



# STUDENT HANDBOOK

2023–2024



## MISSION STATEMENT

**Andrews  
University,**  
a distinctive  
Seventh-day  
Adventist  
Christian institution,  
transforms its  
students by  
educating them to  
**Seek Knowledge**  
and **Affirm Faith**  
in order to  
**Change the World.**



Berrien Springs MI 49104  
andrews.edu | 800-253-2874

## This Handbook belongs to:

Name: .....

Phone: .....

Email: .....

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# Frequently Called Numbers

AUGSA ( <i>Andrews University Graduate Student Association</i> ) .....	269-471-3215
AUSA ( <i>Andrews University Student Association</i> ) .....	269-471-3215
Alumni Services .....	269-471-3591
Academic Records .....	269-471-3375
Andreasen Center for Wellness .....	269-471-6090
Athletics .....	269-471-3965
Bookstore .....	269-471-3287
Campus & Student Life .....	269-471-3215
Campus Safety .....	269-471-3321
Career Center .....	269-471-6288
Center for Faith Engagement .....	269-471-3211
College of Arts & Sciences .....	269-471-3411
College of Education & International Services .....	269-471-6570
College of Health & Human Services .....	269-471-6684
College of Professions .....	269-471-3632
Counseling & Testing Center .....	269-471-3470
Custodial Services/Lost and Found .....	269-471-3440
Dining Services .....	269-471-3161
Education, School of Distance .....	269-471-6570
Explore Andrews Program .....	269-471-3382
Graduate Studies, School of .....	269-471-3405
Horn Archaeological Museum .....	269-471-3273
Howard Performing Arts Center .....	269-471-3560
International Student Services & Programs .....	269-471-6395
JN Andrews Honors Program .....	269-471-3297
Library, James White .....	269-471-3275
LithoTech (campus print shop) .....	269-471-6027
Marketing & Enrollment Management .....	269-471-6049
Medical Center .....	269-473-2222
Pioneer Memorial Church .....	269-471-3133
Post Office .....	269-471-3238
Research & Creative Scholarship .....	269-471-6361
Residence Halls	
Lamson Hall .....	269-471-3446
Meier Hall .....	269-471-3390
University Towers ( <i>Burman Hall and Damazo Hall</i> ) .....	269-471-3360
Residence Life, Office of .....	269-471-6601
Seventh-day Adventist Theological Seminary .....	269-471-3537
Student Financial Services .....	269-471-3334
Student Involvement, Leadership & Activities .....	269-471-6568
Student Success Center .....	269-471-6096
Switchboard .....	269-471-7771
Transportation .....	269-471-3519
Undergraduate Leadership Program .....	269-471-6636
University Apartments .....	269-471-6979
University Communication .....	269-471-3322
University Culture & Inclusion .....	269-471-3241
University Hospitality Services .....	269-471-3360
WAUS 90.7 FM .....	269-471-3400



# ANDREWS UNIVERSITY STUDENTS WILL:

## **SEEK KNOWLEDGE as they**

- *Engage in intellectual discovery and inquiry*
- *Demonstrate the ability to think clearly and critically*
- *Communicate effectively*
- *Understand life, learning, and civic responsibility from a Christian point of view*
- *Demonstrate competence in their chosen disciplines and professions*

## **AFFIRM FAITH as they**

- *Develop a personal relationship with Jesus Christ*
- *Deepen their faith commitment and practice*
- *Demonstrate personal and moral integrity*
- *Embrace a balanced lifestyle, including time for intellectual, social, spiritual, and physical development*
- *Apply understanding of cultural differences in diverse environments*

## **CHANGE THE WORLD as they go forth to**

- *Engage in creative problem-solving and innovation*
- *Engage in generous service to meet human needs*
- *Apply collaborative leadership to foster growth and promote change*
- *Engage in activities consistent with the worldwide mission of the Seventh-day Adventist Church*







# Campus & Student Life Mission Statement

Campus & Student Life assumes an integral role in the development of Christian character and critical thinking consistent with the philosophy of Seventh-day Adventist education, which is designed to guide students to the Redeemer.

We support the mission of the University by nurturing students for:

- *Continuing growth in Christ*
- *Developing positive and rewarding relationships*
- *Embracing and appreciating diversity and inclusion*
- *Developing personal integrity reflected in a balanced spiritual, mental and physical lifestyle*



## Dear Students:

On behalf of dedicated administrators, faculty and staff, it is my pleasure to welcome you to Andrews University. As an amazing child of God, you will greatly enrich our campus community.

By selecting Andrews you have chosen to be part of a campus culture that is shaped by the Christian faith and values of the Seventh-day Adventist Church. Whether or not you share our particular faith perspective, we invite you to live within the values that make Andrews a welcoming and supportive environment for all who seek a faith-based education.

Andrews University is more than brick and mortar—it's a community. Whether you are a graduate student or an undergraduate student, we want Andrews University to feel like home. As a residential university, many students live on campus in one of our residence halls or University apartments.

Students learn not only in the classroom but through a wide variety of out-of-class faith and learning opportunities—on campus, in the community and around the world. Andrews University offers a transformative educational experience designed to motivate you to reach your God-given potential in all aspects of your life—body, mind and spirit—and to inspire you to serve others.

In this "Handbook," you will find the Community Values and Code of Student Conduct which each student agrees to respect. I also personally call you to embrace four great cares. (1) Care for yourself as a unique creation of God. (2) Care for each other, for all are precious in His sight. (3) Care for the University—its mission, values and property. (4) And, most importantly, care for your Creator, in whom we live and have our being.

Welcome again, to our Andrews University community.

*With care,*



**Frances Faehner, PhD**

*Vice President for Campus & Student Life*







# The Four Hallmarks of Campus & Student Life

Andrews University is a Christian community where Christ is celebrated and reflected in the academic, social, physical and spiritual experiences of its members. As a Seventh-day Adventist institution, we seek to integrate faith, learning and living, while each of us matures in our relationships with God and each other.

By enrolling in classes on the main campus of Andrews University, students choose to be part of this uniquely Christian atmosphere, set apart by four hallmarks.

- 1. A Faith-Based University.** Andrews is a Seventh-day Adventist university with a unique, global perspective. We welcome students of all faiths and backgrounds, inviting them into a life of hope and wholeness. *See A Faith-Based University.*
- 2. A Healthy Lifestyle.** Faculty, staff and students agree to uphold the community's shared commitment to a healthy lifestyle guided by the principles of honesty, modesty, sexual purity, respect for others, healthful living and safety.
- 3. A Residential Campus.** Graduate and undergraduate students benefit from living and learning together on campus, either in one of our residence halls or the University apartments. Undergraduates under the age of 22 (unless married or staying with an approved family member or Andrews employee) agree to live in a residence hall and participate in a meal plan at the University's vegetarian cafeteria. *See A Residential Campus.*
- 4. A Whole-Person Approach.** Students engage in faith and learning outside the classroom as part of a comprehensive educational experience, developing skills and dispositions that complement their academic degrees. Undergraduate students and Seminary students agree (and all graduate students are encouraged) to participate in a minimum number of co-curricular experiences each semester. *See A Whole-Person Approach.*

# A Faith-Based University

## SEVENTH-DAY ADVENTIST FAITH AND VALUES

*Students attending Andrews University soon learn that our Seventh-day Adventist faith and values set us apart. Our distinctive Christian perspective, guided by our understanding of Scripture, informs our faith as well as our practice.*

### Relationship with God

We understand God is present and desires to have a relationship with His creation. Students are encouraged to grow in their relationship with God by communing with Him in daily prayer, meditating on His word, singing His praises and gathering together for worship.

### Salvation through Jesus Christ

We believe Jesus Christ is the Son of God, the Savior of all who place their faith in Him. In His life we are offered a holy example, in His death the forgiveness of sin and in His resurrection the hope of a new beginning. In times of temptation, trial and failure students are directed to the grace of Christ as a source of strength, healing and restoration.

### The Sabbath: A Day of Rest and Worship

The Bible describes the seventh day as the one day God set aside for focused fellowship with His people. The seventh-day Sabbath (from Friday sunset to Saturday sunset) is a special part of the relationship between God and His creation. To foster this focused fellowship with God, non-essential business operations and activities at Andrews are closed. Students are encouraged to welcome and delight in the Sabbath as a day of special rest, worship and communion with God, ministry to others, and celebration of God's creative and redemptive acts.

### Sabbath Observance

As a distinctly Seventh-day Adventist Christian institution, Andrews University promotes the observance of the seventh-day Sabbath, Friday evening at sundown to Saturday evening at sundown. As God rested and made the Sabbath

a holy day, the Sabbath is observed as a memorial of creation to the Creator. We withdraw from work and play that can be created during the regular six days of the week. The Sabbath is a time to be in communion with the Creator, away from the activities, music and reading that are not focused on worshiping the Lord. Andrews University requests that all on our campus—faculty, staff, students and visitors—respect the sacred observance of this day. Our community includes diverse perspectives on Sabbath observance. However, no personal or unregistered group activity should detract from the sacred Sabbath observance for others in the community. This means all our communal spaces, including residence hall lounges and other common areas in our facilities, are reserved for the observance of Sabbath, including worship, meditation and God-centered fellowship. Any faculty, staff or student staff member may request that activities that detract from Sabbath observance cease or be modified to accommodate the right for any member of our community to observe Sabbath freely and without malice. One of the “Andrews Advantages” is for students to study and rest in a Sabbath-affirming environment.

### Present and Future Hope in Jesus Christ

Seventh-day Adventists look forward to the imminent second coming of Christ. Until then we are God's stewards, entrusted by Him to use our time, gifts, abilities, resources and opportunities to serve Him and our fellowmen.

### Wholesome Lifestyle

Seventh-day Adventists are encouraged to engage in whatever fosters the optimum development of the body, mind and spirit. This includes a healthful diet along with adequate exercise and rest.

### Life Purpose

Every human being, created in the image of God, is endowed with a God-given purpose for their life. At the core of an educational journey at Andrews University is our desire to help each student discover their life's calling.





### Concern for Others

As Christians, we are called to follow after Christ. In response to witnessing His grace and mercy in our own lives, we are compelled to likewise give ourselves in loving service, locally and globally.

### Learn More

To learn more about the fundamental beliefs of Seventh-day Adventists go to [adventist.org/beliefs](http://adventist.org/beliefs). To read official statements issued by the Seventh-day Adventist Church on important contemporary issues go to [adventist.org/information/official-statements](http://adventist.org/information/official-statements).

## CENTER FOR FAITH ENGAGEMENT

Located in the Campus Center, the Center for Faith Engagement's mission is to inspire students to be resilient disciples of God. We accomplish this with faculty, staff and students by developing graduates who are fully devoted to God who see their life's work as a holy calling with eternal impact. Therefore, we claim every workplace in every nation as our mission field.

We cultivate this missional community through identifying and developing meaningful strategies, relevant practices, and innovative resources for, and with, faculty, staff and students as we integrate faith in every aspect of the university experience.

The essential connection for us is embraced in the transformative verse of Micah 6:8 (MSG):

*"But he's already made it plain how to live, what to do, what God is looking for in men and women. It's quite simple: Do what is fair and just to your neighbor; be compassionate and loyal in your love, And don't take yourself too seriously—take God seriously."*

The Center for Faith Engagement fulfills its mission when students embody the calling found in this passage. We have made it easy for students to connect to the faith experiences and support on campus through the University Faith app that is available for iOS and Android devices.

**AUGather**—Every Thursday at 11:30 a.m., the campus gathers to explore the values that inform an Adventist education—the harmonious development of body, mind and spirit for service to the world.

**Bible Study & Discipleship**—Come by CFE and visit with any of the chaplains or student chaplains. We also have trained peer Bible counselors who provide Bible studies.

**Change Day**—The first-ever Change Day for Andrews University was held on Sept. 14, 2017. Approximately 1,600 students, staff and faculty participated at 63 sites spread around Berrien County. Projects ranged from painting a mural in a school, cleaning beach areas and parks, removing brush and mulching, to offering

hundreds of high schoolers information about career choices. The ultimate goal is to build a culture of “Presence, not just residence,” according to Provost Christon Arthur. Those impacted by the efforts of Change Day were overwhelmingly positive and appreciative of the results. This year’s Change Day is scheduled for Sept. 14, 2023.

**Grow Groups**—These groups help you make new friends, be involved, and grow deeper in your relationship with God. Covering a wide variety of interests, the groups begin at three times during a year and usually meet for ten weeks.

**Missions**—Whether you want to serve for ten days or ten months we have many options for you to consider. Come by the Center for Faith Engagement office and explore your opportunities.

**Prayer Warriors**—A ministry that focuses on the power of intercessory prayer. This ministry orchestrates prayer groups across campus; seeks God’s protection, direction and revelation prior to all worship services; and organizes prayer initiatives that draw our campus close to God.

**Proximity Vespers**—Once a week on Friday night we gather as a community to welcome Sabbath and seek to worship God and draw close to Him.

**Sabbath School**—There are many Sabbath morning options from birth on up. Stop by the PMC office or the Center for Faith Engagement to see when, where and topics.

**Sabbath Worship Services**—Andrews University collaborates with our campus church, Pioneer Memorial Church led by Pastor Shane Anderson, and four campus fellowships—New Life, One Place, Living Word and Genesis—to offer vibrant Sabbath worship services and Sabbath Schools. In the surrounding community, you can connect with several more churches that are also eager to engage your passions and calling to serve in this community.

**Service Projects**—Are you ready to let the love of God flow through you to a world in need? We have identified needs which are waiting for you to reach out and fill them.

**Training and Teaching**—We support a holistic approach to following Jesus and periodically offer workshops and retreats throughout the year. Come by the Center for Faith Engagement for more information.

**Visitation**—You are important. We would be honored to intersect with your life story. So come by or set an appointment time for us to come and visit you. Let’s increase our kindness to each other and walk closer together with the King.

**Weeks of Prayer**—Weeks of Prayer are the perfect way to start a new semester and actively seek the will of God in our lives. There is an adjustment to the academic schedule so we can meet Monday–Friday at 11:30 a.m. in Pioneer Memorial Church. Fall Week of Prayer is Sept. 11–15, 2023. Spring Week of Prayer is Jan. 22–26, 2024.

#### **Adjusted Class Schedule for Monday, Wednesday, and Friday.**

*7:30 a.m. classes meet from 7:20–8 a.m.*

*8:30 a.m. classes meet from 8:10–8:50 a.m.*

*9:30 a.m. classes meet from 9–9:40 a.m.*

*10:30 a.m. classes meet from 9:50–10:30 a.m.*

*11:30 a.m. classes meet from 10:40–11:20 a.m.*

#### **SO MUCH MORE...**

In addition, there are countless departments and clubs on campus that offer multiple worship and training opportunities throughout the year. You will find deans, faculty and staff who are eager to share their own walk with Jesus and are actively engaged in seeking close proximity to God. Stay connected. Let’s walk together in pursuing Him.

Visit [andrews.edu/faith](https://andrews.edu/faith) for more information.

*The Center for Faith Engagement exists to inspire you to be a resilient disciple of God.*

**Phone:** 269-471-3211

**Email:** [engagefaith@andrews.edu](mailto:engagefaith@andrews.edu)

**Web:** [andrews.edu/faith](https://andrews.edu/faith)

Download the **University Faith App** today and stay informed of all the faith experiences and support available on campus. Available on the Apple App Store and on the Google Play store.









# Our Commitment to You

Andrews University is committed to creating an environment in which each student's rights and privileges are supported and protected. Unless circumstances or obligations dictate otherwise, the following are some of the rights afforded to all Andrews University students.

**TO SERVE:**

University Services

**TO PROTECT:**

Student Rights

**TO HOLD ACCOUNTABLE:**

Student Responsibilities

# To Serve: University Services

## ADMISSION SERVICES

Admission to Andrews University is available to any student who meets the academic and character requirements of the University and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission. Any qualified student who would be comfortable within its faith, social and cultural atmosphere may be admitted. The University does not unlawfully discriminate on the grounds of race, color, ethnicity, national origin, citizenship, sex, religion, age, disability, veteran status, or any other legally protected characteristic.

Admission to one of the schools of Andrews University does not guarantee admission to a specific department or program within a given school. Transfers from one school to another may be made when the student meets the admission requirements for that school and has the consent of the deans involved.

- College of Arts & Sciences
- College of Education & International Services
- College of Health & Human Services
- College of Professions
- Seventh-day Adventist Theological Seminary

Additionally, the School of Graduate Studies operates as the unit responsible for quality assurance of graduate degrees offered by the University in its various academic units.

## ACADEMIC INFORMATION AND STUDENT SUCCESS SERVICES

### Course Load

The course load is expressed in semester credits. Each semester credit represents one 50-minute class period or equivalent per



week for one semester. Preparation time of approximately two hours for each class period is assumed. For a complete and detailed Credit Hour Definition at Andrews University, please see the “Andrews University Bulletin” at [bulletin.andrews.edu](http://bulletin.andrews.edu).

For undergraduate students the normal class load is 15 to 16 credits per semester. The normal course load for graduate students is 8 to 12 credits per semester (for MDiv students: 9–14 credits in fall and spring semesters, 9–12 credits for summer semester). International undergraduate students must take a minimum of 12 credits per semester to maintain their visa. International graduate students must take a minimum of 8 credits per semester, and international MDiv students must take a minimum of 9 credits per semester to maintain their visa.

### Class Loads and Financial Aid

Aid is awarded for an entire academic year (two semesters) and is based on full-time enrollment. The summer session usually is not part of the regular academic year. Students do not receive aid during non-enrollment periods.

Most aid programs require students to be enrolled at least half-time. Students who enroll with a half-time load may receive a maximum of 50 percent of the full-time award. Three-quarter-time enrollment permits students to receive a maximum of 75 percent of the full-time award. Students who change their course load during a given semester should read the Financial Aid Refund policy. See Undergraduate Financial Assistance for more specific information.

**Class Standing**

At the beginning of the fall semester each year, undergraduate students are classified according to the number of semester credits earned.

Freshman	0–24 credits
Sophomore	25–56 credits
Junior	57–86 credits
Senior	87 or more credits
Graduate	Completion of baccalaureate degree or beginning the fourth year of a 3/3 program, such as DPT

**Exit Procedure**

For a complete withdrawal from all current classes, students must follow a specified course of action. Andrews University Student Exit Procedure forms may be obtained from the Office of Academic Records: [andrews.edu/services/registrar/students/forms/](https://andrews.edu/services/registrar/students/forms/). Please download the online form and submit completed forms with digital signatures to [academicrecords@andrews.edu](mailto:academicrecords@andrews.edu).

Various checkpoints have been designated in an effort to provide the student with an opportunity for counsel. To complete the exit process, the student must obtain several signatures in order to ensure that the necessary information has been given both to the student and to the departments listed on the form.

In order to qualify to receive a “W” for classes rather than the grades earned, the withdrawal form must be completed by the date established in the University calendar as the last day to withdraw from a class with a W. (To review the tuition refund policy, see the “Andrews University Bulletin” at [bulletin.andrews.edu](https://bulletin.andrews.edu)).

In addition, students occupying University housing, apartments and residence halls must check out of those facilities according to established procedures.

**Academic Probation (Undergraduate)**

A student is classified on Academic Probation when one or more of the following three conditions apply:

1. the cumulative Andrews University GPA falls below 2.00
2. the semester GPA is 1.75 or below,
3. a combination, in a semester, of three or more Withdrawals (W), Incompletes (I) or grades lower than a C.

Students on academic probation are removed from probation when their academic status changes to good academic standing.

Part-time employment should be no greater than 12 hours per week and extracurricular activities should be limited:

- Students on academic probation status shall not be allowed to participate in Andrews Gymnics or Cardinals sports teams
- Participate in any performing group that requires frequent absences from campus
- Hold an officer position in AUSA or any departmental club

**Undergraduate Academic Dismissal.** Students are subject to academic dismissal from the University in one of the following ways:

- Earning during a given semester a GPA of 1.25 or less
- Two consecutive or three total semesters on academic probation
- Violations of the Academic Integrity Code or Policy

Students may also be dismissed from a department or program if the specific requirements for a degree are not met by that individual.

**Academic Policies and Procedures**

For more academic dismissal and appeal policies as well as other academic policies see the “Andrews University Bulletin” at [bulletin.andrews.edu](https://bulletin.andrews.edu).

**Student Success Center**

*Nethery Hall, Room 210*

**Phone:** 269-471-6096

**Hours:** Monday–Thursday, 9 a.m.–12 p.m. and 1–5 p.m.; Friday, 9 a.m.–12 p.m.

Student Success adds to classroom instruction by providing academic guidance, support and developmental instruction. The Student Success Center serves as a learning center for all undergraduate students.

Group tutoring is available for undergraduate students. This support service is managed by peer tutors and provides a safe and structured environment for learning. Academic intervention support on aspects of student success such as note taking, time management, memory techniques, and test preparation are also available by appointment. These general academic support services are complemented by the Mathematics and Writing Centers.

Student Success also offers:

- Academic intervention (for undergraduate students)
- Disabilities accommodation (for graduate and undergraduate students)

*Questions/concerns:*

email [success@andrews.edu](mailto:success@andrews.edu).

