - Other sanctions as determined appropriate by the university's administration.
3. Dismissal Status (Level III)
1. Administered by director of residence life, vice president for student success and dean of students, vice president for university operations, and/or Student Life Committee
 2. Sanctions:
 - Dismissal status for a semester and a half (not including break periods) beginning at the time the sanction is imposed.
 - Community service up to 20 hours.
 - A fine of up to \$100.
 - Consultation with the dean of chapel and/or personal counselor (including any testing, assessment, or professional counseling they might recommend).
 - Notification of parent(s)/guardian(s), academic adviser, advisers, coaches, and ensemble directors.
 - Appropriate other sanctions (e.g., written reports, substance abuse seminars, etc.) as determined appropriate by the university's administration.
 - Reimbursement for expenses resulting from any damages to property and/or injury to persons.
4. Dismissal (Level IV)

1. Administered by the Student Life Committee
2. Sanction:
 - Dismissal from the university plus expenses resulting from any damages to property and/or injury to persons.
 - Dismissal results in loss of credit for the semester and loss of tuition, board, and fees according to business office policy. Appropriate faculty and staff will be informed of a student's dismissal. Students who return to the university after dismissal may be eligible for tuition reduction benefits under the Cost Reduction Guidelines for Dismissed Students who are readmitted. Contact the vice president for student success and dean of students for further information.
 - Notification of parent(s)/guardian(s), academic adviser, advisers, coaches, and ensemble directors.

The following terms apply to the Discipline Levels set forth above:

1. The administrator/committee of the next higher level of discipline will review the action of the previous level administrator/committee.
2. Students may appeal to the next higher administrator or committee. The Student Appeals Committee hears appeals on Level IV discipline (The membership of the Student Appeals Committee consists of one staff member, one student, one faculty member, and one trustee).
3. A notice of appeal must be filed with the vice president for university operations in the office of the vice president for university operations. The appellant may appeal the decision based on one of the following reasons:
 1. The student's rights were substantially violated in the hearing process;
 2. The procedures used or the decision reached is contrary to university policy;
 3. There was not substantial evidence to support the conclusions reached;
 4. There is new material evidence that could not have been discovered at the time of the hearing; or
 5. The sanctions imposed were too severe or not appropriate for the violation.

The notice of appeal must state the basis for appeal and give a brief statement of the reasons.

4. The Student Life Committee, which consists of students, staff, and faculty members, are responsible for all decisions regarding the dismissal of any student. Decisions of the Student Life Committee may be appealed to the Student Appeals Committee. Details regarding the appeals process are available from the student services office.
5. The disciplinary process is not a legal proceeding, and there are different standards of evidence for holding persons accountable.
6. In cases where criminal or civil laws are violated, the university may impose penalties over and above any criminal or civil penalties that are assessed.

If you have any questions about the discipline policy at the university, please contact the vice president for student success and dean of students for further information.

Assistance Animals Policy

Dordt University is committed to helping students with particular life challenges to be successful and seeks to accommodate their needs. One common type of reasonable accommodation is allowing a person with a disability to keep an assistance animal. An assistance animal is an animal that works, provides assistance, performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Dordt University is committed to ensuring that individuals with disabilities may keep such animals in Dordt University housing, to the extent required by federal, state, and local law.

An animal that is trained to do work or perform tasks for an individual with a disability is known as a **service animal**. It is often readily apparent that an animal is trained to do work or perform tasks for the benefit of a person with a disability, such as a dog that guides an individual with a visual impairment. Where it is readily apparent that an animal is a trained service animal, for example, a dog trained to guide an individual with a visual impairment, Dordt University will not inquire about the individual's disability or the animal's training. Federal law recognizes two types of service animals: dogs and miniature horses. Service animals may accompany the student in most aspects of campus life, with limited restrictions.