### Services for Students with Disabilities

Andrews University accepts and appreciates diversity in its students inclusive of those with disabilities and will provide reasonable accommodations on an individualized basis to the greatest extent possible without compromising the integrity of the student's degree. It is the responsibility of the student with a disability to seek assistance from the disability support officer in the Student Success Center and to provide detailed documentation of the disability from an appropriate, licensed official to certify the student as having a disability. The cost of obtaining documentation must be borne by the student. Students should request accommodations as early as possible. Although efforts will be made to provide accommodations quickly, Andrews University cannot guarantee certain accommodations (i.e., alternate texts or interpreters) earlier than six weeks after the receipt of acceptable documentation. For more information, please contact the Student Success Center at 269-471-3227 or email [disabilities@andrews.edu](mailto:disabilities@andrews.edu).

Students who wish to request alternate housing arrangements due to a disability or to a chronic health condition should contact the Disability Services coordinator at 269-471-3227 or email [disabilities@andrews.edu](mailto:disabilities@andrews.edu). Andrews University will make every attempt to provide reasonable accommodations within on-campus housing facilities for students with documented disabilities or chronic health conditions.

### Mathematics Center

*Haughey Hall (Science Complex), Room 112*

**Hours:** Sunday–Thursday, 5–7 p.m. (or as posted); closed during the summer and holidays

The Mathematics Center provides free assistance with no need for an appointment for students enrolled in Andrews University mathematics courses. The Center is equipped with eight computers that can be used for ALEKS and other web-based math assignments. For more information and the current schedule, see the Department of Mathematics website or call 269-471-3423.

### University Center for Reading, Learning & Assessment

*Bell Hall, Suite 200*

**Phone:** 269-471-3480

Reading skills that are enhanced in the Center include speed-reading, study reading, vocabulary, word recognition or decoding skills, spelling and handwriting. Average to excellent readers, as well as those having difficulty with reading, are served. The Center also offers a class that covers memory, learning styles, time management, temperament, mind style and emotional condition(s). It also serves students and the surrounding communities through psychoeducational and academic assessments as well as Orton-Gillingham based multisensory intervention for those who have dyslexia. Students can obtain testing if they suspect they are experiencing symptoms of a learning disability.

### Writing Center

*Nethery Hall, Room 134*

**Phone:** 269-471-3358

**Web:** [andrews.edu/cas/english/resources/writing\\_center/](http://andrews.edu/cas/english/resources/writing_center/)

The Writing Center is a free academic resource for all Andrews University students, staff and faculty who need one-on-one assistance with writing assignments and improving overall writing skills and strategies. Staffed by fellow students from a variety of majors and backgrounds, we think you'll find the Writing Center a valuable and friendly resource for all your writing needs.

## ANDREASEN CENTER FOR WELLNESS

The Andreasen Center for Wellness has been intentionally designed to support our students, faculty and staff, as well as our community. This center supports and furthers the University's initiative to promote holistic well-being to our campus community as well as our local community. Students taking five or more credits (at established tuition rates for in-person classes) will receive a membership as part of their tuition and general fees. Students taking less than five credits qualify for a membership at the same reduced rate as students taking five or more credits, but given that they don't pay general fees they must purchase their Andreasen Center for Wellness membership each semester. Students wishing to use the center must complete an online form to request their membership. This form, along with additional information concerning amenities, schedules, dress code and more, can be found on the Andreasen Center for Wellness website at [andrews.edu/wellnesscenter](http://andrews.edu/wellnesscenter).

Every human being has the capacity to grow and live life to the fullest in every aspect of wellbeing. No matter where you are in relation to your personal wellness journey, you are now joining a community of students and employees who are deeply committed to living life to our fullest potential.

## ANDREWS UNIVERSITY BOOKSTORE

**Phone:** 269-471-3287, 800-385-2001

**Fax:** 269-471-3289

**Web:** [andrews.edu/bookstore](http://andrews.edu/bookstore)

**Email:** [sm8131@bncollege.com](mailto:sm8131@bncollege.com),  
[swansonc@andrews.edu](mailto:swansonc@andrews.edu)

**Hours:** Monday–Thursday, 9 a.m.–5 p.m.,  
Friday, 9 a.m.–12 p.m. (closed on Fridays two  
months after school begins)

The Andrews University Bookstore offers the following services:

### First Day Complete Program

Main-campus undergraduate students are provided all course materials for their classes as part of the Barnes & Noble/Andrews University First Day Complete program, which charges a flat fee of \$21.50/credit hour for all the required course materials requested by the instructor. For purposes of financial clearance, \$344 is estimated to be the cost of course materials (full load of 16 credits x \$21.50/credit). After the semester drop-add date, student accounts will be adjusted to reflect the number of actual credit-hours. If you wish to opt-out of the First Day Complete program, you must do so by the Drop-Add date. First Day Complete charges on your account are non-refundable if you choose to participate in this program.



The bookstore also offers trade books, school and office supplies, some electronics, Andrews University school spirit clothing, snacks and drinks, health and beauty aids, gift items and much more.

**IMPORTANT INFORMATION:** If you are graduating in May or August, please go to the Andrews University Bookstore website to order your regalia and announcements at [andrews.edu/bookstore](https://andrews.edu/bookstore). Choose "Let's Get Started" and follow the prompts. For Fine Regalia, call the bookstore at 269-471-3287 for more instructions.

### **Textbook Return Policy**

- A full refund will be given in your original form of payment if textbooks are returned during the first week (Monday–Friday) of classes with the original receipt.
- With proof of a schedule change (Drop/Add slip) and original receipt, a full refund will be given in your original form of payment during the Drop/Add time established by the University.
- No refunds on unwrapped looseleaf books or shrink-wrapped titles which do not have the wrapping intact.
- No refunds on Digital Content once accessed.
- Textbooks must be in original condition.
- NO refunds or exchanges without original receipt.

### **Trade Book Return Policy**

Trade books can be returned within 30 days (unless the trade book is used as a textbook) and then only with the original receipt. The trade book must be in original condition.

## **ATHLETICS**

The Office of Athletics offers a wide variety of intramural sports and open recreation activities. The Office of Athletics also supports the Cardinal athletic program that consists of men's and women's soccer teams and men's and women's basketball teams. (The program will also be adding women's volleyball in fall 2024.) The Cardinal athletic program (soccer and basketball) is a Division II member of the United States Collegiate Athletic Association.

Gymnastic programming is also part of the Office of Athletics. The Gymnastics is a dynamic collegiate acrosport team who share positive

faith-based values messages as they showcase their skills. Gymnastics members also assist the coach in providing the Infinite Gymnastics program which focuses on teaching gymnastic skills for elementary students.

Students participating as active members of intercollegiate teams must meet eligibility expectations for the USCAA. Additionally, to be eligible for participation intercollegiate and gymnastic athletes cannot be on academic probation or citizenship probation.

## **CAMPUS SAFETY SERVICES AND INFORMATION**

### **Office of Campus Safety**

*4355 International Ct*

*Berrien Springs MI 49104-0940*

**24-Hour Dispatch:** 269-471-3321

**Business Hours:** Monday–Friday, 7 a.m.–3 p.m.; Saturday and Sunday, Walk-In CLOSED

The Office of Campus Safety is available 24 hours a day, seven days a week, including holidays, to support the safety of the campus community and carry out security-related duties on University properties. Campus Safety is located in the one-story red brick building on International Court between Garland Avenue and Grove Street. If you have a life-threatening situation, please remember to call 911 directly, and Campus Safety will respond as well.

Campus Safety is also responsible for the enforcement of University policies adopted by the Risk Management Committee. These policies address a range of items, including the operation of vehicles on campus, fire safety, and the access of animals to University property and facilities. To view these and other adopted policies, please visit the "University Safety Policies" page of the Campus Safety website.

### **Parking Permit Required**

Every vehicle on Andrews University property must have a valid University parking permit. Whether it is your vehicle or you are borrowing a vehicle for the day, a week, or the school year, stop by the Office of Campus Safety and get your parking permit before you park. A fee of \$10 per vehicle will be charged for each new annual registration and temporary permits are free.

### **Registering Your Vehicle**

To register your vehicle, first complete the online registration process which requires

providing the following required registration documents: valid driver's license, current proof of insurance, and state registration. Once approved, you can then pick up the physical permit at the Office of Campus Safety.

### **Precautionary Measures**

Any person on University property may be required to show identification to a Campus Safety officer or a University official. Lack of cooperation with a Campus Safety officer or University official, at any time, will result in disciplinary action.

Campus Safety provides the following services:

- Medical assistance
- Training opportunities
- Protection of property
- Opening locked vehicles or providing a jumpstart
- Security escort service (during the hours of darkness)
- Assistance in contacting the local police, if needed
- Assistance in answering questions on University rules and regulations
- Fire safety

### **Safety Tips**

Security policies are created out of concern for your welfare. Safety is, however, everyone's responsibility. You can help maintain your own safety by following all campus safety guidelines and by using common sense safety practices. Advance planning can help keep you and your belongings secure.

Safety at night:

- Walk or ride with someone
- Stay away from isolated areas
- Try to stay/walk/park near streetlights
- Hold your purse/backpack tightly, close to your body
- Respect campus curfew (Sunday–Friday, 11 p.m.; Saturday, 12 a.m.)

If you are being followed:

- Contact 911 for any emergency and consider contacting Campus Safety for assistance while on campus.
- Cross the street, change directions or seek a busier street

- Keep looking back so the person knows you cannot be surprised
- Go to a well-lit area, such as a store, restaurant, house, residence hall, classroom—anywhere there are people.
- Notice as much as possible about the person so you can later give a description
- If the individual uses force or threat of force to obtain your personal belongings, do not resist.

Wherever you live:

- Keep track of your keys
- Do not let strangers in
- Do not leave doors unlocked, even for short periods
- Keep blinds/shades pulled at night
- Do not identify yourself on your answering machine
- If you are with someone who is not treating you with respect, you do not have to stay in an unsafe situation—find a phone and call for help

Protect personal and University property:

- Lock the door if you are the last person out of a room
- Engrave valuables with your name or unique identifier
- Never leave belongings unattended
- Lock bikes securely on the bike rack
- Do not keep large amounts of cash or coin
- Keep personal papers and valuables secured
- Do not leave money or wallets out in plain sight
- Keep accurate records of any high-value items, including make, model, serial number, color, value, or any other unique identifier.

In a vehicle:

- Keep doors locked while driving
- Do not hitchhike or pick up hitchhikers
- Lock valuables in the trunk
- If your car is disabled, remain in the locked vehicle and only open the door for a trusted person (such as emergency services or uniformed roadside assistance)
- Park in well-lit areas
- Before vacations, do not pack your car until you are ready to go
- Always lock your vehicle and take the keys
- Have your keys in hand as you approach the vehicle/parking lot



- Notice the area around (and in) the vehicle before you get in
- Never go out without a credit card/cash and a means to make an emergency call

### **Crime/Accident Reporting**

In caring communities, members keep an eye out for each other. If you notice vandalism, something suspicious or a potential safety hazard or have been the victim of any kind of crime, bring it to the immediate attention of Campus Safety (269-471-3321), a residence hall dean, Student Life or 911. For more information, visit [andrews.edu/safety](https://andrews.edu/safety).

If you would like to submit an anonymous report, visit Campus Safety's anonymous email tip website at [andrews.edu/safety](https://andrews.edu/safety) or call the Anonymous Tip Line at 269-471-3338.

### **Advocate**

In order to foster a collaborative approach to a safe environment at Andrews University, Campus Safety, in conjunction with Campus & Student Life, Counseling & Testing, and Student Success, utilizes an online reporting tool called Advocate. Any student who has a safety concern can submit a non-emergency report online which will be reviewed and assigned to the appropriate office. Safety concerns can include any incidents that create concern, arouse suspicion or violate University policies (Incident Report) or any concern for the well-being of others (CARE Report). To submit an online report (either Incident or CARE), please go to [andrews.edu/students/resources/public-reporting.html](https://andrews.edu/students/resources/public-reporting.html).

Please note that to report a safety concern requiring an immediate response, contact Campus Safety directly via phone. If you are reporting a concern that may require assistance from law enforcement, emergency medical services, or the fire department, please call 911.

### **AU Alert**

To ensure multiple means of emergency communication for our campus, Andrews University uses a third-party company, Rave Mobile Safety, to send emergency notification alerts to the campus.

During emergencies this system will send text messages, emails and voice calls to registered recipients. The system will also post alerts to the Andrews University Facebook account and/or the Andrews University Twitter account with the emergency information to the Andrews University Facebook account and/or

the Andrews University Twitter accounts. AU Alert notices are intended only for situations involving imminent danger to health or human safety. These may include severe weather alerts, winter weather class cancellations, hostile threats, utility failure, major road closings or fire, among others.

To receive emergency alert text messages, emails or voice calls, log in with your Andrews username and password at <https://www.getrave.com/login/andrews>. Parents or family members can be registered by the student to receive alerts (as a secondary phone number) or can self-register under the public option.

### **Alert Messages**

While AU Alert can be used to send out any emergency alert, some alerts are predefined and require a specific response from campus. These alerts are listed and defined on the Campus Safety AU Alert webpage, [andrews.edu/services/safety/aualert/](https://andrews.edu/services/safety/aualert/).

### **Reporting a Missing Person**

Individuals are encouraged to report others who may be missing for less than 24 hours, especially when the missing individual has missed parts of their regular routine/schedule. Any individual who has information that a campus residential student may be a "missing person" (having been missing for a minimum of 24 hours) must notify the Office of Campus Safety (269-471-3321) as soon as possible. Individuals are encouraged to report others who may be missing for less than 24 hours, especially when the missing individual has missed parts of their regular routine/schedule.

### **Non-Criminal Trespassing**

Andrews University desires to foster an environment where all members of our community are welcome to utilize all that the campus has to offer. There are times, however, when our facilities or recreational areas may be closed. Once a building or recreational area has been either closed or locked, or the outdoor area is posted as closed or off limits, no one should re-enter this area. Students who are found in these areas may be subject to disciplinary action, and they can be referred to the Student Life Conduct Council for a violation of the Code of Student Conduct.

### **Narcotics & K-9**

The University intends to maintain a drug-free campus in harmony with the laws of the state

of Michigan. The unlawful manufacture, possession, distribution or use of controlled substances is prohibited. While the recreational use of marijuana has been legalized in Michigan, the University still classifies it as a prohibited substance.

At times Campus Safety coordinates with local law enforcement to bring a narcotics K-9 dog and handler team to conduct searches of residential areas, residence halls, buildings, classrooms, facilities, parking lots and/or any other location on the property of Andrews University. All discovered illegal narcotics will be turned over to local law enforcement agencies.

### **Video and Photo Enforcement of Speed Limits and Parking Violations**

The Office of Campus Safety has been authorized by the University to conduct enforcement activities for both speeding and parking violations on-campus. Violations will be documented and records kept for review by the Citation Appeals Committee. Videos, photographs and radar readings are available for review only by the Citation Appeals Committee. Evidence specific to a citation may also be viewable by the registered owner of the cited vehicle through their appeal process.

The majority of citations are issued in an escalatory manner, where citations begin with a warning and can escalate to a monetary fine. A full list of citations and their escalation can be found at [andrews.edu/services/safety/parking](https://andrews.edu/services/safety/parking).

**Tampering with, circumventing, accessing without authority or for reasons other than intended** is defined as any process, steps or action taken to limit, reduce and/or remove a level of security provided by the presence of the security device, or when someone without authorization accesses an area or security system; which includes video files, access control systems, or any other security-related information or equipment for a purpose other than intended or by persons without specific authority. Anyone violating this policy is subject to fines of up to \$500 per violation and disciplinary action by Student Life for violations of the Code of Student Conduct.

**Off-Road Driving or Four-Wheeling is Prohibited.**

## **CAREER CENTER**

*Third Floor, James White Library  
Suite 306*

**Phone:** 269-471-6288

**Web:** [andrews.edu/services/career\\_services/](https://andrews.edu/services/career_services/)

**Email:** [career@andrews.edu](mailto:career@andrews.edu)

**Hours:** *Mon–Thurs: 8:30 a.m.–5 p.m.,  
Fridays: 8:30 a.m.–12 p.m.*

Career services and resources provided by the Center include:

- How to write a resumé
- How to write a cover letter
- How to write a curriculum vitae
- How to write a personal statement
- How to prepare for an interview
- Job skills and job postings
- Salary negotiation
- Career Fair preparation
- Career planning
- Professional etiquette skills building

### **Career Exploration and Planning**

Get information on topics such as choosing a major, planning for your career, job searching, graduate school, career readiness skills, online career resources, and how to navigate your first year of career exploration.

### **Career Calling & Vocation**

Students have the opportunity to engage with Career Center and Center for Faith Engagement personnel in discerning their calling/vocation, aligning their calling/vocation to their major, and advising about career choices.

### **Jobs and Internships**

Gaining practical experience in your chosen field of study is an integral part of achieving career success. The Career Center is committed to providing opportunities for all students to engage in experiential learning to further their career goals. Learn how to secure meaningful practical experiences including jobs, internships and micro internships.

### **Career Resources**

The Career Center offers several digital career resources to assist both undergraduate and graduate students in achieving their career goals.

- **Handshake:** The number one way for college students to find jobs and internships.

Handshake allows students to discover and land jobs and internships, get direct messages from employers who are hiring, connect with employers to learn more about their company, and get expert help from career-building resources and employers recommended by the Career Center. There are over 750 thousand employers actively searching for students on Handshake!

- **Parker Dewey:** Parker Dewey offers micro-internships, which are short-term, paid, professional projects that provide opportunities for career exploration, skill development and networking. Projects range from 10–40 hours in duration and can take place year-round, often with a remote-working option.
- **Forage:** An online resource which offers virtual experience programs designed by leading companies. Develop your skills and gain a real understanding of different roles and sectors by working through self-paced modules, with tasks similar to those you would undertake during a traditional internship. During the program, you will work through a set of materials and tasks set by the company, which are designed to replicate the sort of work that you would undertake as an intern or graduate. All Forage programs are self-paced (taking between five to six hours to complete) ensuring that you can fit your participation flexibly around other commitments.
- **Occupation Insight:** Occupation Insight offers a suite of programs that empowers students to prepare for post-graduation by infusing career exploration and preparation throughout their time at Andrews University through easy-to-understand visualizations and information at their fingertips.
- **Andrews Network:** An online networking and mentoring platform exclusive to the Andrews community. Andrews Network provides a place where alumni can connect with each other and with current students. You control how involved you want to be—you can simply join and connect with a few classmates, or you can grow into an engaged mentor who offers advice and assistance to current students.

## COUNSELING & TESTING CENTER

*Bell Hall, Suite 123*

**Phone:** 269-471-3470

**Office Hours:** *Mon–Thurs, 8:30 a.m.–12:30 p.m., 1:30–5 p.m. Friday, 8:30 a.m.–12:30 p.m.*

The Counseling & Testing Center (CTC) is designed to assist students and spouses in reaching their maximum potential when confronted by social, intellectual or emotional challenges. Psychologists, professional counselors and graduate clinical interns in counseling and social work are available by appointment or on a walk-in basis when necessary. The CTC uses a brief model of treatment and offers up to eight (8) in-person counseling sessions per semester as part of the student's General Fee assessed to main-campus students registered for five (5) or more credits. Additional counseling sessions are also considered on an individual basis.

All students, including partially enrolled students with fewer than five credits and online distance students, have access to Andrews University Telehealth services from AcademicLiveCare. Andrews Telehealth complements the on-campus services offered by the Counseling & Testing Center and University Medical Specialties. Through Andrews Telehealth, all students have access to licensed professionals, including counselors, psychiatrists and primary care physicians. This is especially helpful in a case of an after-office-hours emergency, when physically away from campus, because of scheduling challenges or due to individual preferences. Please note that Andrews Telehealth services may be limited based on the demand of users and availability of providers and will continue to be complementary to on-campus care. Students may use this link for more information: AcademicLiveCare Telehealth Student Access: <https://andrews.myaahpcare.com/telehealth>

All services accessed through Andrews Telehealth are at no added cost to students.

For comprehensive short-term mental healthcare, students have access to the Counseling & Testing Center. The Center also provides referrals to community psychiatrists and other mental health professionals. There are fees associated with various assessments and testing processes.