In the case of a resident who requests a reasonable accommodation for an assistance animal that does work or performs tasks for the benefit of a person with a disability, Dordt University may require that the resident provide:

- i. A statement from a health or social service professional indicating that the person has a disability, and
- ii. Information that the animal has been individually trained to do work or perform tasks that would ameliorate one or more symptoms or effects of the disability, or information that the animal, despite lack of individual training, is able to do work or perform tasks that would ameliorate one or more symptoms or effects of the disability.

In the case of a resident who requests a reasonable accommodation for an **assistance animal that provides emotional or other assistance** that ameliorates one or more symptoms or effects of the resident's disability, Dordt University will require a statement from a health or social service professional¹ indicating:

- i. That the applicant has a disability, and
- ii. That the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability, and
- iii. Whether the applicant is using any measure (e.g. prescriptions, treatments, therapy, etc.) that mitigates the limitations caused by the impairment, and
- iv. Whether any other alternative accommodation would be effective in allowing the applicant to use University housing.

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"Health or social service professional" means a person who provides medical care, therapy, or counseling to persons with disabilities, including, but not limited to, doctors, physician assistants, psychiatrists, psychologists, or social workers. The health or social service professional must have personally met with and diagnosed the applicant. The health or social service professional must have an enduring relationship with the applicant within 6 months of the application.

If an assistance animal both provides emotional support or other assistance that ameliorates one or more effects of a disability and does work or perform tasks for the benefit of a person with a physical disability, Dordt University may require compliance with either of the two preceding paragraphs, but not both.

Emotional Support Animals may only accompany the student in the residential area of the University. Students requiring such an animal must apply for permission for this animal and be approved by the vice president for student success and dean of students.

The complete Service and Emotional Support Animal policy is available from the vice president for student success and dean of students and governs the student's and the institution's rights and responsibilities in this area.

Drug Testing Policy

The university maintains a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances while enrolled as a student. Students will be held accountable for consuming illegal substances, regardless of state/local laws in the location where the substance was ingested. A student is subject to testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing (at the university's expense) will be required whenever the vice president for student success and dean of students, or his/her designee, suspect or have reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Reasonable grounds for requiring a student to submit to a drug test may include, but are not limited to, the following:

- Incoherent communication or inexplicable behavior
- A pattern of tardiness and/or absenteeism from class
- Suspicious odors on person, clothing, and/or other property
- Sudden, inexplicable decline in academic performance
- Possession of drug paraphernalia
- Prior positive drug test results
- Arrest, citation, or conviction for a substance-related offense by university or public law enforcement authorities
- Observation of substance use or physical symptoms or manifestations of impairment, incoherency, or erratic, inexplicable conduct
- A report of substance abuse or use provided by a reliable and credible source

A student who refuses to submit to a request for drug testing from an authorized university official, refuses to authorize the release of test results to the university, or tampers with a drug test sample will be disciplined up to and including dismissal from the university. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, will result in disciplinary action including, but not limited to, suspension or dismissal from the university.

Drug testing will be conducted at a lab selected by the university and certified to conduct drug testing.

Missing Student Policy and Procedure

Dordt University takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating students living in Dordt-owned, on-campus housing who, based on the facts and circumstances known to Dordt personnel, Dordt has determined to be missing.

At the beginning of each academic year, Dordt will inform students residing in on-campus housing that Dordt will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This will include the following information:

- Students may identify an individual to be contacted by Dordt should they go missing. Students submit this confidential contact information through the registration process.
- If the student is under 18 years of age, and not an emancipated individual, Dordt is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- Dordt will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Dordt security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Dordt will initiate the emergency contact procedures in accordance with the student's designation.

Dordt will observe the following notification procedure for a missing student who resides in on-campus housing:

- Once Dordt receives a missing student report to the student service's office, Dordt security, residence life, or another source, the following offices will be notified:
 - Dordt security
 - Vice president for university operations
 - Vice president for student success and dean of students
 - Director of residence life
- Any official missing person report relating to this student shall be referred immediately to the vice president for student success and dean of students and vice president for university operations.
- If after the investigation of the official report, it is determined that the student has been missing for more than 24 hours, Dordt will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

Upon notification from any entity that any student may be missing, Dordt may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the residence life office, the resident assistants may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known acquaintances.

- A search will be conducted on campus to find the student (library, cafeteria, etc.).
- An I.D. picture will be disseminated to assist in identifying the missing student.
- The director of residence life and/or vice president for student success and dean of students and the vice president for university operations may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student services or academic departments may be contacted to seek information on last sighting or other contact information.
- Student services staff may access card access logs to determine last use of the card and track the card for future uses.
- Campus security may access vehicle registration information for vehicle location and distribution to authorities.
- Computer services may be asked to look up email logs for last login and use of Dordt email system.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Eating Disorders

STATEMENT OF CARE FOR STUDENTS WITH EATING DISORDERS

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

When staff or faculty members are made aware of a student's struggle with an eating disorder, every effort will be made to collaborate respectfully and in a caring manner with the student. The student will be informed about the reasons for the concern and will be encouraged to voluntarily participate in assessment and treatment. The assessment will in most cases begin at the Student Health and Counseling Center. Students may also receive appropriate help off campus. Because successful treatment of eating disorders usually involves both medical and psychological aspects, both counseling and medical supervision are considered to be essential elements of a good treatment plan.

A good treatment plan involves teamwork. The team often includes the student, the student's counselor, a medical doctor, and frequently a dietician/nutritionist. Good treatment consists of an open and willing sharing of pertinent information with all members of the team. Students affirm this by giving permission to share information among team members. A Release of Information Form-Coordinated Care Agreement is signed by treatment team members.

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

MINIMAL HEALTH STANDARDS: GUIDELINES FOR DETERMINING RISK

It is the university's desire to do all that is possible, with the student's active participation, to assist the student to remain enrolled as a student. However, if a student's physical or emotional/psychological status is judged to place the student at serious risk of harm to self or others, and if the student refuses to cooperate with treatment recommendations or fails to make adequate progress toward previously identified goals, for the wellbeing of the student it may be necessary for the university to take action to remove the risk of harm.

This action may include contacting the student's parents and/or guardian, spouse, or other family members for purposes of discussing treatment options. The purpose of this communication is to safeguard the student from harm. If necessary, good treatment may involve suspension and/or a medical withdrawal in cases where the student's physical and/or emotional/psychological health condition is judged to be incompatible with continued enrollment. For some students, more intensive treatment than what can reasonably be provided by an educational institution may be necessary.

The following list of medical and behavioral criteria helps define minimal health standards for students at Dordt University. Since all people are unique, it is not necessary for a student to meet all criteria fully in all instances. These criteria are intended to be used as guidelines only

and it is recognized that a certain amount of subjectivity is necessary in order to make an assessment of risk.

Minimal physical health criteria include:

- The maintaining of a weight no less than 85 percent of normal for the individual prior to the eating disorder onset.
- For female students, body mass index (BMI) of at least 18, or body fat of 15 percent as determined by a 6-site skin fold assessment.
- Normal physical health condition as measured by other standard medical indicators including normal blood count, regular menses (females), and absence of weight-related osteoporosis or other medical conditions.
- Abstinance from abuse of substances such as laxatives, diuretics, alcohol, diet pills, emetics, enemas, or any other drugs except as prescribed by a physician.
- Abstinance from behaviors of disordered eating including overly restrictive eating, binge eating, and purging (including self-induced vomiting, use of laxatives, diuretics, diet pills, or excessive exercise).
- Consistent and appropriate use of prescribed medications.
- Cooperative and active engagement in all phases of treatment.
- Demonstrated progress toward overcoming the eating disorder and related behaviors and toward cessation of symptoms that pose a risk to the student's health.