The Counseling & Testing Center is accredited by the International Accreditation of Counseling Services and maintains strict

confidentiality to protect each client's records. Services offered to all enrolled students include the following:

- Personal/emotional counseling—dealing with feelings of loneliness, inadequacy, guilt, anxiety and depression; interpersonal relationships with family, dating partners and roommates; and personality development, identity, self-image and self-esteem, among others
- Educational counseling—relating to educational goals, motivation, attitudes, abilities and study skills
- Personality testing—to aid in the discovery of personal strengths and personality traits. Tests include the MBTI, 16PF, TJTA and Clifton Strengths
- Psychological evaluations—to aid in treatment planning for mental health issues/challenges
- Marital/premarital counseling—marriage is a major life change. The decision to marry requires time, planning and deep commitment. Counseling can be an essential help during the planning phase, and throughout the marriage.
- Psychoeducational classes, including Anger Management and Effective Decision Making
- Substance abuse—limited services include:
  - » Professional substance abuse assessment
  - » Individual counseling
  - » Support groups for substance use
  - » Psychoeducational insight group
  - » Professional Referral
- Career testing—involving the discovery of one's interests, needs, values, aptitudes, abilities and goals; relating these to the world of work; and exploring appropriate major subjects and career fields. Specific, selected tests may also be given to aid in decision-making. There is a small fee for testing which covers the materials only.
- Prevention Programming—promoting wellness through social connectedness and resilience building activities including presentations, workshops, awareness-raising events such as National mental health awareness events, health fairs, peer group support, assessment and screening, partnership with internal and external resources, and consultation
- Consultation and outreach—the CTC staff is available for consultation regarding psychological issues that impact students. The Center offers a variety of workshops

on-campus and in the community. Call the Center for workshop information.

- National standardized testing—including the ACT, SAT, GRE Subject, TOEFL, CLEP and other academic tests needed at both the undergraduate and graduate levels

## CRAYON BOX

*Children's Learning Center*

*First Floor, Marsh Hall*

**Phone:** 269-471-3350

The Crayon Box is an early childhood learning center where children are cared for and nurtured while building a foundation for academic learning.

- Children may be enrolled any time during the year
- Various attendance plans provide for flexible scheduling of even the most complicated schedules
- Please call ahead to set up a tour and enrollment appointment or visit our website at [andrews.edu/services/crayonbox/](http://andrews.edu/services/crayonbox/) for more information.

## DINING SERVICES

*Office of Dining Services*

*First Floor, Campus Center*

**Phone:** 269-471-3161

**Office Hours:** Monday–Thursday, 9 a.m.–5 p.m.; Friday, 9 a.m.–12 p.m. (when school is in session)

### Terrace Café

Plant-based food for thought, delicious flavors and nutrition for well-being. That's what you'll find in our all-vegetarian and tray-less dining hall. The Terrace Cafe offers wide windows that overlook the beautifully manicured center of campus, a cozy fireplace and baby grand piano. Andrews University's Cafe Bon Appétit Management Company food service is consistently ranked among the best of the nation's Adventist universities. Our responsive services, fantastic from-scratch food, and responsible sourcing practices create experiences that bring people together around food. Bon Appétit takes food allergies seriously and your health and safety is our highest priority. We support your food allergy needs by providing information and resources to empower you to make well-informed



food choices in our cafes. Please set up an appointment with the general manager (269-471-3161) to discuss your individual needs.

Prices for all you care to eat while dining in are \$11.75 per person. Dine-in guests may not remove food from the cafe. Carry-out meals are \$12.75 per person. A carry-out meal consists of one 9x9x3 inch container, one 12-oz. cup with lid, one 10-oz bowl with lid, and one cutlery kit. Carry-out containers may not be used for dining in the cafe; customers must exit the cafe once they have collected their meal.

Meal plan, cafe accounts, credit and debit card, and staff/faculty charge may be used for payment. For guests who would like to dine with us on Sabbath, we thank you for contacting our office during business hours on Friday to arrange payment. We do accept credit and debit cards on Sabbath but prefer that you make prior arrangements.

#### ***Regular Semester Hours of Operation:***

##### **Monday–Friday**

Breakfast, 7–10 a.m.

Lunch/Dinner, 11 a.m.–2 p.m.

Supper, 5–7 p.m.

##### **Saturday**

Lunch, 12:30–2 p.m.

##### **Sunday**

Brunch, 10:30 a.m.–1:30 p.m.

Supper, 5–7 p.m.

Check our website for break, holiday and summer hours.

##### **Gazebo**

Located in the heart of the Campus Center, the Gazebo is at the crossroads of campus life. This premier retail venue offers made-to-order hot breakfast sandwiches and burritos, fresh fruit smoothies, burgers, sub sandwiches, tasty fries and hand-tossed salads. Convenience snacks, prepackaged grab-and-go sandwiches and salads, beverages and personal items are also available for purchase. You won't want to miss our "Fancy A Cuppa" decaf coffee corner where you can enjoy a warm croissant or gourmet baked-good with your cuppa.

#### ***Regular Semester Hours of Operation:***

##### **Sunday**

1:30–8 p.m.

##### **Friday**

8 a.m.–4 p.m.

##### **Monday–Thursday**

8 a.m.–8 p.m.

##### **Saturday**

6–8 p.m.

Check our website for break, holiday and summer hours.

## Residence Hall Meal Plan Information

All undergraduate students under age 22 who reside in the residence halls are required to participate in the Declining Balance Meal Plan. Students who receive residence hall-rate tuition assistance from Andrews University must be on a meal plan regardless of age. The cost of the residence hall meal plan is \$2,283 per semester, which will provide approximately two meals and one snack per day for most students.

Meal plan participants may use their ID cards for purchasing meals at the Terrace Café, Gazebo and vending machines in the residence halls and other locations on campus.

If a student's meal plan balance runs low during the semester, funds may be added to the meal plan by request at the Office of Dining Services or through your financial advisor. For those students who withdraw from school or turn 22 during the academic term, the Declining Balance Meal Plan refund is prorated per day when Dining Services is notified.

## Café Accounts

Community students, residence hall students age 22+, and graduate students may open a Café account at Registration Central by coming to the Office of Dining Services or by contacting their financial advisor. Individuals who choose to open a Café account may take advantage of a cash bonus; if the initial balance purchased is greater than \$400, there will be a 5 percent non-refundable bonus added to the account. In addition, the Café account plan comes with a loyalty program that rewards the user with a free meal after the purchase of 10 meals. Pick up your loyalty card at the Dining Services office after you open your account.

## Transfer of Fund Balances

Students who need to transfer funds between the bookstore and their Café account need to come to the Office of Dining Services or contact their financial advisor. Changes are posted to the student's statement at the end of each week.

## EXPLORE ANDREWS

*Nethery 100*

While many of our students may start university with a specific major or determined plan, others may need a structured and guided way to clarify their future amidst the many options

that Andrews University offers them. The Andrews University Academic Exploration Program, also known as Explore Andrews, is designed to help students find a desired academic major plan, career and life goals through intentional support and personal advising. Our office is also an academic service office available to all undergraduate students on campus. Our goal is to provide clear answers and assistance to any academic questions a student may have.

## HEALTH SERVICES

Health is a student's most precious possession. Good health means self-awareness and self-control, self-satisfaction, loving relationships and a stable sense of well-being even in the most trying times.

A healthy and successful college student will:

- Have daily personal devotions
- Get a minimum of seven hours sleep nightly
- Exercise regularly
- Eat well-balanced meals at regular times
- Avoid foods and beverages high in sugar
- Drink 6–8 glasses of water daily between meals
- Dress appropriately for Michigan weather
- Be helpful

## Student Health Services

Students may direct their health needs to University Medical Specialties, located next to the Apple Valley Plaza. Phone 269-473-2222 during regular office hours (Monday–Thursday, 8 a.m.–5 p.m., and Friday, 8 a.m.–12 p.m.) to schedule appointments.

The University expects all students to have personal medical insurance that is valid and billable. Residence hall students may be eligible for limited healthcare with University Medical Specialties as part of their residence hall package (see the “Andrews University Bulletin” at [bulletin.andrews.edu](http://bulletin.andrews.edu)).

Physician or nurse practitioner appointments and most short-term medications are available to residence hall students. These services are included in the residence hall rent/health plan (for Lamson, Meier and University Towers) and are not charged separately to the student unless the student's



personal insurance plan is not able to be billed (such as out-of-state Medicaid, international insurance plans, etc.). Additional charges are made for lab work, X-rays and accident cases involving third-party liability. University Medical Specialties (UMS) charges the insurance company for any coverage applicable to the services provided to residence hall students, thus students should take their insurance information with them when utilizing UMS services. When the student has personal insurance which can be billed, UMS waives any copay or deductible (for the student/family) for the limited healthcare provided. Students who do not have personal insurance that can be billed will be charged at 80 percent of the costs of general office visits.

Non-residence hall students living in the apartments or off-campus housing may also use University Medical Specialties for established fees.

### Online Health Services

Students may access Andrews Telehealth when in case of medical emergency, when physically away from campus, or when because of scheduling challenges they are not able to access on-campus services. Andrews Telehealth compliments the on-campus services offered by University Medical Specialties. Through Andrews Telehealth, all students have access to licensed professionals, including counselors, psychiatrists and primary care physicians. Please note that Andrews Telehealth services are limited, are complimentary to on-campus care, and will be primarily available for emergency and after-hours care. You may access more information through this link: <https://andrews.myahpcare.com/telehealth>.

If an emergency arises outside of regularly scheduled office hours, students may also contact a physician by calling the answering service at University Medical Specialties at 269-473-2222.

### Emotional Health

The heavy study/work/social program at a university sometimes causes excessive emotional stress. Students who need help in coping with stress or stressful situations should contact the Counseling & Testing Center at 269-471-3470, a residence hall dean, or Student Life at 269-471-3215, or seek a referral for an off-campus healthcare provider.

## HOWARD PERFORMING ARTS CENTER

The Howard Performing Arts Center is a world-class concert hall designed for the performance of music and is Southwest Michigan's home for **An Exceptional Concert Experience**. The Howard Center was made possible by John and Dede Howard, originally of St. Joseph, Michigan. The Howards envisioned a performing arts center for fine arts presentations, a state-of-the-art resource devoted to music, and a cultural center to be shared and enjoyed by the entire community.

The Howard Center is the performance home for the Andrews University Department of Music ensembles: the Symphony Orchestra, Wind Symphony, University Singers and University Chorale. The Howard Center also presents a monthly classical music series—the Sunday Music Series, hosted by the Andrews University Department of Music. In addition, the Howard Center has hosted several prominent international, classical and Christian artists, and will continue to do so each season.

If you are looking for a place to host an event, the spacious well-lit foyer is available for wedding receptions, award ceremonies and other personal celebrations. Please call 269-471-3554 to speak to someone about renting the facility. Visit [howard.andrews.edu](http://howard.andrews.edu) for more information and for the concert season lineup.





## INTERNATIONAL STUDENT SERVICES & PROGRAMS

Administration Building, Room 307

Phone: 269-471-6395

Hours: Monday–Thursday, 9 a.m.–12:30 p.m. and 1:30–5 p.m.; Friday, 9 a.m.–12 p.m.

Personnel in International Student Services are available to serve graduate and undergraduate international students in various matters, particularly in matters of maintaining legal status while attending Andrews University. In addition to the regular office activities, International Student Services also organizes International Orientation programs, International Worship service, Thanksgiving celebration, Christmas banquet, birthday celebration, South Bend Airport pick-up when arrangement is made by the student, International Student Week activities (Food Fair, International Student Sabbath) and other club activities.

### MyAndrews

MyAndrews is a portal that offers students a personalized dashboard to check class schedules, accesses the calendar, stay up-to-date on financial aid, check degree progress, and much more. The portal also streamlines multiple applications into one core hub that feels like one system rather than several different ones. A new mobile app version called MyAndrewsU can now be downloaded from the App Store and Google Play. You can also access the student portal at [andrews.edu/go/myandrews](https://andrews.edu/go/myandrews).

## MEDIA AND INFORMATION SERVICES

### Publications

“Student Movement”—A weekly news publication

“The Cardinal”—The annual undergraduate student yearbook

“The Cast”—Annual student/faculty/staff pictorial directory

AUTV—Short film production and news

The Student Communications Board is composed of student staff and faculty/staff sponsors of the “Student Movement,” “Cardinal,” “Cast” and other media that are part of

the Andrews student association structure. The Board serves in multiple capacities, such as screening of candidates, providing advice and support, etc.

**Andrews Agenda**—Electronic newsletter for campus news and announcements

**FOCUS**—The Andrews University magazine

### WAUS 90.7 FM

Southwestern Michigan’s fine arts radio station broadcasts 24 hours a day from studios located in the Howard Performing Arts Center.

### Campus Communication

**1. Bulletin Boards, Posters and Other Promotional Pieces:** Posters, table cards, signs and flyers must be approved at the Office of Student Involvement, Leadership & Activities, located in Student Life, before posting or distributing on campus. All pieces, except those advertising upcoming academic courses or tours, will be given a maximum of 30 days approval. Each piece must have an original stamp from the Office of Student Involvement, Leadership & Activities. Photocopies of stamped pieces will be removed by building custodians as will any materials without a stamp. Some buildings require additional approval. Promotional materials to be distributed in the residence halls must have the approval of the residence hall deans.

Designs for promotional pieces should be approved before printing. This can be done by bringing a sample in person or by emailing your design to [slife@andrews.edu](mailto:slife@andrews.edu) (using .pdf or .jpg format). All posters submitted for approval will require a 24-hour processing period. Posters submitted before 5 p.m. may be picked up for posting at noon the following day. Printing can be done on-campus by LithoTech (269-471-6027).

In order to receive approval, promotional materials:

- Must be no more than 11 x 17 inches in size
- Must include the name of the event and sponsoring campus organization or department (Student Involvement, Leadership & Activities approval is required before posting)
- Must conform to all “Student Handbook” standards with regard to dress code, condoned activities, acceptable language, etc.

- Must include your first and last name and contact information if you are selling, renting or offering your personal services

Also note that:

- Due to limited display space, classified ads for individuals with items for rent or for sale may be approved for posting, but advertisements for businesses or business opportunities will not be approved for posting
- Materials using the Andrews University name or logo must first receive approval from the Office of University Communication
- In the interest of full disclosure, external materials will be affixed with a label identifying the event or organization as not associated with the University
- Handwritten pieces are discouraged

The Office of Student Involvement, Leadership & Activities reserves the right to refuse posting rights to any person, group or activity when it deems it wise to do so.

Bulletin boards are located in many University buildings. Posters must be placed in these designated areas only and within the numeric limits set by each building manager. Please do not attach posters to any painted or glass surfaces or post on top of, or in the place of, other posters. Tent cards placed in the Dining Center require the additional approval of Dining Services. Flyers must be handed personally to students and may not be placed on cars. Your courtesy is appreciated.

**2. Andrews Engage and Social Media:** Through the Andrews Engage platform, the University provides each student organization with a page that includes the organization's officers, advisor and a list of past and current activities, as well as a link to the organization's social media (if provided). Student organizations that use the internet or social media to promote their organization or events are held responsible in written and visual work for upholding University standards with regard to dress code, condoned activities, acceptable language, etc. University websites, including Andrews Engage, are governed by the official Web Policy, and social media is governed by the Social Media Policy.

**3. Student Movement:** Those interested in advertising in the student newspaper should contact the "Student Movement" editor at [smeditor@andrews.edu](mailto:smeditor@andrews.edu) for options and pricing.

**4. Andrews Agenda:** The Andrews Agenda is a dynamic, online newsletter produced by the Office of University Communication (UC). A reminder email highlighting the newest section headlines is sent weekly to all active faculty, staff and students and to a listserv of opt-in subscribers. The Agenda web page, [andrews.edu/agenda](http://andrews.edu/agenda), is updated daily. Sections include: Events Calendar, Campus and Community Announcements, Andrews in the News, Classifieds and Week in Pictures. All students, staff and faculty are invited to contribute content to the Agenda. Note: All submissions go through an approval process.

**5. Online Events Calendar:** Post your own events! Visit [andrews.edu/agenda](http://andrews.edu/agenda) and use your Andrews username and password to submit your event to the events calendar in the Andrews Agenda (see #4 above for details). Any and all Andrews University related/sponsored events are welcome. Upcoming events will be promoted in the weekly Agenda reminder email and via the Andrews University homepage. Note: All submissions go through an approval process.

**6. External Media Announcements:** The Office of University Communication submits press releases to both local and church media on a regular basis. In general, a press release is 300–500 words in length and is written by a UC staff or student writer. However, if you would prefer to write your own release, you may do so and submit it to UC ([pr@andrews.edu](mailto:pr@andrews.edu)) for distribution. Please note that UC reserves the right to edit press releases as they see fit before releasing to the media. All news tips should be submitted to [pr@andrews.edu](mailto:pr@andrews.edu).

**7. Church Bulletins:** UC is responsible for regularly notifying area church bulletin editors of upcoming events at Andrews University. Email your information to [pr@andrews.edu](mailto:pr@andrews.edu).

**8. Campus-wide Email:** Campus-wide, or broadcast, emails are not used for routine event announcements or promotions. Broadcast emails are reserved for campus-wide emergencies, campus-wide scheduling changes, important communication from campus administration and death announcements of current Andrews University faculty, staff and students.

## RESEARCH RESOURCES

### Library

The James White Library houses books, bound periodicals and multimedia materials totaling more than 1.6 million items. Access to other libraries' resources is provided through MeLCat and the Interlibrary Loan Service. The Library's 100,000-plus periodical titles provide articles in print and electronic format. Over 150 databases can be accessed on-campus or off-campus by Andrews' students, faculty and staff.

The Information Commons provides more than 60 computers within the main library and the two branch libraries for searching the library catalog and databases, accessing the internet, reading and sending email, and doing applications such as word processing, spreadsheets, PowerPoint presentations, statistics, citation management, etc. Printing and photocopying are available on each floor of the main library in color or black and white. Scanning is available on the main floor and in the Media Center. All machines use cash only.

The Seminary Library, the Center for Adventist Research and the Mary Jane Mitchell Multimedia Center are located in the main library. The Architecture Resource Center and the Music Materials Center are located in their respective buildings on campus. Service to the worldwide church is available through Digital Commons@Andrews where PDF copies of Andrews dissertations and other resources are freely available.

### Center for Adventist Research

The Center for Adventist Research (CAR) is a leading documentary collection for the study of the Seventh-day Adventist Church,

its predecessors and related groups, from the Millerite movement of the mid-19th century to the present. The Center houses more than 50,000 books; 40,000 non-book print items; over 3,000 Seventh-day Adventist periodical titles, often from the first issue published to the current issue; over 12,000 audiovisual titles; 30,000 photographs; and more than 300 distinct manuscript collections, along with artifacts and other historical materials. Functioning also as a branch office of the White Estate, the Center has a complete collection of Ellen G. White's letters and manuscripts, many of which come from the original typing; some contain White's own handwritten corrections and additions.

The Center also has thousands of "document file" materials covering a wide range of topics related to Ellen G. White and the history of the Church, a question-and-answer file, a variety of indexes, hundreds of books by and about Ellen G. White, and a nearly complete set of books replicating her personal library. The Center for Adventist Research boasts the largest collection of non-English Seventh-day Adventist periodicals anywhere in the Seventh-day Adventist Church. The Center combines the resources of the Adventist Heritage Center, the Ellen G. White Estate branch office, the Andrews University Archives, the James White Library Rare Materials Collection and the Seventh-day Adventist Periodical Index.

The Center seeks to promote an understanding and appreciation of the heritage and mission of the Seventh-day Adventist Church through educational events such as symposiums, conferences and tours; through publications; and by participating in the academic program of Andrews University through teaching, particularly at the Seventh-day Adventist Theological Seminary.



## Museums

The Natural History Museum, located in the Science Complex, houses the most complete mammoth skeleton ever discovered in Michigan and an extensive collection of shells, insects, birds and mammals.

The Siegfried H. Horn Archaeological Museum is located at 9047 Old U.S. 31. The museum features Palestinian, Trans-Jordanian, Mesopotamian and Egyptian exhibits that are open to the public. One of several exhibits features artistic murals depicting biblical scenes from the history of Abraham to the early Christian era making the Bible come alive. The Museum has a collection of more than 8,500 artifacts from the Bible lands. A significant number of these were obtained in archaeological excavations sponsored by Andrews University. In addition, the museum houses some 3,000 cuneiform tablets, placing it among the top 10 cuneiform collections in the country.

## Television Services

ITS/Telecommunications provides basic TV service (which includes the local off-the-air channels) to every room or apartment in University Towers, Lamson Hall, Meier Hall, and the Garland, Maplewood and Beechwood apartments for no additional fee. For more information, go to: [andrews.edu/go/telecom](http://andrews.edu/go/telecom).

## Telecommunications

Telecommunications provides basic phone service to Garland, Maplewood and Beechwood apartments for no additional fee. Basic service includes campus calls, unlimited local calls and CallerID. You are responsible for supplying the telephone. Long-distance calls may be made by using a calling card. For more information, go to: [andrews.edu/go/telecom](http://andrews.edu/go/telecom).

## Computer Labs

General computing laboratory services (Windows-based) for all students, faculty and staff are available throughout the common areas in the James White Library. Laser printing is available for a fee.

- James White Library—269-471-3283

Additional computer labs exist in various schools or departments and residence halls including:

- Chan Shun Hall 225/226—269-471-3422
- Harrigan Hall 205—269-471-6148 (*Mac Lab*)

- Haughey Hall 317—269-471-6554
- Residence Halls—*Residence hall students only*
  - » Lamson Hall
  - » Meier Hall
  - » Damazo/Burman Hall

## SEVERE WEATHER PROCEDURES

Because Andrews University is a residential campus, the University does not close essential operations due to severe weather. However, the Office of Campus Safety keeps informed about severe weather conditions and advises the University Administration about area road conditions and campus conditions, which could interrupt campus activities, including temporary sheltering for a tornado warning.

In the event of inclement winter weather impacting the safety of travel, the University may move both learning and work to remote environments.

## Where to Get Information on Weather Impacts

Normal class schedules will be maintained unless otherwise directed. Please do NOT call the Office of Campus Safety for information—their lines need to be open for emergencies. If weather conditions cause an interruption to class schedules or office hours, the campus will be informed via:

- AU Alert text alerts
- Broadcast email
- The University's weather hotline—269-471-7660
- Posts on the University's website
- Local TV and radio stations

To receive text alerts, it is the personal responsibility of all Andrews University employees and students to visit [andrews.edu/safety](http://andrews.edu/safety), click the "AU Alert" icon, and configure their AU Alert personal notification information.

The safety of our employees and students is of foremost concern. Because this is a residential campus, many essential workers may feel compelled to come to campus. Winter weather conditions can change quickly, and road conditions can be dangerous. Please take personal responsibility for your safety during winter weather conditions. Use sound judgment and extreme caution. For more information, the following website may be helpful: [andrews.edu/services/safety/procedures/winter-procedures](http://andrews.edu/services/safety/procedures/winter-procedures).

## STUDENT EMPLOYEE SERVICES

Administration Building, Second Floor

Phone: 269-471-3570

Employee Services, a section of the Office of Human Resources, assists students in meeting some of their expenses through employment on campus. They also provide an orderly process through which students are hired on campus, while promoting a positive correlation between learning and work.

Working encourages students to manage time and resources effectively. It also provides opportunities to develop competence, workplace skills and a solid work ethic and to test possible career choices.

Employee Services posts open job positions, administers office tests and assists in the completion of employment forms. Students may find work opportunities more readily if they are available to work 2–3-hour blocks of time each day. The number of hours recommended is 10–12 hours per week. Students working on campus need to limit the number of hours to 20 or less when school is in session. To be eligible for work, undergraduates must register for and maintain at least 12 credits of classwork; graduates must enroll in at least 8 credits; and MDiv students must enroll in at least 9 credits.

For additional information see the employment handbook online at [andrews.edu/hr](http://andrews.edu/hr).

### Work Expectations

Students should be responsible in their study as well as at work. Punctuality, dependability and honesty are essential lessons often learned at work. Any discipline connected with a student's assigned work or labor shall be dealt with by the work supervisor in counsel with the Employment/Benefits Manager. Work supervisors should report to the vice president for Campus & Student Life and the Employment/Benefits manager on any violation of University regulations, moral principles or any serious breach of contract. The student may receive a corrective-action disciplinary letter from the work supervisor or coordinator of Employee Services as well as the Student Life Conduct Council.

## STUDENT FINANCIAL SERVICES

Administration Building, First Floor

4150 Administration Drive

Berrien Springs MI 49104-0750

Phone: 269-471-3334

Fax: 269-471-3228

Email: [sfs@andrews.edu](mailto:sfs@andrews.edu)

Web: [andrews.edu/sfs](http://andrews.edu/sfs)

Office Hours: Monday–Thursday, 1–5 p.m.;

Friday, Closed

### Financial Aid

Financial aid is processed and posted through the Office of Student Financial Services (SFS) located on the first floor of the Administration Building. Student Financial Services also advises students and parents as to the financing options available to them. Our financial advisors can help explain the application process for applying for Federal Financial Aid (FAFSA) and/or set up payment plans.

The aid process can be broken down into three easy steps and three important financial aid deadlines:

**Step 1: By March 1:** Have turned in all necessary financial aid documents and filed your FAFSA online. Please go to our website to review the changes for the FAFSA this year. If you have questions in filing your FAFSA do not hesitate to contact your financial advisor (above right).

**Step 2: Starting week of July 1:** First register for classes, then click through the Financial Plan step at Registration Central and finalize your payment plan. You must register for your classes first in order to see what amount is due in the Financial Plan section.

**Step 3: By August 15:** Have made your first payment and confirm that your Financial Plan box is checked off; otherwise, classes reserved **will be dropped on Sept. 6, 2023**. Financial clearance is required to move into the residence halls and to activate your ID cards for Bookstore and Dining Services usage.

The biggest piece of advice we can give you is to know what is going on with your account. Read all the information that is sent to you from our office and the federal government. It is all very important, whether it is an email from the Office of Student Financial Services, a statement of accounts from the University

First two letters of your last name	Financial Advisor	Email	Direct Phone Line
A–B, Assistant Financial Advisor, Perkins Manager	Igdaly Patel	sfadvisor5@andrews.edu	269-471-3334 269-471-3369
C–D, Financial Advisor, GIA Student Account Manager	Juan Alvarez	sfadvisor1@andrews.edu	269-471-3365
E–L, Financial Advisor	Luz Otero	sfadvisor2@andrews.edu	269-471-6597
M–R, Financial Advisor	Shelley Bolin	sfadvisor3@andrews.edu	269-471-6385
S–Z, Senior Financial Advisor	Qaisar Ayaz	sfadvisor4@andrews.edu	269-471-6387
Veteran School Certifying Official, Assistant Director, Student Accounts	Fares Magesa	magesaf@andrews.edu veterans@andrews.edu	269-471-3428 269-471-3286

or a loan disclosure statement from the government. Our website has all the information you will need. Visit us at [andrews.edu/sfs](http://andrews.edu/sfs), then click on self-serve for helpful links, online forms and financial aid information. Financial Aid Self Service Banner (SSB) is a financial tool at Andrews University. Log on to VAULT at [vault.andrews.edu](http://vault.andrews.edu) and click on the Financial Aid Self-Service Banner. It is all there on one convenient page: see your financial aid requirements, review your financial aid award and link to our online forms. At Financial Aid (SSB) finVue you can also pay online, view messages from Student Financial Services, check out your account balance, report inaccurate information. We can also be reached by phone at 269-471-3334, by email at [sfs@andrews.edu](mailto:sfs@andrews.edu) or by fax at 269-471-3228. Financial advisors are seen by appointment. We also take walk-ins.

**International Student Financial Application:** Please address any financial questions related to the I-20 to the International Student Financial Services Specialist (phone: 269-471-6380, email: [ISFS@andrews.edu](mailto:ISFS@andrews.edu)). Make your payments through one of our partners.

**FlyWire/TransferMate**—for more information go to [www.andrews.edu/sfs](http://www.andrews.edu/sfs) and click on International Students. Once international students are enrolled, any financial questions will be answered by the assigned financial advisor as listed on the Student Financial Services website.

## STUDENT INVOLVEMENT, LEADERSHIP & ACTIVITIES

The Office of Student Involvement, Leadership & Activities (SILA) exists to create and maintain a Christian environment of social and recreational activities that foster healthy and rewarding relationships within a diverse student body.

SILA plans and coordinates a variety of events in collaboration with the Andrews University Student Association (AUSA), Andrews University Graduate Student Association (AUGSA) and other clubs and organizations. In addition, SILA facilitates the creation and renewal and general oversight of campus clubs and organizations.

### Campus Center

The Campus Center is a gathering place where students can both socialize and study. In order to provide a welcoming environment for all students, please adhere to the following guidelines:

- Each student is responsible for throwing away his/her trash in the receptacles provided.
- Furnishings should be left clean and in order. Tables and chairs, if moved, must be returned to their proper place.
- Use of personal equipment for playing music or for viewing videos, etc., is permitted only with the use of headphones. Material viewed must be in harmony with Christian values.



- Appropriate decorum is expected and should not include public displays of affection such as kissing, sitting on laps, etc. Please also be aware that stairwells and stairs are unoccupied areas—students found in these areas will be asked to vacate.
- Groups wishing to rehearse or practice must first reserve space with the Student Life office.
- Meat and caffeinated beverages may not be served or sold on campus.

Students wishing to set up a booth in the Campus Center hallway should reserve a table with the Student Life office manager. The Student Life & Leadership Lab may be reserved through the Student Life office.

## STUDENT LEADERSHIP

Andrews University values student leaders and is committed to developing the leadership abilities of all students. Holding a formal student leadership position, however, is a responsibility and privilege granted to students who meet minimum qualifications. Formal student leadership positions include officers of the AUGSA, AUSA, presidents of student clubs, and resident advisors.

Candidates for formal student leadership positions must:

- Have a current semester and cumulative grade point average of at least 2.25 (3.00 for AUSA and AUGSA officers as well as for resident advisors). Students who have been on academic probation in the past or current semester to an election or appointment are not eligible to hold leadership positions.
- Have a satisfactory citizenship or student conduct record. Serious citizenship concerns, regardless of when or where they occurred, may impact a student's leadership eligibility. Students who have been suspended and/or are on citizenship probation in the current semester to an election or appointment are not eligible to hold leadership positions. Formal leadership candidates who are part of a current student conduct inquiry may lose their eligibility as well.
- Have a demonstrated commitment to the values and mission of Andrews University.

A formal student leader who is suspended or placed on citizenship probation, or academic probation, or whose current or cumulative

grade point average falls below 2.25 (3.00 for AUSA, AUGSA officers or resident advisors) will be required to resign his/her position.

## STUDENT ASSOCIATIONS

### Andrews University Student Association (AUSA)

The AUSA is the hub of undergraduate campus activity. All undergraduate students taking at least five credits are automatically members of the Andrews University Student Association.

The purposes of the AUSA are to:

- Serve the University community and contribute to the fuller unfolding of the Adventist program of education
- Serve as a channel for organizing student activities
- Provide a vehicle for the expression of student opinion
- Provide opportunity for leadership experience and the development of skills in organization and administration

The AUSA source of authority is provided through the policies voted by the University and the Board of Trustees as interpreted by the president through the vice president for Campus & Student Life and the AUSA advisor(s).

The AUSA may vote its own constitution, bylaws and working policies, and elect officers. The constitution, bylaws and working policies shall be consistent with the University policies. The AUSA constitution and bylaws shall provide that all legislation be processed through standing committees, composed of Student Senate members with the right to vote.

### AUSA Elections

Candidates for Student Association offices, appointees for offices and editors of the Student Association communications media shall be approved by the vice president for Campus & Student Life. This is done after consultation with the Student Life Council, taking into consideration the standards published in the "Student Handbook" and the qualifications included in the Student Association constitution, bylaws and working policies.

The Student Life Council may elect to advise the vice president by secret ballot. The vice president's decisions are final and reasons will not be made public. Candidate names will not





be announced publicly nor will the candidates campaign until they have been approved by the vice president for Campus & Student Life.

- Candidates for AUSA elections will be members of the AUSA.
- Candidates must meet the formal student leadership requirements with the increased expectation that in order to be eligible to run for AUSA office, candidates must have a current semester and cumulative grade point average of at least 3.00. A 3.00 current or cumulative grade point average must be maintained in order for an AUSA officer to continue holding office. Students who have been on academic probation in the 12 months prior to an election or appointment are not eligible to hold leadership positions.
- Candidates must have a demonstrated commitment to the values and mission of Andrews University and a respect for the beliefs of the Seventh-day Adventist Church.
- Candidates must have a satisfactory citizenship record. Serious citizenship concerns, regardless of when or where they occurred, may impact a student's leadership eligibility. Students who have been suspended and/or are on citizenship probation in the current semester to an election or appointment are not eligible to hold leadership positions. Formal leadership candidates who are part of a current citizenship inquiry may lose their eligibility as well.
- Those who wish to run for office should submit an application to the Office of Student Involvement, Leadership & Activities.

- Candidates will have presented a platform to the vice president for Campus & Student Life for approval. Platforms will be in harmony with the standards and objectives of the University.
- All posters for campaigns will conform to the regular University policy regarding posters. In the Campus Center during elections, exceptions to the policy may be authorized by the vice president for Campus & Student Life.

A student who is suspended or placed on citizenship probation, or academic probation or whose current or cumulative grade point average falls below 3.00 will be required to resign his/her office.

### **Andrews University Graduate Student Association (AUGSA)**

All graduate students registered in regular or provisional status in all the schools and colleges of the Berrien Springs campus of the University shall be voting members of the AUGSA.

The purposes of the AUGSA are:

1. To work together more diligently for the common good within the University's working policies
2. To maintain and uphold the objectives and purposes of the University and its sponsoring denomination
3. To promote awareness of the skills, capabilities and services available to graduate students in all disciplines

4. To maintain academic integrity, research, responsibility and privileges
5. To promote a clear understanding of the peculiar needs, challenges and responsibilities of graduate students
6. To provide a means of training for leadership and service to God and humanity

The AUGSA source of authority is provided through the policies voted by the University faculty and the Board of Trustees as interpreted by the president through the vice president for Campus & Student Life and the AUGSA advisors.

The AUGSA may vote its own constitution, bylaws and working policies. The constitution, bylaws and working policies shall be consistent with the University policies. The AUGSA constitution and bylaws shall provide that all legislation be processed through standing committees and processes including membership votes.

#### **AUGSA Officer Selection**

All AUGSA candidates must maintain a 3.00 cumulative GPA to be eligible for and to hold office. Candidates must exemplify good citizenship and receive endorsement from a faculty advisor and the dean of the school they represent.

- Candidates must have a demonstrated commitment to the values and mission of Andrews University and a respect for the beliefs of the Seventh-day Adventist Church.
- Candidates must have a satisfactory citizenship record. Serious citizenship concerns, regardless of when or where they occurred, may impact a student's leadership eligibility. Students who have been on citizenship probation or suspended in the 12 months prior to an election or appointment are not eligible to hold leadership positions. Leadership candidates who are part of a current citizenship inquiry may lose their eligibility as well.
- Those who wish to nominate themselves as a candidate for office should submit an application to the AUGSA within the time period announced each spring semester.

## **STUDENT ORGANIZATIONS**

### **The Right to Associate**

Students have the right to organize and join registered student organizations to promote their common interests consistent with the values, mission and policies of the University and the Seventh-day Adventist Church. The University reserves the right to determine which pursuits are suited to student-led organizations and which may be carried out only within the context of an institutional department or program.

Student organizations should exist:

- To encourage students to engage in activities which complement classroom instruction
- To broaden and strengthen students' abilities and interests
- To enrich the campus culture and promote an ethic of service
- To offer students opportunities to develop leadership skills

### **Recognition of Student Organizations**

All student groups must be recognized by the University in order to function on- or off-campus or online. Affiliation with an external organization will not of itself guarantee the recognition of a student organization. Recognition is granted solely by the University. In order to be recognized, student organizations must:

- Register annually with the Office of Student Involvement, Leadership & Activities
- Be overseen by an approved faculty or staff advisor/sponsor
- Have a minimum of ten currently enrolled students as members, including three who serve as officers
- Have a constitution on file in the Office of Student Involvement, Leadership & Activities
- Be open to all Andrews University students
- Be in conformity with University policies and values
- Send an advisor/sponsor and at least one officer to a student organization orientation session or its equivalent

The failure of a registered student organization to meet the policies and expectations of the University could result in the revoking of University approval.

### Unauthorized Student Organizations

Student groups that do not meet the criteria above are not permitted to function, recruit or otherwise have an influence on the Andrews University campus. Students belonging to organizations that exist without the approval of the University will be found in violation of the Code of Student Conduct and will jeopardize their student status. Unauthorized organizations that have attempted to recruit University students in the past include Raw Dogs, Rubies, Fam One and O.M.E.G.A. Students who are uncertain of an organization's legitimacy should call the Office of Student Involvement, Leadership & Activities for more information.

### Protection of Individual Student Rights

The right to associate must be practiced with respect to the individual rights of students who are either a part of the organization or seeking membership within it, as well as those outside of the organization. These rights include, but may not be limited to, the right to learn; the right to be free from discrimination and harassment; the right to discuss, inquire, express and petition; and the right to appeal/grievance. On this basis:

- Admission to organizations must be open to all students without respect to race, color, sex (except residence hall clubs), national origin, religion, age, disability or any protected characteristic.
- Organizations may establish membership requirements as long as these are made public and do not (1) discriminate against any protected characteristic, (2) deny a student's rights as outlined in this "Handbook," or (3) place an undue hardship on a student's ability to maintain academic success and progress.
- Membership is the right of any student who meets an organization's membership requirements and may not be determined by organizational vote or come solely at the invitation of an organization. Officers, however, may be elected by an organization, as outlined in an organization's constitution and bylaws.
- Membership is to be granted only to currently enrolled students. Former students and alumni may maintain a connection to a student organization (as they would to the University) but may not participate as members or hold voting privileges.

- Students have the right to full disclosure of an organization's existence, purpose, policies and procedures so as to make an informed choice for or against membership. Likewise, organizations must conduct their business and activities in a transparent fashion, with the full knowledge and participation of their advisor/sponsor.
- Students seeking to resolve differences within a student organization should do so through the established channels of the organization. However, a student always has the right to seek assistance from University personnel, especially in cases of misconduct, threatening or harassing behavior, etc. (see Right to Appeal/Grievance).
- Commitment to membership in a student organization is voluntary in nature and may be withdrawn by a student at any time without consequence. Refunds of paid organizational dues, however, are at the discretion of the charging organization.

### Advisors/Sponsors

All student organizations are required to have a University-approved faculty or staff advisor/sponsor. Each organization is free to recruit and present a faculty or staff nominee to the Office of Student Involvement, Leadership & Activities for approval. Large organizations or those with multiple functions may be required to select a second advisor/sponsor.

Members of the Andrews faculty and staff perform an important educational role when they accept the responsibility to advise student organizations. They will guide the student officers and units, but they will not arbitrarily seek to control the policies and decisions of the student organizations.

The advisor/sponsor or the vice president for Campus & Student Life may exercise the right to suspend or reverse a decision by the student officers or organization when that decision is found to be contrary to the values or operational processes of the University. An advisor's/sponsor's decision to suspend or reverse a decision may be appealed to the assistant dean for Student Involvement, Leadership & Activities and eventually to the assistant vice president for Campus & Student Life.

### Activity Approval

All student activities must be sponsored by a University department, registered student organization, or student association (AUSA, AUGSA) and be approved by the Office of Student

Involvement, Leadership & Activities. On rare occasions the Office of Student Involvement, Leadership & Activities may deem it necessary to deny activities when the activities are not in harmony with University values and objectives. All activities and trips must be supervised by the presence of a full-time faculty or staff member for the full duration of the activity or trip, or part-time staff/adjunct faculty as approved by Student Life. Activity Approval by the Office of Student Involvement, Leadership & Activities should be initiated by the club using the online platform Andrews Engage.

- **On- or Off-Campus Day Activities.** Student activities held on- or off-campus without an overnight stay must be approved by the Office of Student Involvement, Leadership & Activities at least two weeks prior to the activity.
- **Overnight Off-Campus Trips.** Student trips to off-campus locations involving at least one overnight stay must be approved by the Office of Student Involvement, Leadership & Activities and require completion of the Tour Application and Risk Management Approval Process.
- **Fund-raising.** Individuals may not solicit funds or fund-raise on-campus. Student organizations may engage in certain fund-raising activities with the approval of the Office of Student Involvement, Leadership & Activities based on the following stipulations:
  - » Fund-raising promotional materials must clearly identify the recipient(s) of the funds and the purpose for which they will be used.
  - » All funds must be deposited into the student organization's account.
  - » Funds may be disbursed to non-profit organizations holding 501c3 status and whose mission, values and practices do not conflict with those of the University.
  - » Loose cash collections may be taken up on behalf of charities; however, donors wishing to receive a tax deduction must donate directly to the benefiting organization.
  - » Donations made to University student organizations will not be tax deductible.
  - » Student organizations may disburse cash payments to individuals or families in need but only after a disbursement plan has been approved by the Office of Student Involvement, Leadership & Activities.

- » Student organizations are prohibited from soliciting funds from University departments or entities. University departments are also prohibited from using University funds to support student organizations.

### Dance and Choreography

Dance has been used throughout time by cultures around the world to celebrate life, foster community, express emotion, enact stories, and pass on traditions. Learning about dance in a global context is part of understanding and appreciating the history and culture of one's own heritage and that of others.

Teaching dance or dance performances as part of University-sponsored cultural education or celebration is allowed but should be limited to traditional cultural dances. Modern cultural dances are not permitted. Using choreographed dance in campus worship is appropriate, as is incorporating dance movements into group exercise routines. University events may include instructor-led group dance (such as folk, line, step or circle dances) as one of multiple program elements. Cultural dance performances or instructor-led group dance should only compose a quarter of an event program (i.e., a 60-minute event should limit dance performances to 15 minutes or less).

Social dance events (i.e. events centered around casual, formal or couple dancing) and student-led dance organizations are not allowed.

Student leaders, club sponsors and other members of the Andrews community are expected to exercise discernment when planning or participating in dance. Some dances (such as those incorporating sexually explicit moves) and accompanying music lyrics may not reflect the University's mission, values or standards. Requests to include dance and choreography are made as part of the University's event approval process. A full dress rehearsal including accompanying music will need to be scheduled and performed for the Office of Student Involvement, Leadership & Activities two weeks prior to the event to receive final event approval.

Learning about and participating in the dance of another cultural group can be an enjoyable and educational experience. However, cultural appropriation—using cultural stereotypes or mimicking another cultural group—is offensive and has no place at the University.

### Financial Accountability

The University requires financial accountability of student organization officers, including statements of an organization's income, income sources and expenses.

**Dues.** Each organization is responsible for the collection and management of its own dues. Club dues may be charged to students' accounts within the first monthly billing cycle of the semester with the submission of the proper charge forms. Yearly dues may not exceed \$50.

**Deposits.** All student organization funds must be deposited with the University cashier into an organizational account to reduce the loss from misappropriation or the lack of proper custodianship when there is an officer turnover.

**Use of funds.** Dues or funds collected from the membership may not be used by the executive officers for gifts or activities that are restricted to the executive officers or any other select group within the club. The University does not permit clubs to utilize "gofundme" accounts.

All club and organization expenditures over \$100 must have prior approval of the advisor/sponsor. Expenditures that do not receive authorization may not be reimbursed by the club/organization. In addition, all contracts/agreements with outside vendors shall only be signed (authorized) for the club by the advisor/sponsor.

**Accounts.** The advisor/sponsor is responsible for the proper auditing of club accounts. Notices will be sent to the advisor/sponsor or assistant dean for Student Involvement, Leadership & Activities when an organizational account has reached a minimum balance and is in danger of being overspent. Major charges made to an organization's account by a University department may require a balance verification before business can be transacted.

**Tax status.** The University's tax-exempt status does not extend to student organizations, and therefore purchases made by organizations are not tax-exempt.

## UNIVERSITY WELLNESS

Every human being has the capacity to grow and live life to the fullest in every aspect of wellbeing. No matter where you are in relation to your personal wellness journey, you are now

joining a community of students, faculty, staff who are deeply committed to living life to our fullest potential. The Director for University Wellness, leads this campaign, along with a great team of Wellness Ambassadors, Wellness Action Team, the Wellness Council and the support of the campus community. For more information see [andrews.edu/wellness/](http://andrews.edu/wellness/).

## VETERANS SERVICES

### Veterans' Education Benefits & Services

The University is approved for certification of students eligible to receive educational assistance from the U.S. Department of Veterans Affairs (DVA). The DVA determines eligibility for Veterans (VA) educational assistance. Their regional office is located in Buffalo, New York. University services for students who receive educational assistance through the DVA are located in the Administration Building, first floor, in the Office of Student Financial Services. Information concerning VA educational assistance may be obtained by phone 269-471-3286, email [veterans@andrews.edu](mailto:veterans@andrews.edu) or a visit to the Office of Veterans Services. VA forms used for making an application for educational assistance are available at the GI Bill webpage: [VA.gov](http://VA.gov); a printed or digital copy of an approved application submitted online to the VA will be required by the University's Office of Veterans Services.

It is the responsibility of the student to complete a Veterans Registration form every term to continue receiving educational benefits. The form is available in the Office of Veterans Services. Each term the required Certification of Enrollment (VA Form 22-1999) will be electronically submitted by the University's Veterans School Certifying Official (SCO) to the VA Regional Processing Office after the last day to add or drop a course. An earlier date for certification may be requested if the veteran feels certain his/her schedule will not be changed.

Students receiving benefits are expected to attend all classes and to progress satisfactorily toward their objective. Any change of degree program, change with class registration or withdrawal from school must be reported immediately to the SCO in the Office of Veterans Services. Failure to comply with VA regulations may result in loss of benefits and/or legal action on the part of the DVA. If the student does not make satisfactory academic progress and is academically dismissed from the University,

the DVA is notified, and all veterans' benefits are ended by the DVA. If a veteran is academically dismissed from the University but is later readmitted, the VA benefits cannot be resumed until the veteran has met the University requirements for reinstatement.

If the veteran requires academic accommodations due to a disability, he/she should contact the Student Success Center in Nethery Hall to coordinate the University's accommodations. Student Success can be contacted at 100 Nethery Hall, [success@andrews.edu](mailto:success@andrews.edu) or 269-471-6096.

### **Vocational Rehabilitation & Employment**

The University is approved for enrollment certification of veterans with service-connected disabilities who are eligible to receive Chapter 31, Title 38, U.S.C. educational assistance from the U.S. Department of Veterans Affairs. University services for veterans are coordinated through the Veterans Certifying Official in the Office of Veterans Services which is located in the Administration Building, first floor, in the Office of Student Financial Services. Information concerning educational assistance and campus procedures may be obtained by phone 269-471-3286, email [veterans@andrews.edu](mailto:veterans@andrews.edu), website [andrews.edu/sfs](http://andrews.edu/sfs) or by visiting the Office of Veterans Services.

The veteran should make contact with the Vocational Rehabilitation & Employment Office in their region. Veterans use VA Form 28-1900 to apply for the Chapter 31 benefit. The form is available online at [VA.gov](http://VA.gov). Information and instructions are included on the reverse side of the application form. Following receipt of the application in the regional office, VA will make a determination of eligibility. If the veteran

is eligible, VA will schedule an appointment with a Counseling Psychologist (CP) or Rehabilitation Counselor (RC) for an initial evaluation to establish the veteran's entitlement to vocational rehabilitation. Contractors may be utilized to assist in working with the veteran to gather information needed for the CP or RC to make an entitlement determination. The VRE case manager will provide VA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status. This form is required for certification of enrollment which will be submitted to the VRE by the University Veterans Certifying Official in the Office of Veterans Services.

If the veteran requires academic accommodations due to a disability, he/she should contact the Student Success Center in Nethery Hall to coordinate the University's accommodations with those provided by the Vocational Rehabilitation and Employment Office. Student Success can be contacted at 100 Nethery Hall, [success@andrews.edu](mailto:success@andrews.edu) or 269-471-6096.

### **WILLIAM MUTCH RECREATION CENTER**

The William Mutch Recreation Center, located on the lower level of the Campus Center, is a meeting place for students to socialize, study and gather. Various games and recreation equipment are available to check out and use. Student workers are on duty to facilitate and help to maintain the facilities. The recreation center is open during evenings and weekends and for special events.





# To Protect: Student Rights

## RIGHT TO LEARN

As members of the academic community, Andrews University students are granted certain rights within the learning environment and process. These include the right to be informed of the professor's expectations for learners, the grading procedure and the schedule by which the course will be conducted. Students also have the right to reasonable assistance from the professor or course tutor under specified conditions of availability. Within the limitations of the academic freedom afforded to professors, students should expect that they will not be unreasonably penalized by changes in course expectations or grading policy from the course syllabus.

A student should be evaluated academically on the basis of scholastic performance and other criteria relevant to the course being taught. Bias, or conduct in matters unrelated to the academic standards of the course, must not play a role in a professor's academic evaluation. Certain programs, of course, do require evaluations of a student's personality, character and conduct. Unless clearly indicated by a professor, however, these matters should not influence grades in individual courses.

Because professors are responsible for creating an environment in which each student has an opportunity to learn, a professor may suspend—temporarily or long-term—a student who fails to meet reasonable class expectations, disrupts the classroom or otherwise interferes with the educational environment. The professor should report any such class suspension to the relevant department chair, dean, vice president for Campus & Student Life and/or the University Student Intervention Team.

## RIGHT TO DISCUSS, INQUIRE, EXPRESS AND PETITION

Students are free to express their views, individually or collectively, on matters of significance to them within the parameters described in this section. They may exchange views privately with others or publicly in classrooms, discussion groups and meetings. They may also use established campus channels of printed, online or audio-visual communication. Unsolicited broadcasting of email ("spamming") communications to any University entity is not allowed.

### In the Classroom

In class as well as online, students' questions and commentary should be respectful of the professor and fellow students and not detract from the professor's course objectives or teaching methods. Students are expected to express themselves with civility by refraining from personal attacks or ad hominem argumentation, listening respectfully to others, and taking care not to monopolize discussion. When appropriate, students may ask questions or express views that are at variance with the beliefs and values of the University or other class members. However, dissenting remarks ought to offer an alternative point of view, rather than attack, disparage or demean views held by others or the University. In return, each student has the right to be treated respectfully by the professor and his or her classmates. Students with concerns related to inappropriate communication in the classroom should follow the procedures outlined in the section titled "Right to Appeal/Grievance" (see Right to Appeal/Grievance).

### With University Officers

Students have the right to engage in constructive dialogue about the policies and procedures of the University. Students or

student groups who have concerns or points of view they wish to share, or who desire to achieve constructive changes within the University, may present their thoughts and submit petitions for action directly to University administrators and/or officers.

Students should not communicate directly with members of the University's Board of Trustees, who, by policy, are to receive communications only through the University president.

Furthermore, the undergraduate and graduate student associations (AUSA and AUGSA) are established and appropriate vehicles for addressing student-related matters with the University administration. Students seeking to resolve personal or group differences with the University are strongly encouraged to make use of the University's appeal and grievance procedures. Those who turn to public forums (such as email campaigns, social media, media outlets, etc.) to air their concerns rather than working directly with the University's internal administration and/or established means of resolution (which includes gathering and careful consideration of all available and credible information) will not be acting in good faith with the University and may be subject to disciplinary action. (See Right to Appeal/Grievance.)

### **By Means of Assembly**

Students have a constitutional right to assemble and publicly express their views on matters of local, national or global importance. Peaceful, law-abiding demonstrations, such as rallies, marches and vigils, may be organized by students on campus or in the community, provided that these events are in harmony with the values of the University and the Seventh-day Adventist Church. As with other events, organizers must submit a request for administrative approval to the Student Life office, allowing up to a week for approval. Event organizers will be guided by established University protocols with the oversight of a faculty or staff sponsor. On-campus events may not impair University functions or deprive other students of their rights and should honor campus policies. Demonstrations held in the community are to comply with local, state and federal laws and be done with the prior knowledge of local law enforcement officials. As the safety of students is of paramount concern to the University, every reasonable precaution must be taken

by organizers to ensure the well-being and lawful behavior of students. The tenor of all public demonstrations should reflect a spirit of justice, compassion and wisdom.

### **Through Student Communication Media**

Student communication media such as the "Student Movement," "Cardinal," AUTV, etc., are aids in establishing and maintaining an atmosphere of responsible discussion and intellectual exploration on the Andrews campus. They communicate the activities and interests of Andrews' students, as well as help form student opinion. The vice president for Campus & Student Life and the Student Association general sponsors, through the Student Associations, delegate editorial responsibility to the Student Movement editor under the guidance of the faculty advisor and/or the Student Communications Board. The vice president for Campus & Student Life appoints a faculty advisor and delegates editorial responsibility to an appointed "Cardinal" (the annual yearbook) editor who functions under the guidance of the faculty advisor and the Student Communication Board.

Since the University administration has the ultimate responsibility for the content of student communications issued on the campus, they reserve the right—in rare circumstances—to override editorial decisions.

## **RIGHT TO ACCESS AND PRIVACY OF STUDENT EDUCATIONAL RECORDS (FERPA)**

In compliance with the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records, Andrews University grants the rights outlined within the Act to its students.

A student has the right to inspect and review his/her educational records. A request to review these records should be made, in writing, to the appropriate University office (see table below). The student's request will be granted within 45 days from the time the request is made. If a student believes that there is inaccurate or misleading information contained in one or more of his/her records, he/she has the right to request that the record be amended. If the record is not amended, the student has a right to submit a written

response or explanation which will then become a permanent part of the record. The student may file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the FERPA requirements.

A student has the right to consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “legitimate educational interests.” A school official has a legitimate educational interest if the information from your education record is necessary in order to fulfill his or her official responsibilities. A student’s parent does not have a right to access the student’s educational records unless the student is a “dependent” of the parent for income tax purposes.

A student may, of course, provide authorization for the release of records—for example, it is common to do this for parents. Students can provide authorization through their iVue by selecting “Manage FERPA Contacts” and adding them as a “New Contact.” Whenever third-party access is granted, a record should be kept in the file that shows which persons have reviewed the records, except in the cases where students grant third-party direct access to electronic files.

Andrews University has the right to disclose “directory information” without the written consent of the student unless the student has informed the University Registrar in writing of his/her refusal to permit the dissemination of directory information. A “Request for Non-disclosure” may be obtained at the Office of Academic Records. The University has designated the following information as “directory information”: name, local address, local telephone number, Andrews University email address, gender, marital status, hometown, date and place of birth, school, academic program (degree, major and minor), enrollment status, class standing/classification (i.e., freshman, sophomore, junior, senior or graduate), participation in officially recognized activities, dates of attendance, degree(s) received, honors and awards and photographs. Even where directory information may be released, Andrews University reserves the right to withhold such information from third parties.

In addition, Andrews University may forward education records (which include

student conduct records), without the student’s consent, to school officials of other institutions of postsecondary education at which the student seeks or intends to enroll, or where he/she has already enrolled, so long as the disclosure is requested for purposes related to the student’s enrollment or transfer.

The student may be asked to care for the reproduction costs of copies of records requested by the student. The University is not obligated to keep and maintain all educational records and thus some student records are destroyed.

For more information, please visit the University FERPA website at [andrews.edu/go/ferpa](http://andrews.edu/go/ferpa).

Location of Record	Record Type
Office of Academic Records	<i>Academic records (all schools)</i>
Office of Undergraduate Admissions	<i>Admissions records</i>
Office of Graduate Enrollment (School of Graduate Studies and Seventh-day Adventist Theological Seminary)	<i>Admissions records</i>
Office of Human Resources	<i>Student employment records</i>
Office of Student Financial Services	<i>Student account records</i>
Division of Campus & Student Life	<i>Student Life and Student Conduct records</i>
Counseling & Testing Center	<i>Achievement and Intelligence test scores, Interest inventory and Personality test scores</i>
Department of Instruction	<i>Official folder of records if one is kept</i>
University Schools (Ruth Murdoch Elementary and Andrews Academy)	<i>Academic records, Admissions records (except medical records), Student Life and Student Conduct records</i>

## RIGHT TO APPEAL/GRIEVANCE

The University seeks to provide an opportunity for the redress of student grievances, consistent with biblical guidance and sound practices. If a student feels his/her rights may have been violated, or that there may be something unique about the circumstances surrounding a matter, there is a grievance process or suggested courses of action which will be appropriate in most circumstances. The student should attempt to utilize the grievance process in the most appropriate and reasonable way (e.g., on a few occasions, it may be appropriate to “skip” a step).

### Academic Grievances

If a student feels that his/her academic rights have been violated, the student should speak directly with that professor. If the student is unsatisfied with the professor's response, the student may appeal to the department chair. Following a decision by the department chair, the student (or professor) may appeal to the appropriate academic dean, followed by an appeal to the Office of the Provost.

### Housing and Residence Hall Grievances

If a student has a complaint concerning an issue in a University-operated housing facility, he/she should first deal directly with the individual(s) responsible for the behavior/action that is the subject of the complaint. If the student is not satisfied with the response, he/she should go to their respective director of University Apartments (and Houses), University Towers, and the dean of Undergraduate Residence Life (Lamson Hall or Meier Hall). If he/she is still not satisfied with the decision, he/she may appeal to the assistant vice president for Residence Life (for residence hall concerns), then to the vice president for Campus & Student Life and then to the provost.

### Work Grievances

If a student has a work-related concern, he/she should deal directly with the related individual, followed in order by the direct supervisor or the department director. If the student is not satisfied with the decision, he/she may appeal to the Employee Services coordinator followed by the director of Human Resources and then to the provost or president.

### Student Conduct Intervention (Disciplinary) Grievances

Please see Student Conduct Intervention (Disciplinary) Processes.

### Sexual Harassment Grievances

Please see Sexual Harassment, Sexual Assault, Quid Pro Quo Harassment, Hostile Environment Harassment, Relationship Violence, and Stalking Discrimination that is sex or gender biased.

### Academic Integrity Grievances

Please see Academic Integrity.

### Discrimination and Harassment Grievances

Please see Right to be Free from Discrimination and Harassment.

### Other Grievances

If a student has a grievance that is not addressed in one of the categories described above, he/she should seek counsel from a trusted member of the University faculty or staff. Typically, the appropriate course of action is to communicate directly with the individual(s) whose decision/action is the source of the complaint. If the student is unsatisfied with that individual's response, the student may appeal along a similar path described in the other sections. If the student is unsure of the best way to proceed, he/she may start by consulting with the vice president for Campus & Student Life.

### General Hints for Solving Problems

In the heavy study/work/social program at a university, students will inevitably encounter stress and problems for which assistance would be helpful. Personnel in Student Life (269-471-3215), the Student Success Center (269-471-6096) or the Counseling & Testing Center (269-471-3470) are available for counsel. Problems may be solved in consultation with the personnel listed below in the order given (where appropriate).

In rare cases when the student has exhausted normal University procedures for resolving issues and the difficulty is still unresolved, the student is advised to contact an ombudsperson.

<b>ACADEMIC</b>	Teacher, Advisor, Student Success Center, Department Chair, Academic Dean, Provost
<b>FINANCIAL</b>	Statement Clerk, Student Financial Advisor, Manager for Student Financial Services, Assistant Vice President of Student Financial Services, Vice President for Financial Administration
<b>SOCIAL</b>	Counseling & Testing Center, Residence Hall/Student Life Dean, Vice President for Campus & Student Life
<b>EMOTIONAL</b>	Counseling & Testing Center, Residence Hall/Student Life Dean, Vice President for Campus & Student Life
<b>SPIRITUAL</b>	Center for Faith Engagement, Pastor, Residence Hall/Student Life Dean, Vice President for Campus & Student Life
<b>WORK</b>	Work Supervisor, Employee Services Coordinator, Director of Human Resources
<b>SUBSTANCE ABUSE</b>	Counseling & Testing Center, Residence Hall/Student Life Dean, Vice President for Campus & Student Life

## OMBUDSPERSONS

### Purpose of the University Ombudspersons

The University ombudspersons facilitate understanding, communication and resolution of conflict among students, faculty and staff. The office serves as an impartial and confidential means of facilitating dialogue between parties on campus and as a means, apart from formal grievance procedures, of resolving differences. The office was established as part of the University's Christian commitment to foster a courteous and considerate climate conducive to productivity and well-being for the University community.

The ombudspersons work independently from University administrative offices. Discussing a matter with an ombudsperson is confidential to the extent allowed by law and does not constitute notice to the University.

### What an Ombudsperson May Do

- Help resolve problems and conflicts, especially those not being adequately addressed through other channels
- Provide informal services outside the usual review and/or appeal procedures
- Take a nonaligned role when hearing about a problem, remaining independent and impartial
- Recommend changes in University policies or procedures

### How an Ombudsperson Can Help You

- By listening carefully to your concerns
- By helping analyze the situation
- By identifying and explaining relevant University policies, procedures and problem-solving channels
- By helping you to explore options
- By looking into a concern, including talking with involved parties with your permission
- By identifying other University programs and resources that might be helpful
- By providing a safe and confidential setting where individuals feel respected and where they can be candid and forthright

### When to Contact an Ombudsperson

- In most cases, the ombudsperson should be contacted after you have exhausted normal University procedures for resolving issues and:
  - » You want to discuss a sensitive issue in confidence
  - » You want help and are unsure of where or what options are open to you
  - » You have a situation requiring help with communication or negotiation
  - » You are unsure which policies, procedures or regulations apply in your situation
  - » You believe a policy, procedure or regulation has been applied unfairly or erroneously to you

## When an Ombudsperson Does Not Get Involved

- You want legal advice or legal representation
- You have a non-University related disagreement or problem
- You want to file a grievance or make a formal complaint
- You want someone to represent you in formal University procedures

For information or to schedule a private appointment, contact one of the ombudspersons:

Elynda Bedney, [bedney@andrews.edu](mailto:bedney@andrews.edu)  
Liz Muhlenbeck, [elizabem@andrews.edu](mailto:elizabem@andrews.edu)  
Benjamin Navia, [bnavia@andrews.edu](mailto:bnavia@andrews.edu)  
Mordekai Ongo, [ongo@andrews.edu](mailto:ongo@andrews.edu)

## RIGHT TO BE FREE FROM BIAS, DISCRIMINATION OR HARASSMENT

Andrews University affirms that every human being is valuable in the sight of God and seeks to be an inclusive community that welcomes all people. Members of the University community are expected to treat each other and the wider community with respect and dignity.

Although many interpersonal conflicts and some forms of misconduct can be resolved without recourse to a formal process and addressed by following guidance found in Matthew 18:15–20, the forms of harassment and discrimination governed by this policy may be legal matters which require a formal process. These policies describing the prohibition of unlawful discrimination, harassment and sexual misconduct have been developed to honor biblical principles, comply with federal and state law, and follow best practices for the safety of the campus community.

Acts of bias, discrimination or harassment are an affront to the core values of the University and will be appropriately addressed. All students have the right to supportive academic, work and residential settings that are free from conduct that could create a hostile, intimidating, offensive or unfair environment. Students and employees should report discriminatory, harassing, inappropriate, threatening or violent behavior, no matter how mild or severe, that may jeopardize the rights, health or safety of an individual or group or that disrupts the mission and/or normal processes of the University.

## Bias and Bias Incidents

In social terms, a *bias* is *an inclination or preference—either for or against an individual or group—that interferes with impartial judgment*. Social biases are often based on one or more actual or perceived personal characteristics such as race, color, ethnicity, national origin, sex, gender, sexual orientation, religion, age or disability.

Such biases can be sorted into three categories: stereotypes (mental bias), prejudices (emotional bias) and discrimination or harassment (behavioral bias).

- Stereotypes are standardized beliefs and mental associations about the characteristics of social groups. They rely on oversimplified opinion and uncritical judgment and can distort reality.
- Prejudices are unjustifiable negative attitudes toward another social group or its members. Prejudice can take the form of disliking, anger, fear, disgust, discomfort and even hatred.
- These biased ways of thinking and feeling are problematic because they can lead to discrimination or harassment (see definitions below), which are unjustifiable negative behaviors toward individuals based on their actual or perceived membership in a particular group.

Some biases are **conscious** and **blatant**, explicitly disparaging an outside group while favoring one's own group. Other biases are **unconscious** and **subtle**, occurring at an implicit—though no less powerful—level. These more complex forms of bias are often mixed or masked with good intentions, making them more difficult to identify and acknowledge.

As a human condition, bias cannot be completely eradicated; nonetheless it must be engaged thoughtfully, honestly and respectfully. We are all shaped by our distinct experiences and come to perceive ourselves and others in relation to those experiences. Bias is often unintentional and may not be perceived as aggressive or disrespectful by the responsible party. Yet when bias is not conscientiously named and addressed, it can compound to create negative environments for those affected and/or can escalate into overt acts of discrimination or harassment and even criminal behaviors (see “hate crime” below).



A **bias incident** occurs when a person engages in behaviors that demean or intimidate individuals or groups because of personal characteristics, beliefs, or expressions. It includes conduct, speech, images or expression that is motivated, in whole or in part, by conscious or unconscious bias, which targets and/or negatively impacts individuals or groups based on one or more of the actual or perceived characteristics listed above.

Not all bias incidents involve conduct that violates law or policy. Some incidents, however, may involve conduct that violates federal, state or local laws or University policies, and these will be subject to applicable student conduct, human resources and/or legal processes. Bias that does not violate a University policy will generally be addressed through educational interventions.

If an act of bias involves criminal behavior, it may be considered a **hate crime**. In the state of Michigan, a hate crime is a *criminal offense* committed against a person or property (such as arson, invasion of privacy, vandalism, etc.) which is motivated in whole or in part, by the offender's bias against a race or national origin, religion, sexual orientation, mental/physical disability or ethnicity. *It is important to understand that while all hate crimes are bias incidents, not all bias incidents are hate crimes.*

## Discrimination

Andrews University prohibits unlawful discrimination against any member of its community on the basis of race, color, ethnicity, national origin, citizenship, sex, religion, age, disability, veteran status, or any other legally protected characteristic in matters of admissions, employment, housing or any aspect of its educational programs and activities.

**Discrimination** occurs when a person deprives another of a right, benefit or privilege and/or unfairly treats another differently because of one of the actual or perceived characteristics outlined above.

Examples of discrimination include:

- Treating one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit or service
- Providing different aid, benefits or services or provide aid, benefits or services in a different manner
- Denying any person any such aid, benefit or service

- Subjecting any person to separate or different rules of behavior, sanctions or other treatment
- Aiding or perpetuating discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of a legally protected characteristic in providing any aid, benefit or service to students or employees
- Otherwise limiting any person in the enjoyment of any right, privilege, advantage or opportunity

As a religious institution, the University retains its constitutional and statutory rights to make employment, admission and educational decisions in a manner that is consistent with the University's Code of Student Conduct (see Code of Student Conduct, "Working Policy," "Employee Handbook") and with the tenets of the Seventh-day Adventist Church. Such rights are conferred upon religious institutions by various laws, including but not limited to 42 U.S.C. 2000e-1, 2000e-2; 6-15 of Federal Executive Order 11246; 41 CFR 60-1.5(5); 34 CFR 86.21, 86.31, 86.40, and 86.57, 106.12(a) (b); 20 U.S.C. § 1681(a)(3); and *Porth v. Roman Catholic Diocese of Kalamazoo*, 209 Mich. App. 630 (1995). The University further claims the right to disregard the provisions of Title IX set forth in 34 CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with the teachings and practices of the Seventh-day Adventist Church.

Sexual orientation is regarded by the University in a manner consistent with the position of the Seventh-day Adventist Church, which makes a distinction between orientation and behavior. On the basis of sexual orientation, in itself, the University does not discriminate in academic, work, residential or other campus environment matters. However, all faculty and staff are required to comply with the University's "Working Policy" and "Employee Handbook," as applicable, which limits certain behaviors inconsistent with the teachings of the Seventh-day Adventist Church. All students are required to comply with the University's Code of Student Conduct, which likewise prohibits certain behaviors that are inconsistent with the University's commitment to moral propriety as understood by the Seventh-day Adventist Church. For a detailed statement on the University's position, policies and protections regarding differences in sexual

orientation, please refer to Appendix 1 (see Appendix 1: A Seventh-day Adventist Framework for Relating to Sexual Orientation Differences on the Campus of Andrews University).

This non-discrimination policy is in compliance with Titles VI and VII of the Civil Rights Acts of 1964 (as amended), Title IX of the Education Amendments of 1972 (45 CFR 86 et seq., Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, Section 402 of the Veterans Era Veterans Adjustment Act of 1974 and the Elliott-Larsen Civil Rights Act.

Notwithstanding the University's constitutional and statutory rights to make employment, admission and educational decisions in a manner that is consistent with the tenets of the Seventh-day Adventist Church, harassment on the basis of any of the characteristics listed in this section is strictly prohibited.

### Harassment

Andrews University prohibits harassment of any kind whether it takes place on-campus, off-campus or in online communications.

Harassment is often based upon an intolerance or disparagement of perceived or actual personal characteristics such as race, color, ethnicity, national origin, sex, gender identity, sexual orientation, religion, age, disability, veteran status, or any other legally protected characteristic.

**Harassment of a non-sexual or gender related nature.** (See Title IX policy for harassment of a sexual or gender related nature.)

*Harassment occurs when a person or group engages in unwelcome speech or conduct that is so objectively offensive and sufficiently severe, or persistent or pervasive, that*

1. it unreasonably interferes with or limits an individual's ability to participate in or benefit from academics, work or other services and activities or
2. it creates an environment (academic, work or residential) that a reasonable person would find hostile, offensive or intimidating (an isolated incident, unless sufficiently severe, may not amount to hostile environment harassment).

When harassment is not directed at a specific individual, harassment may still occur.

Harassing behaviors prohibited by this bias, discrimination and harassment policy include, but are not limited to, the following: use of

derogatory words, jokes, slurs, epithets, statements or gestures; stereotyping activities; use of graffiti or other forms of pictorial or written messages of intimidation; threats about unwelcome physical contact; unwelcome physical contact; stalking; and bullying (repeated and/or aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person).

### What to do about Bias Incidents, Discrimination or Harassment

Bias incidents, discrimination and harassment can flourish in a culture of silence. Therefore, every member of the community is asked to be an active participant in creating a culture of civility and respect for all persons.

If you witness or experience misconduct of a sexual or gender nature, please refer to the **Title IX and Sexual Harassment Policy** section of his Handbook or here. **Sexual Harassment includes sexual assault, quid pro quo harassment, hostile environment harassment, dating violence, domestic violence and stalking.**

If you witness or experience acts of bias, discrimination or harassment outlined above you are encouraged to consider taking the following informal or formal steps.

### Informal Steps:

- If you feel able, assertively tell the person(s) involved that such conduct is offensive and unwelcome and should be stopped immediately.
- Seek an informal consultation to consider what type of University responses are available by sharing the report or concern with one or more of the following: academic dean, director of Human Resources, vice president for University Culture & Inclusion, Student Life dean or vice president for Campus & Student Life.
- Consider an informal resolution process, which is generally a mutually agreed upon plan between the relevant parties that may include a variety of supportive, educational, restorative or protective measures to address the concern.
- An informal process does not trigger a formal investigation and resolution process.

### Formal Steps:

Andrews University takes seriously all good faith reports it receives of bias, discrimination or harassment in any form and will seek

to provide a reasonably prompt resolution, which generally includes an investigation and resolution process when the allegations, if true, would reach the level of discrimination or harassment.

#### **Written formal complaint involving a student.**

In cases where a complainant (reporting student) has a concern regarding alleged bias, discrimination or harassment by another student, the concerned student is encouraged to submit a written formal complaint to one or more of the following: vice president for University Culture & Inclusion or the Student Life office (Student Life dean, vice president for Campus & Student Life).

- The vice president for Campus & Student Life, in consultation with the vice president for Campus Culture & Inclusion will appoint a Designated Response Team (DRT) to review the complaint and determine next steps
- Such steps include designating a team member to meet with the complainant to clarify the allegation, review processes and identify appropriate interim supportive measures. The designated member will also notify the respondent of the allegation, review processes and identify appropriate interim supportive measures.

**Written formal complaint involving an employee.** In cases where a student has a concern regarding alleged bias, discrimination or harassment by a faculty or staff member, the concerned student is encouraged to submit a written formal complaint to one or more of the following: vice president for University Culture & Inclusion, vice president for Campus & Student Life, associate vice president for Human Resources.

- The associate vice president for Human Resources, in consultation with Student Life and University Culture & Inclusion, will appoint a Designated Response Team to review the complaint and to determine next steps.
- Such steps may include designating a member to meet with the complainant to clarify the allegation, review processes and identify appropriate interim supportive measures. The designated member will also notify the respondent of the allegation, review processes and identify appropriate interim supportive measures.

**The written formal complaint** should include a concise description of the incident with relevant details, date, time and location, identification of the other person(s) and witness involved, etc. A copy of the complaint will be provided to the accused (responding party).

**Response and Resolution Processes.** Submitting a formal written complaint will signify a request to trigger the University's assessment, response and resolution processes. The response plan generally includes the following steps:

- Where the allegations, if true, would rise to the level of bias, discrimination or harassment in violation of this policy, an investigation will commence.
- An investigative process will be activated that includes 1) meeting with all relevant persons and providing each with the opportunity to give their own account of events and 2) gathering facts and all available evidence relevant to the allegations.
- If the responding party is another student, the investigation report will be provided to a Decision-Maker Panel or the Student Life Conduct Council.
- If the responding party is faculty or staff, the investigation report will be provided to a Decision-Maker Panel chaired by the associate vice president for Human Resources.
- Any determination of responsibility will be based on whether there is a "preponderance of evidence" that bias, discrimination or harassment occurred.
- The Decision-Maker Panel reserves the right to assign the type of educational and/or corrective disciplinary response deemed appropriate for the level of violation, broadening or lessening the response relative to the severity, persistence or pervasiveness of the conduct.
- If the allegation does not rise to the level of bias, discrimination, harassment or other violation of other student conduct or employee policies, the Designated Response Team may nevertheless recommend or require an educational experience, as deemed appropriate.

#### **Retaliation**

- Retaliation is prohibited by University policy and law.
- Retaliation is any adverse action taken against a person who makes an allegation,

files a report, serves as a witness, or participates in an investigation.

- Adverse actions may include name-calling, taunting, intimidating, harassing or other threatening behavior.
- Retaliation against an individual for (a) reporting an allegation of a violation of University policy, (b) supporting a party bringing a complaint, (c) assisting in providing information, and (d) participating or refusing to participate in a University proceeding is a serious violation of University policy and any offender will be subject to disciplinary action.
- An allegation of retaliation should be reported to a Student Life or Human Resources official.
- If a report of retaliation relates to an active University case that has not yet gone to a resolution, the investigative processes can be combined into the current case investigative processes. Retaliation may be substantiated even without a finding of responsibility for the alleged misconduct.

## TITLE IX (SEXUAL OR GENDER-BASED HARASSMENT) POLICY AND RESOURCES

*Andrews University recognizes that God has created every individual, male and female, equal in His image and endowed with unique value. As Creator and Redeemer, He calls us with loving grace and empowers us to give each of His children the utmost respect in speech and action and to expect the same from others.*

*Andrews University expects members of its community to follow biblical guidelines for intimacy and for sexual relationships. (See Code of Student Conduct and Employee Working Policy.) While some portions of this Policy may address intimate or sexual activities outside of marriage, such content should not be seen as condoning these actions. At the same time, an individual's engagement in intimate or sexual activities outside of marriage does not excuse any type of sexual misconduct. The University is committed to protecting the members of its community against all forms of sexual misconduct—regardless of the context in which it arises.*

## Introduction

Title IX prohibits discrimination on the basis of sex (gender) in educational programs and activities that receive federal assistance. As a religious faith-based institution, the University claims the right to disregard the provisions of Title IX set forth in 34 CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with the teachings and practices of the Seventh-day Adventist Church.

The Department of Education calls discrimination on the basis of sex (gender) to include “Sexual Harassment,” which the regulations define as follows:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the [institution] conditioning the provision of an aid, benefit, or service of the [institution] on an individual's participation in unwelcome sexual conduct [also called “quid pro quo harassment”];
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the [institution's] education program or activity [also called “hostile environment harassment”]; or
3. “Sexual assault” ... , “dating violence” ... , “domestic violence” ... , or “stalking” .... 34 C.F.R. § 106.30

When the University has actual knowledge of Sexual Harassment in an education program or activity within its jurisdiction, it must respond promptly in a manner that is not deliberately indifferent. The University's response would be considered “deliberately indifferent” only if its response to Sexual Harassment is clearly unreasonable in light of the known circumstances.

## Jurisdiction

This policy governs Sexual Harassment directed against persons in the United States, including a University student, student employee, faculty or staff, by a member of the University community, if the alleged Sexual Harassment is reported in a formal written complaint and occurred in an educational program or activity as to which the University has substantial control over the respondent as well as the context in which the act occurred.

The University will respond to Sexual Harassment involving faculty and/or staff according to these processes, understanding that cases involving only faculty and/or staff also fall under Title VII and, as such, are handled primarily by the Office of Human Resources.

**University Community:** The University community includes students, student employees, faculty, staff, appointees, volunteers, non-employee clients, supplier/contractors and visitors. The respondent must be a member of the University community in order for this policy to apply. However, even if the respondent is unknown or is not a member of the University community, the Title IX office will assist the complainant in identifying appropriate resources and support options as well as other potential remedies.

**On-Campus:** All on-campus violations are deemed to pose a disruption or threat to the educational environment. The campus includes the geographic confines of the University, including its land, roads, buildings, Andrews Academy, Ruth Murdoch Elementary School and University housing.

**Off-Campus within the U.S.:** Off-campus violations may pose a disruption or threat to the educational environment. Examples of off-campus Sexual Harassment that may occur where the University has substantial control include conduct that:

- Occurs during a University-sponsored event (e.g., field trips, social or educational functions, University-related travel, student recruitment activities, internships and service-learning experiences)
- Involves students in the United States enrolled in the University's College of Education & International Services or other off-campus educational programs

**Online:** Violations can occur in a variety of forums on the internet. Some of these mediums include, but are not limited to, chat rooms, forums/message boards, social networking sites, instant messaging, email, avatars, advertising, redirected/automatic linking, spam and pop-ups. The University will have jurisdiction where the University has substantial control over an identified respondent using University networks and social media platforms.

In instances where Sexual Harassment is

found by the Decision-Maker Panel to have occurred, the University will take appropriate action, up to and including separation from the University, with the goal to end such Sexual Harassment, prevent its recurrence and remedy its effects. Third parties who engage in Sexual Harassment may have their relationship with the University terminated and/or their privileges of being on University premises withdrawn.

Allegations of misconduct that do not fall within the University's Title IX jurisdiction, may still be subject to the processes contained in the University's Code of Student Conduct or its Working Policy or Employee Handbook.

## Descriptions of Sexual Harassment

### **Sexual Harassment**

Sexual Harassment is conduct of a sexual or gender-based nature that meets the below definitions for sexual assault, quid pro quo harassment, hostile environment harassment, dating violence, domestic violence, and stalking.

### **Sexual Assault**

1. **Non-Consensual Fondling:** The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
2. **Sex Offenses, Forcible:** Any sexual act directed against another person, without the consent of the complainant including instances where the complainant is incapable of giving consent.
  - a. **Forcible Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.
  - b. **Forcible Sodomy:** Oral or anal sexual intercourse with another person,

forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- c. **Sexual Assault with an Object:** To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
3. **Sex Offenses, Nonforcible:** Nonforcible sexual intercourse.
    - a. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by state law.
    - b. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent (16 years old in the state of Michigan). This offense only applies if conduct is "consensual" with minor. If forced or against will of victim, revert to Forcible Rape definition.

### Quid Pro Quo Harassment

Quid Pro Quo harassment exists when an employee conditions the provision of an aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct. It typically involves an exchange of sexual favors for some benefit, and it most often occurs where there is a power differential (e.g., professor and student or boss and employee).

Other unwanted verbal, written, visual, online or physical contact of a sexual nature may constitute Sexual Harassment when submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of an individual's education or employment progress, development or performance.

### Hostile Environment Harassment

The definition of "hostile environment harassment" differs under Title IX (discrimination in education) and Title VII (discrimination in employment).

Under Title IX, **hostile environment harassment** occurs when unwelcome sexual or gender-based conduct is so **severe and pervasive and objectively offensive** that it effectively denies a person equal access to the University's educational program or activity, as determined by a reasonable person.

Under Title VII, **hostile environment harassment** occurs when unwelcome sexual or gender-based conduct is so **severe or pervasive or objectively offensive** that it alters the terms and condition of employment, as determined by a reasonable person.

For purposes of Title IX, the nature of the unwelcome conduct underlying a hostile environment harassment must be either sexual or gender-based in nature. Thus gender-based harassment may occur even if the unwelcome conduct is not "sexual" in nature. Unwelcome conduct based on a person's sexual orientation or gender identity may also form the basis of hostile environment harassment. Unwelcome conduct may be expressed in the form of acts of aggression, intimidation or hostility, whether verbal or nonverbal, graphic, physical or other.

An isolated incident typically will not amount to hostile environment harassment under Title IX, but it may violate another aspect of the Code of Student Conduct.

The following is a non-exhaustive set of behaviors which may constitute hostile environment harassment in violation of Title IX:

- Unwelcome sexual advances, propositions or requests for sexual favors
- Unwelcome or inappropriate exposure, display, touching or physical contact
- Showing/displaying sexually suggestive, demeaning or objectifying objects, pictures, words or gestures
- Unwelcome or inappropriate comments disparaging a person's gender
- Gender-based or sexually suggestive jokes, innuendos or gestures
- Gender-based stereotyping, bullying, sexism, sexist attitudes
- Unwelcome conduct based on sexual orientation or gender identity



A finding that such unwelcome conduct actually occurred is not enough, in itself, to support a Title IX violation for hostile environment harassment. Rather, a Title IX violation occurs only when it is further found, by a preponderance of evidence, that as a result of the unwelcome conduct the complainant was effectively denied equal access to the University's educational program or activity.

### Dating Violence

"Dating violence" means violence committed by a person—

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

Dating violence includes, but is not limited to, the following:

- Physical abuse (which includes, but is not limited to, pushing, shoving, slapping, punching, kicking, strangling, restraining, holding, and tying down)
- Leaving the victim in a dangerous place
- Emotional/psychological abuse
- Threats of harm and/or intimidation
- Physical or social isolation
- Sexual abuse or Sexual Harassment

### Domestic Violence

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Michigan, or by 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 Michigan.

Domestic violence includes, but is not limited to, the following:

- Physical abuse (which includes, but is not limited to, pushing, shoving, slapping, punching, kicking, strangling, restraining, holding, and tying down)
- Leaving the victim in a dangerous place
- Emotional/psychological abuse
- Threats of harm and/or intimidation
- Physical or social isolation
- Sexual abuse or Sexual Harassment

### Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person either—

- A. To fear for his or her safety or the safety of others; or
- B. To suffer substantial emotional distress.

For the purposes of this definition—

"course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

"reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

"substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking behaviors when repeated include, but are not limited to, the following:

- Non-consensual or unwelcomed communication, including face-to-face, phone calls, voice messages, electronic mail, online communication, written letters, etc.
- Excessive calling or texting
- Threatening, intrusive, frightening or obscene gestures
- Following or pursuing
- Surveillance or other types of observation
- Trespassing
- Vandalism or destruction of victim's property
- Unwelcome gifts, flowers, etc.

Stalking is an insidious form of harassment that may initially be dismissed as harmless yet can dramatically impact the life of the person stalked and pose both physical and psychological risks.

All concerns about stalking behaviors should be taken seriously and discussed with a Title IX official, whether or not there appears to be a level of threat and whether or not the alleged stalker is known by the victim. Possible next steps could include considering a mutual No Contact Order.

## Definitions

### Complainant

A complainant is anyone (a) who is alleged to be the victim of Sexual Harassment as defined by this policy, and (b) who, at the time of filing a formal complaint, is participating in or attempting to participate in an education program or activity of the school with which the formal complaint is filed. Note that anyone who shares a report about alleged Sexual Harassment impacting another person is considered a third-party reporter—not a complainant.

### Respondent

The respondent is any current member of the University Community who is reported and alleged to have engaged in conduct that if true may constitute Sexual Harassment within the University's jurisdiction or conduct that occurred in an educational program or activity where the University has substantial control over the respondent as well as the context in which the act occurred.

### University Community

The University Community includes current students, student employees, faculty, staff, appointees, volunteers, supplier/contractors, and visitors.

### Student

For Title IX processes, a student is an individual to whom an offer of admission has been extended, paid an acceptance fee, registered for credit or non-credit bearing classes, or otherwise entered into another agreement with the University to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not registered for two consecutive terms. This definition does not alter the Title IX jurisdictional requirements.

### Actual Knowledge

Actual knowledge is when the University's Title IX Coordinator or a designated University official with the authority to institute corrective disciplinary action (as specified in the chart under the header "Reporting") receives a report or notice of allegations of Sexual Harassment. The University response obligation begins when actual knowledge of an alleged Sexual Harassment has been reported to a designated University official.

### Report

A report is an allegation of Sexual Harassment, which can be made by anyone including students, employees, University community members, or other individuals who are directly involved in, observe or reasonably believe that Sexual Harassment may have occurred. A report can be filed by completing the online Title IX Report Form. A person making a report of alleged Sexual Harassment impacting another person is considered a third-party reporter.

### Formal Complaint

A formal complaint is a complaint filed in writing by the complainant or by the Title IX Coordinator through the completion of the online Title IX Formal Complaint Form that triggers the University's mandatory dismissal assessment and, if not dismissed, a full investigation and hearing.

### Decision-Maker Panel

A Decision-Maker Panel is composed of three members and an appointed chairperson who review the case, provide any hearing, make a determination of responsibility and determine any corrective disciplinary actions which take place as part of the formal resolution process.

### Effective Consent

It is important not to make assumptions about whether another party or potential partner is consenting. The burden to obtain effective mutually understood consent is on the initiator of the sexual act.

- Effective consent is informed, voluntary, and freely and actively given.
- Effective consent cannot be obtained from threat, force, threat of force, intimidation, coercion or incapacitation.
- Effective consent cannot be given by minors, mentally disabled individuals, or individuals who are mentally or physically incapacitated

(such as by alcohol or drug use, etc.)—see “incapacitation” definition below.

- Consent can be communicated by words or can be manifested through action.
- Consent must be mutually understandable.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent at one time does not imply consent to another time.
- Silence, passivity or the absence of resistance alone is not consent. While resistance is not required or necessary, it is a clear demonstration of non-consent. Consent can be withdrawn at any time.
- The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar or previous patterns.

### Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or to produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”). Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced.

### Coercion

Coercion is unreasonable pressure (without physical force) for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

### Incapacitation

When incapacitated, an individual lacks the physical and/or mental ability to make informed, rational judgments (e.g., to understand the “who, what, when, where, why or how” of their sexual interactions) and thus cannot give effective consent to sexual activity.

- Incapacitation may be temporary or permanent and result from mental disability as well as states including, but not limited to, sleep, unconsciousness, blackouts resulting in memory loss, etc. Incapacitation may also occur in persons who, as a result of alcohol or drug use, **appear to be functional or coherent but still may not be able to make a rational decision or give effective consent.** Individuals who consent to sex must be able to understand what they are doing. Keep in mind that under this policy, “no” always means “no,” but “yes” may not always mean “yes.”
- The impact of consuming alcohol or drugs will vary from person to person. Evaluating incapacitation due to the use of substances requires an assessment of each individual. Warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, emotional volatility, etc.
- Because incapacitation may be difficult to discern, especially where alcohol and drugs are involved, persons are strongly encouraged to err on the side of caution; when in doubt, assume the other person is incapacitated and therefore unable to give effective consent.
- **Being intoxicated or impaired by drugs or alcohol is not a valid defense to an allegation.**
- In evaluating effective consent in cases of alleged incapacitation, the University asks two questions: (1) *did the respondent know that the other party was incapacitated?* and (2) *if not, would a sober, reasonable person in the same situation have known that the other party was incapacitated?* If the answer to either of these questions is “YES,” effective consent was absent and the conduct by the respondent is likely a violation of this policy.

## Reminders and Resources

### Preservation of Evidence and Medical Assistance

A person reporting Sexual Harassment is reminded of the importance of taking every precaution to preserve all evidence and to abstain from tampering with any items at the scene, changing clothes or bedding as well as washing any area of their body. Under some circumstances, the complainant should seek

immediate medical attention before washing themselves or clothing. If clothes have been removed, place each item separately in paper bags. The complainant should preserve all phone call logs, emails, text messages, online communication and other evidence that is relevant to the specific complaint.

Medical assistance can be sought (ideally within 72 hours of the incident—sooner is better) from any emergency room, such as the one located at Lakeland Medical Center, St. Joseph, Michigan. Financial assistance for hospital exam costs may be available—contact Michigan Crime Victim Services Commission for more information (517-333-SAFE).

In addition to the collection of evidence, hospital staff is able to check for other potential injuries and respond to the potential of pregnancy and sexually transmitted diseases.

### **Release of Documents and Disclosure**

Under federal privacy laws any documents prepared by the University, such as the investigative summary report (which includes written statements and responses from both parties) constitute education records which may not be disclosed outside of University processes except as may be authorized by law. As such, both parties as well as their advisor/support persons are instructed not to redisclose written documents they receive from the University. However, the University does not impose any restrictions on the parties regarding verbal redisclosure of the case (including verbal disclosure of the content of the investigative report), their participation in the process or the contents of the final outcome letter. Parties are advised to seek legal advice as to whether or not such verbal disclosure might subject them to liability for defamation.

### **Privacy and Confidentiality**

The University will seek to be sensitive, supportive and respectful to all involved individuals. The University will also seek to take reasonable steps to safeguard privacy to the greatest extent possible and will refrain from including in public available records the identity of the complainant.

The University will seriously consider requests for confidentiality and will attempt to limit the number of individuals who may learn about an allegation of Sexual Harassment. The University, however, cannot guarantee confidentiality in all matters. The University will attempt to balance the complainant's request

with the moral responsibility and federal guidelines to create a safe and nondiscriminatory environment.

Ultimately, and especially in cases that involve pattern, predation, threats or violence, the University reserves the right to determine which University officials have a legitimate educational interest in being informed about incidents that fall under this policy and to proceed in whatever manner it deems appropriate to protect the safety of the campus and provide fundamentally fair processes. To comply with certain federal laws, the University is required to report statistics regarding Sexual Harassment on its campus. Recordkeeping for this statistical report will be accomplished without the inclusion of identifying information about the complainant or witnesses to the extent permissible by law.

Counselors and chaplains (hired or appointed by the University for a specific job description to provide counseling and pastoral care) have confidentiality obligations that prohibit them from reporting and activating established University processes. Therefore, while these individuals are able to provide confidentiality and important support, they are not the designated University official to whom reports or formal complaints should be given (see charts on following pages).

### ***Professional Counseling and Support Resources***

A person reporting Sexual Harassment is encouraged to seek the assistance of trained professional support systems. Students are encouraged to seek professional support from on-campus resources that include campus chaplains and counselors or from a community provider listed below. Faculty and staff are encouraged to seek professional support from a community provider listed below.

On-campus services for students (at no charge) include:

- Andrews University's Counseling & Testing Center (located in Bell Hall, 269-471-3470)
- Chaplains (located in the Center for Faith Engagement, Campus Center, 269-471-3211)

Off-campus community services (for self-pay) for students, faculty and staff include:

- Samaritan Counseling Center, 1850 Colfax, Benton Harbor, Michigan 49022 (269-926-6199)

- Berrien County Child & Family Services/Safe Shelter (for women and children), PO Box 8820, Benton Harbor, Michigan 49023-8820 (phone: 269-925-1725/269-925-9500, crisis: 888-983-4275/269-925-9500), [cfsswmi.org/our-programs/safe-shelter.html](http://cfsswmi.org/our-programs/safe-shelter.html)
- Michigan Crime Victim Services Commission, 201 S Townsend, PO Box 30195, Lansing, Michigan 48933 (877-251-7373 for victims only or 517-373-7373)
- Rape, Abuse and Incest National Network (1-800-656-4673)
- Cass/St. Joseph County Domestic & Sexual Abuse Services, PO Box 402, Three Rivers, Michigan 49093 (phone: 269-279-5122, crisis: 800-828-2023), [dasasmi.org](http://dasasmi.org)
- S-O-S of the Family Justice Center, 533 North Niles Ave, South Bend, Indiana 46617 (574-234-6900), [Info@fjcsjc.org](mailto:Info@fjcsjc.org)
- The National Domestic Violence Hotline (1-800-799-SAFE)
- Hinman Counseling Services, 640 St Joseph Ave, Berrien Springs, Michigan 49103 (269-471-5968)
- Life Coach Psychology, 300 W Ferry St, Berrien Springs, Michigan 49103 (269-815-5331)
- To Her Credit (navigating financial help when leaving an abusive relationship) <https://www.creditcards.com/credit-card-news/leaving-abusive-relationship-financial-help/>

The Counseling & Testing Center and the Division of Campus & Student Life provide educational materials and information as well as prevention and risk reduction programs dealing with Sexual Harassment, sexual assault, relationship violence, stalking and discrimination based on sex. On an annual basis education is provided to new students and employees, and ongoing programs are provided periodically for the wider body of students and University employees.

## The University's Processes and Response to Sexual Harassment

The University response begins when a designated University official receives notice or actual knowledge of alleged Sexual Harassment. University proceedings will seek to provide a prompt, fair and impartial

consultation, investigation and response by officials who receive annual training.

## REPORTING

### Initiating a Report

Anyone may make a report of allegations of Sexual Harassment, including students, employees, parents or any individual who is directly involved in, observes or reasonably believes that Sexual Harassment may have occurred. A report is not the same as a formal complaint (see below).

The University encourages complainants and witnesses to report any violations of this policy to a designated University official with authority to implement corrective action (as identified in the chart below).

Reports of allegations of Sexual Harassment become actual knowledge when they are received by a designated University official. Reports to a designated University official are what give the University the opportunity to begin an initial assessment process, however a report does not yet trigger the University's Title IX assessment response process. It is at the time a Formal Complaint is submitted to the Title IX office and signed by the complainant that the assessment process is triggered.

Reports also provide the University with an opportunity to ensure that appropriate supportive measures and resources are provided for the complainant and the respondent even if no informal or formal resolution process is requested. At the same time, before a complainant reveals information (name of the respondent, details, etc.), they should understand that only professional counselors, pastors and chaplains (hired or appointed by the University for a specific job description to provide counseling and pastoral care) are required to retain confidentiality and not trigger a report to a designated Title IX Official.

### Employees Duty to Report

With the exception of professional counselors and chaplains (hired or appointed by the University to provide counseling and pastoral care) **all other faculty and staff** are required to report allegations of Sexual Harassment to a designated Title IX University official.

In K-12 schools, as well as for minors at the University level, all faculty and staff, **as well as counselors and pastors**, are mandatory reporters in cases involving minors. Mandated

reporters must immediately report known or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to Michigan's Department of Human Services by calling 855-444-3911 (24/7 toll free number). You must submit a written report to the Department of Human Services within 72 hours of the initial verbal report. Faculty and staff are not required to report information regarding Sexual Harassment in circumstances where a survivor speaks out at a public event or when the individual participates in an approved human subject research protocol.

**Designated Title IX University Officials With Authority to Implement Corrective Disciplinary Action**

<b>Title IX Compliance Officer Team</b>
<i>Title IX Coordinator, Alyssa Palmer, assistant vice president for Campus &amp; Student Life, 269-471-6684, alyssap@andrews.edu, Campus Center, Student Life</i>
<i>Title IX Deputy Coordinator, Ethan Jones</i>
<i>Title IX Lead Investigator, Benjamin Panigot</i>
<i>Title IX Deputy Coordinator/Investigator, Patricia Fitting</i>

Reports or inquiries regarding Sexual Harassment (which include sexual assault, quid pro quo harassment, hostile environment harassment, relationship violence, stalking and sexual exploitation) should be made online or in-person to one or more of the designated University officials in the chart below:

<b>Reporter</b>	<b>Reporting</b>	<b>Should Report To</b>
<b>Student, faculty or staff</b>	Alleged by a student toward another student	<i>Title IX Coordinator, Alyssa Palmer, assistant vice president for Campus &amp; Student Life, 269-471-6684, alyssap@andrews.edu, Campus Center, Student Life</i>
<b>Student, faculty or staff</b>	Alleged by a student toward a faculty or staff member	<i>Title IX Coordinator, Alyssa Palmer, assistant vice president for Campus &amp; Student Life, 269-471-6684, alyssap@andrews.edu, Campus Center, Student Life</i>
<b>Student, faculty or staff</b>	Alleged by a faculty or staff member toward a student	<i>Title IX Coordinator, Alyssa Palmer, assistant vice president for Campus &amp; Student Life, 269-471-6684, alyssap@andrews.edu, Campus Center, Student Life or Title IX Deputy Coordinator for Faculty/Staff, Ethan Jones, 269-471-6515, ethanj@andrews.edu, Administration Building</i>
<b>Student, faculty or staff</b>	Alleged by a faculty or staff toward another faculty or staff	<i>Title IX Deputy Coordinator for Faculty/Staff, Ethan Jones, , 269-471-6515, ethanj@andrews.edu, Administration Building</i>
<b>Student, faculty or staff</b>	Alleged by a student, faculty or staff toward a student, faculty or staff	<i>Title IX Lead Investigator, Ben Panigot, director of Campus Safety, 269-471-3321, panigot@andrews.edu, Office of Campus Safety</i>



## Title IX Process Pool

The formal resolution process utilizes a pool of additional Title IX team members that are trained to carry out a variety of skill sets including:

- To act as an advisor/support person to one of the parties
- To serve as a Decision-maker
- To serve as an Appeal Decision-maker

## Local Law Enforcement

Sexual Harassment may also be criminal. In keeping with the goal to stop the harassment, prevent its recurrence, and remedy its effects, the University encourages the complainant to seriously consider reporting the allegation(s) to local law enforcement. Upon a request from the complainant, the University will assist in making the connection between a complainant and an appropriate law enforcement agency. In Berrien Springs, the local police department can be reached at 269-471-2813. In an emergency, call 911. The complainant, generally, also has the right to decline to make a formal report to law enforcement and campus authorities.

## Supportive Interim Measures

As reasonably available, the University will offer to parties impacted by Sexual Harassment, interim supportive measures it deems appropriate.

- **Supportive Measures**—These are non-disciplinary, non-punitive measures offered without fee or charge and designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party but and while protecting the safety of all parties.
- A Title IX official will conduct an individualized assessment and will review requests from both the complainant and respondent to determine appropriate supportive measures whether or not a Formal Complaint is filed.
- Requests are not "guaranteed," but the University will carefully consider any such requests.
- Supportive interim measures may include, but are not limited to:
  - » Implementing communication limitations, "No Contact" orders or other mutual restrictions

- » Implementing no trespass directives
  - » Referral to community-based service providers (such as counseling, healthcare, etc.) (costs apply)
  - » Referral of students to campus resources for counseling, Counseling & Testing Center or Academic Live online counseling (at no cost to students)
  - » Referral of faculty and staff to EAP (Employee Assistance Program) or Academic Live online counseling (at no cost to employees)
  - » Referral of students to disability services as well as to International Student Services for visa and immigration services
  - » Academic support and other course-related adjustments
  - » Referral to Campus Safety for safety planning
  - » Modification of work or class schedules
  - » Change in work, committee or housing locations
  - » Change related to co-curricular activities
  - » Change in reporting relationship
  - » Consideration of leave requests
  - » Any other action deemed appropriate by the Title IX Coordinator
- Interim measures are for a provisional period of time.
  - **No Contact Order**—A party who provides relevant evidence and feels he/she is the target of threats, harassment, intimidation, excessive communications, or other similar behaviors which pose a concern to his/her safety or wellbeing may request a No Contact Order (NCO), which will be made mutual. The goal of the mutual NCO is to restrict contact between the parties without requiring either party to forgo educational activities.
    - » No Contact Orders are issued, and will remain in effect, at the discretion of Campus & Student Life for students and Human Resources for faculty and staff. A mutual No Contact Order, once issued, generally directs each party to refrain from all forms of contact with the other party via any method including, but not limited to, phone calls, text messages, emails, social media, in-person, or through a third party. The specific terms may vary case by case.
    - » Individuals requesting a NCO are likewise not permitted to contact the other party.
    - » A NCO will typically remain in effect until the requesting party asks for it to be



removed or until the University deems it no longer necessary.

- » If the University determines that the reported behavior does not warrant the issuance of a NCO, the reporting individual will be referred to other forms of resolution. The University may put a NCO in place even if parties do not request one, if circumstances warrant it.
- » No Contact Orders do not become part of an individual's conduct record. However, failure to abide by a NCO may result in disciplinary action for a violation of the Code of Student Conduct, "Working Policy" or "Employee Handbook" and will become part of an individual's conduct record.
- » Requests for a NCO or reports of violations should be directed to the director of Human Resources (faculty/staff) and to the Senior Deputy Title IX Coordinator (for students) during regular business hours and to Campus Safety (269-471-3321) on weekends or after hours.

### Remedial Measures

When the University is unable to proceed with the investigative resolution process, such as the lack of information in the report or a request by the complainant that an investigation not move forward, the University may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence.

- Remedial measures may also be implemented when it is determined that inappropriate conduct occurred, but that the conduct did not rise to the level of a Title IX policy violation.
- Remedial measures may include and are not limited to:
  - » Providing education or training
  - » Increasing security in a designated space
  - » Changing policy or procedure, and
  - » Conducting University climate checks

### Interim Emergency Removal Provision

- An individual can be removed from the education programs or activities (including an interim campus ban) prior to the determination and outcome of a formal complaint but only after an individualized safety and risk assessment determines that the individual poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations.

- The individual will be given notice as well as an opportunity to challenge the action immediately following the removal.
- Employee respondents can be placed on administrative leaves during the investigative period.
- These interim actions do not assume the respondent will be found responsible for the alleged Sexual Harassment.

### Retaliation

- Retaliation is prohibited by University policy and law.
- Retaliation is any adverse action taken against a person who makes an allegation, files a report, serves as a witness, or participates in an investigation.
- Adverse actions may include name-calling, taunting, intimidating, harassing or other threatening behavior.
- Retaliation against an individual for (a) reporting an allegation of a violation of Title IX, (b) supporting a party bringing a complaint, (c) assisting in providing information, and (d) participating or refusing to participate in a proceeding relevant to a Title IX allegation, and is a serious violation of University policy as well as this Sexual Harassment policy and any offender will be subject to disciplinary action.
- An allegation of retaliation should be reported to a Title IX Coordinator or official.
- If a report of retaliation relates to an active Title IX case that has not yet gone to a resolution, the investigative processes can be combined into the current case investigative processes. Retaliation may be substantiated even without a finding of responsibility for the alleged misconduct.

### Amnesty, Bystander Engagement and Good Faith Reports

The welfare of every member of our community is of paramount importance. The University wants to facilitate a safe and caring campus climate for all good faith reports of sexual misconduct, relationship violence, stalking and discrimination based on sex. The University believes that bystanders can play a key role in the prevention of Sexual Harassment. Thus, the University encourages members of our community to take responsibility by reporting allegations and participating in University processes.

Although the University cannot provide anonymity for witnesses, in an effort to

remove fears and obstacles to reporting and participating in the process, the University does not apply disciplinary action to student complainant or student witnesses of Sexual Harassment who, in the process of making a good-faith report, voluntarily report their own violation(s) of the Code of Student Conduct (such as being in proximity to alcohol, alcohol consumption, curfew violations, etc.) related to the specific reported incident. To foster healing and growth, those making good faith reports may be asked to engage in educational opportunities.

### False Report

The University also prohibits members of the community from knowingly filing a false report or making misrepresentations of Sexual Harassment. However, a report made in good faith is not considered false merely because there is insufficient evidence to support the allegation. Acts of knowingly filing false reports are, by themselves, cause for corrective disciplinary action. Complainants may also be held personally responsible for any intentional false communication that is defined by the courts as defamatory, provided the respondent pursues legal action.

## FORMAL AND INFORMAL RESOLUTION

Because the University recognizes that such conduct includes an attack on an individual's dignity and self-determination rights, as far as possible the University will attempt to let the complainant select the process, an informal resolution process or a formal investigation and resolution process, for addressing their allegations. However, the Title IX Coordinator may sign a formal complaint to initiate an investigation over the wishes of the complainant to protect the campus community.

### Formal Resolution Process

- The University's formal resolution process is triggered upon receipt of a formal complaint. A formal complaint may be filed by a complainant or signed by the Title IX Coordinator.
  - » **Formal complaint filed by complainant**—is an online form filed by a complainant alleging Sexual Harassment against a respondent and requesting that the school investigate the allegation(s).

- » **Formal complaint signed by Title IX Coordinator**—is a written document signed by the Title IX Coordinator, which may occur especially in cases that involve pattern, predation, threats or violence.
- **Complaint Filing Requirements**—A complainant who desires to make a formal complaint of alleged Sexual Harassment must complete and submit the online Title IX Formal Complaint Form.
  - » The formal complaint must (1) contain a concise written statement of the alleged violation; (2) be made by a person who (a) experienced the alleged conduct and (b) is participating or attempting to participate in a program or activity of the University; (3) be a document that is physically or digitally signed or otherwise indicates that the complainant is the person filing; (4) be made against a respondent (as defined above); (5) may request an investigation; and (6) may include the names of any witnesses with relevant information to the allegations.
  - » The complainant may be reluctant to identify the respondent; however, this will limit the University's ability to investigate and respond.
  - » The University may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.
- **Initial Assessment**—When a formal complaint is submitted and received, the Title IX Coordinator will review the formal complaint to evaluate whether any or all of the allegations therein are subject to dismissal under the Dismissal Procedures contained in this policy (see below). Upon completion of the assessment, if one or more allegations are dismissed both parties will be notified in writing of the dismissal and relevant rationale.
- **Notice of Title IX Allegations and Awareness**—If the formal complaint is not dismissed, the appropriate Title IX Deputy Coordinator will meet separately with the complainant and the respondent to provide written notice of the allegations and the University's formal and informal resolution processes, utilizing the Notice of Title IX Allegations Awareness Form. If during the



course of an investigation the University decides to investigate allegations about either party that were not included in the Notice of Allegations, the Title IX Deputy Coordinator will provide notice of the additional allegations to the parties.

- **Presumption of Nonresponsibility**—The respondent will be presumed to be not responsible for the alleged conduct unless and until a finding of responsibility is made at the conclusion of the resolution process.
- **Respondent's Written Response to Complaint**—The respondent will be given an opportunity to provide a written response to the allegations in the formal complaint and provide the names of any witnesses with relevant information to the allegations.
- **ADA or Disability**—The University is committed to providing reasonable accommodations to qualified students and employees to ensure equal access to the resolution processes. If the complainant or the respondent has a qualified disability, they should notify the Title IX official at the beginning of the process regarding any requests for accommodations that may be appropriate to the disability.
  - » Students should provide documentation to the Student Success Center at 269-471-3227 and employees to the Office of Human Resources. The request will be reviewed in consultation with the party and the TIX Coordinator, to determine which accommodations are appropriate for equitable participation.
- **Advisor/Support Person**—Both the complainant and the respondent have the right to have a single designated advisor or support person of their choice or through appointment by the University, to support them and be present with them throughout the resolution process, either informal or formal (including any appeal process).
  - » The advisor/support person chosen by a party may be, but is not required to be, an attorney. If an attorney is retained by a party, the attorney has no additional rights or access than other advisor/support persons and thus the typical attorney-client relationship is not recognized.
  - » The University cannot guarantee equal advisory rights, meaning that if one party selects an advisor/support person who is an attorney, but the other party does not or cannot afford an attorney, the University is not obligated to provide an attorney.
- » Parties also have the right to choose not to have an advisor/support person in the initial stages of the resolution process. If a party has not selected an advisor/support person by the time of the hearing, the Title IX Coordinator will appoint one.
- » Each party and the party's advisor/support person (if any) will be given written notice of the time, date, location, participants and purpose of all hearings, investigative interviews or other meetings as to which such party's participation is invited or expected, with sufficient time to allow for preparation.
- » No advisor/support person for either party will be permitted to participate or speak during any hearing, interview or other meeting, except that an advisor/support person is permitted to ask relevant cross-examination questions and follow-up questions at the live hearing with the Conduct Panel on behalf of the party they are supporting.
- » In K-12 proceedings where there is not a live hearing the advisor/support person may pose written questions to the other party and witnesses. In addition, in a K-12 proceeding, a student's parent will be allowed to accompany the student to meetings, in addition to the student's advisor/support person.
- » A party may elect to change an advisor/support person during the process. The parties are expected to inform the Title IX office of the identity of their advisor/support persons at least two business days before the date of a specific meeting.
- **Sharing Information with the Advisor**—Parties may share documentation and evidence related to the allegations directly with their advisor/support person if they wish. Doing so at the beginning may help the parties participate more meaningfully in the resolution process.
  - » The parties should note that in accordance with federal regulations, the final investigative summary report will be shared electronically to each party and each party's advisor/support persons.
- **Equitable Treatment**—Complainants and respondents are treated equitably. This means that no formal disciplinary sanctions will be imposed against any respondent unless and until the grievance process

has been completed and the respondent has been found responsible. Likewise, complainants will be provided notice of the remedies or outcomes after a determination of responsibility has been made against the respondent.

## Dismissal of a Formal Complaint

### ▪ **Mandatory Dismissal**

» A formal complaint may be subject to a **mandatory** dismissal. After conducting an initial assessment focused on the allegations set forth in a formal complaint, the Title IX Coordinator and/or Title IX Deputy Coordinator are/is required to review and dismiss the formal complaint in the following situations:

1. where the allegation(s), if proven to be true, would not constitute Sexual Harassment as defined in this policy;
2. if the alleged conduct did not occur in an education program or activity of the University;
3. if the alleged Sexual Harassment was inflicted upon a person outside the United States.
4. where the complainant was not a participant or attempting to participate in the University's educational program or activities at the time a formal complaint was filed.

### ▪ **Discretionary Dismissal**

» A formal complaint may also be subject to a **discretionary** dismissal. The University may, in its discretion, dismiss a formal complaint or allegations therein in the following situations:

1. if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein,
2. if the respondent is no longer enrolled or employed by the University which means the University no longer has control of the respondent, or
3. if specific circumstances prevent the University from gathering sufficient evidence to reach a determination. Note: If the complainant initiates the Title IX process while a student but later leaves the University before the Title IX process has been completed, the complainant may choose to

continue to pursue the Title IX resolution, provided that the respondent is still a current student or employee of the University.

- » If the University activates a mandatory or discretionary dismissal, both parties will be notified in writing of the dismissal of the formal complaint, the reason(s) therefore, and their right to appeal the dismissal of the complaint.
- » Allegations that are dismissed under Title IX may still be addressed with supportive measures.
- » When a formal complaint or a specific Title IX allegation is dismissed, the Title IX Coordinator may, nevertheless, offer other non-Title IX investigation and resolution processes and may refer the case directly to the Student Life Conduct Council to be reviewed for inappropriate conduct or a general violation of the Code of Student Conduct and corrective disciplinary action. In cases where the respondent is a faculty, staff or student employee, the case may be referred to Human Resources to be reviewed for inappropriate conduct and a general violation of the University's "Working Policy" and corrective disciplinary action. Evidence received as part of the Title IX process may be relied upon in the non-Title IX process.
- » In addition, a mandatory dismissal does not preclude the University from offering supportive measures to the parties then participating in the University's education program or activities.
- » The University may also facilitate an Informal Resolution Process agreed upon by both parties where both parties are participants of the University's education program or activities.

## Informal Resolution Processes

- Informal processes are available only after a formal complaint has been signed and submitted by the complainant.
- Upon the voluntary, written consent of both parties, the University will facilitate an informal resolution that does not involve a full investigation, hearing and determination.
- Informal processes are not available in cases regarding allegations of the misconduct of a faculty or staff respondent and a student complainant.



- Informal resolution processes provide both parties with the opportunity to develop a mutually agreed-upon resolution that may include acknowledgements and commitments to remedy the situation.
- The mutually agreed-upon measures may include, but are not limited to:
  - » providing information, education, or training
  - » community service
  - » no contact orders, proximity separations
  - » counseling sessions
  - » informal meetings with facilitated dialogue or mediation with both parties present or more indirectly with separate meetings
  - » a facilitated accountability plan between the respondent and a designated University faculty or staff member, or corrective disciplinary measure agreed upon by both parties.
- Corrective disciplinary actions are typically recorded in the respondent's educational or personnel record as a conduct violation, while resolutions void of disciplinary action are not included in the respondent's record. The University reserves the right, however, to record such actions in an educational or personnel record depending on the nature and severity of the conduct involved.
- At any time prior to agreeing and signing the resolution agreement, either party may withdraw from the informal resolution process and resume the formal resolution process. However, an informal resolution agreement is final when it is signed by both parties and it is not subject to appeal.
- If the respondent accepts responsibility for all of the alleged misconduct, any investigative process will be paused and the Title IX Coordinator will determine whether an informal resolution can be used according to the criteria above or if the case will be referred directly to a Decision-Maker Panel.

### **Notice of Investigation**

The Title IX Deputy Coordinator will provide written notice of the investigation (the "NOI") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an advisor/support person to accompany them.

## **INVESTIGATION AND HEARING**

### **Notice of Investigation**

The Title IX Deputy Coordinator will provide written notice of the investigation (the "NOI") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an advisor/support person to accompany them.

### **Investigation of Formal Complaints**

- The respondent will be presumed to be not responsible for the alleged conduct unless and until a finding of responsibility is made at the conclusion of the formal resolution process.
- The director of Campus Safety is generally appointed to lead the investigation and is usually assisted by another TIX Investigator or the appropriate Title IX Deputy Coordinator for students (if the respondent is a student) or the Title IX Deputy Coordinator for faculty/staff (if the respondent is a faculty or staff).
- According to established practices, the investigation is a neutral fact-gathering process and will follow the trail of evidence regarding the alleged Sexual Harassment.
- The investigator(s) will meet in separate settings with the complainant and the respondent, as well as with other witnesses, and review texts, emails, communications and other documentary evidence to gather facts.
- Both the complainant and the respondent have the right to the same opportunities to present their account of events, identify witnesses who may have relevant information and provide other inculpatory and exculpatory evidence.
- Faculty or staff of Andrews University are expected to cooperate with and participate in the University's Title IX investigative and resolution process.
- Follow-up interviews with the parties and witnesses may be warranted, to respond to new information or to allow the investigator(s) to resolve inconsistencies or questions.
- Both parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.

- Before completing the investigative report, the appropriate Title IX Deputy Coordinator will send to each party and the party's advisor (if any) such directly related evidence in an electronic format or a hard copy, and the parties will be given at least 10 calendar days to submit a written response (the "**Evidence Response Period**").
  - The investigator(s) will consider any responses from either party prior to completing the final investigative summary report.
  - Notwithstanding the foregoing provision, the University cannot access, consider, disclose or otherwise use any party's record that is protected by a legally recognized privilege (e.g., attorney-client, physician-patient, psychologist-patient, clergy-parishioner, etc.) unless that party (or that minor party's parent) has voluntarily provided written consent to do so.
  - After the Evidence Response Period has passed, an investigative summary report describing the relevant evidence will be completed. The investigative summary report does not include any investigator(s) recommendations or conclusions.
  - The final investigative summary report, directly related evidence, and any written responses from both parties will be provided to the Title IX Coordinator who will review and confirm that the report is complete or deem it necessary to request further fact gathering from the investigator(s).
  - If deemed complete, the Title IX Coordinator will authorize that the final investigative summary report be sent to both parties and their advisor/support persons, in an electronic format. The parties will be given at least ten days before the hearing in which to prepare their written responses (the "**Investigative Summary Response Period**").
  - While the final investigative summary report seeks to provide a fair and accurate summary of the most relevant testimony from the directly-related evidence, the investigative summary report should not be treated by the parties or the Decision-Maker Panel as a substitute for reading and reviewing for themselves the written submissions and interview transcripts. If there are discrepancies between (1) the written submissions and interview transcripts and (2) the final investigative summary report's content, the Decision-Maker Panel must rely on the written submissions and transcripts in determining the facts.
  - If a finding of responsibility is determined, each party will be allowed to present a written impact/mitigation statement. This statement is to be given to the Title IX Official who will present it to the Decision-Maker Panel for consideration at the sanction stage.
  - If the respondent accepts responsibility for the specific allegations, they may prepare for the Panel a written acceptance of the facts of the allegation. In such cases where the respondent accepts responsibility, the Title IX Coordinator may direct the Panel to convene solely to determine appropriate corrective disciplinary action.
- University Hearing**
- To resolve formal complaints involving University students, a live hearing to determine responsibility will be held after the Investigative Summary Response Period has ended. At the University's discretion, formal complaints involving K–12 students may, but need not, be resolved through a hearing process.
  - Prior to the hearing, a Notice of Hearing will be sent to both parties with hearing instructions.
  - Participants may include the complainant and complainant's advisor support person, the respondent and the respondent's advisor/support person, witnesses (if called), the investigator(s) (if called), the Decision-Maker Panel, and the Title IX official designee, who is non-voting and serves to facilitate the hearing process.
  - A three-person panel, called the Decision-Maker Panel, will be convened for live hearings to serve as the decision-makers in determining the question of responsibility for Sexual Harassment as well as determining any corrective action. A fourth person will be assigned to chair the Panel and will be non-voting.
  - The makeup of the Decision-Maker Panel will vary, depending on whether the respondent is a student or a University employee.
    - » If the respondent is a student, the Panel will be selected from the members of the Student Life Conduct Council.
    - » If the respondent is a University staff or faculty member, a Panel will be selected from a pool of trained faculty, staff or administrators.
    - » The parties will be notified of the make-up and names of the Panel no less

than five days prior to the hearing. Any concerns regarding bias or a potential conflict of interest of a Decision-Maker Panel member must be submitted in writing to the Title IX Coordinator at least three days prior to the hearing.

- The Decision-Maker Panel will presume the respondent is not responsible for the alleged conduct unless and until a finding of responsibility is made at the conclusion of the formal resolution process.
- The Decision-Maker Panel will be instructed that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties.
- The Panel will objectively review the investigative summary report, all relevant evidence—both inculpatory and exculpatory—developed during the investigation, and the parties’ written responses. Credibility determinations must not be based on a person’s status as complainant, respondent or witness.
- The Panel will also provide a hearing for the parties before deliberating and making any determination regarding responsibility or corrective disciplinary actions.
- Both the complainant and the respondent will have the same opportunity to participate in the live hearing with the Panel.
- All parties and witnesses will appear at the live hearing virtually while located in separate rooms, with technology to see and hear each other.
- The live hearing portion of the process will be recorded by the Title IX official. No other recordings will be permitted.
- During the live hearing, both parties will have an equal opportunity to pose cross-examination questions and limited follow-up questions, deemed relevant in advance by the chair, that their advisor/support person may ask to the other party or any witness. Such questions must be asked directly, orally and in real time. At no time will a party personally be permitted to ask questions to the other party or any witness. Except when asking cross-examination questions during a live hearing, neither party’s advisor/support person is permitted to speak during a University proceeding.
- If any party plans to appear at the hearing without his or her own advisor/support person, the University will assign (at no cost) a non-attorney advisor/support person of

the University’s choice to conduct cross-examination on behalf of such party.

- A party may not dismiss an assigned advisor during the hearing, but if the party correctly asserts that the advisor is refusing to conduct cross examination on the party’s behalf, the University will provide the party an advisor to perform that function, whether that means counseling the assigned advisor to perform the requested role or pausing the hearing to assign a different advisor.
- If a party or witness does not attend or submit to questions at the live hearing, the Decision-Maker Panel cannot draw an inference of responsibility or lack of responsibility based solely on a party’s or witness’s absence from the live hearing or unwillingness to answer questions.
- The Decision-maker(s) may rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility.

## DETERMINATION AND OUTCOME

### Determination of Responsibility

- Following the hearing, the Decision-Maker Panel will deliberate in a closed (unrecorded) session using the “preponderance of evidence standard” to determine by majority vote whether “more likely than not” the respondent is responsible or not responsible for committing Sexual Harassment as outlined in this policy. Note: This is a lesser standard of evidence than the “beyond a reasonable doubt” standard used in the criminal justice system. The “preponderance of evidence standard” will be applied to all Title IX cases, including those involving a respondent who is a University faculty or staff member.
- If and after there has been a determination of responsibility and before imposing corrective disciplinary action, the Panel may consider any impact statement submitted by the complainant and mitigation statement submitted by the respondent.
- Following a determination of responsibility, in determining the appropriate outcome the Panel may also consider any relevant conduct history provided by the Title IX Coordinator. The Panel may choose to further consult with the Title IX Coordinator regarding the range of appropriate disciplinary actions.

- The chair of the Panel, in consultation with the members, will prepare and submit to the Title IX Coordinator a written deliberation statement, detailing the final determination and rationale.
- A determination by the Panel that the respondent is “not responsible” does not necessarily mean the alleged incident did not happen or that the conduct was appropriate. Rather, it may mean that there was insufficient evidence to reach a determination of responsibility for a violation of the alleged Title IX Sexual Harassment. It may also mean that the conduct was inappropriate, and a violation of the general codes of student, faculty or staff conduct.
- Even when there is a determination that the respondent is “not responsible,” the Title IX Coordinator and/or Panel may, nevertheless, refer the case to the Student Life Conduct Council to be reviewed for a potential response for inappropriate conduct or a general violation of the Code of Student Conduct. If the respondent is a faculty, staff or student employee, the case may be referred to Human Resources to be reviewed for a potential response for inappropriate conduct or a general violation of the “Working Policy” or “Employee Handbook.”
- Once a respondent is found responsible, the Panel’s imposed response may be disciplinary, punitive and burdensome to the respondent.

### **Corrective Disciplinary Action and Outcome**

- Any student, faculty or staff member who is found responsible for Sexual Harassment defined in this policy will be subject to a range of corrective disciplinary action that includes, but is not limited to, verbal counsel, written warning, probation, suspension, dismissal, mandatory education and other remedies the University deems appropriate.
- The Decision-Maker Panel reserves the right to determine what type of disciplinary response is appropriate for the level of Sexual Harassment as well as to broaden or lessen the responses relative to the nature of the behavior. Mitigating or aggravating circumstances, if they exist, may also be considered.
- The Title IX Coordinator will work with the chair of the Panel to prepare a written outcome letter for both parties that includes: allegation(s), procedural steps taken, determination of responsibility, rationale

supporting the determination, corrective disciplinary actions and appeal processes.

- The outcome letter will be provided to both parties as simultaneously as possible.
- If a request for an appeal is filed, the determination of responsibility and any corrective disciplinary actions will become final on the date the results of the appeal are sent to the parties. If no appeal is filed, the determination of responsibility will become final the day after the deadline for filing an appeal.
- When the University makes a finding of responsibility or a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the effects on the complainant and others, as appropriate.

### **Appeal Process**

Both the complainant and the respondent have the same right to appeal from a determination regarding responsibility and from the dismissal of a formal complaint or any allegations therein on the grounds below. The limited bases to activate an appeal process are one or more of the following:

- *Procedural Irregularity:* The original processes had a procedural irregularity that affected the outcome of the matter.
- *New Evidence:* New and relevant evidence that (a) was not reasonably available at the time the determination regarding responsibility or dismissal was made and (b) such new evidence could affect the outcome of the matter. A summary of such new information should be included in the request.
- *Conflict of Interest:* The Title IX Coordinator, investigators or decision-makers had a conflict of interest or bias that affected the outcome of the matter.

A formal request for an appeal should be directed to the Title IX Coordinator within three business days of receiving written notice of the decision. The appeal must contain a concise written statement outlining the grounds for the appeal as described above. The Title IX officer will provide a copy of the written appeal to the other party. Both parties will be given a reasonable and equal opportunity to submit a written statement in support of, or challenging, the outcome.

The determination as to if there are grounds for an appeal will not be decided by the (1) Decision-Maker Panel that reached the

determination for the dismissal of the formal complaint or regarding responsibility for the allegations, (2) the investigator(s) or (3) by the Title IX Coordinator. Rather, the appeal will generally be directed to a new panel of three members. An additional, nonvoting person will be appointed to chair the panel. The Conduct Appeals Panel will be selected from a trained pool of panel members.

Given that in most cases the complainant and the respondent have already had a face-to-face hearing with the investigative processes and/or the judicial body, the appeal process does not provide a second opportunity for a face-to-face hearing nor does it provide a rehearing of the facts or a repeat of the investigative processes. The appeal is generally limited to the review of a written appeal or other relevant documents in the context of the stated grounds.

The Conduct Appeals Panel will issue a determination and rationale as to if the appeal identified one or more valid grounds (described above) to facilitate the appeal process. The chair of the Appeals Panel will issue a written determination and rationale regarding if the appeals process will be granted or denied, as simultaneously as possible to both parties.

If grounds for an appeal is granted, the case will be returned for further proceedings to the original Decision-Maker Panel; provided, however, that if there has been a finding of bias on the part of an original member of the Panel, the case will be given to a newly constituted Decision-Maker Panel. Following the granting of the appeal, the original or new Decision-Maker Panel can uphold the original decision, alter the original decision and/or alter the Panel's response or disciplinary action.

The decision of the Appeals Panel will be final; provided, however, that in cases involving a faculty or staff, or a student's permanent dismissal from the University, both the complainant and the respondent will have an equal opportunity to request an additional review with the Office of the President.

### **Duration of University Processes**

- If a criminal complaint has been lodged with local law enforcement by the complainant, the University's investigation may be delayed temporarily, as requested by the criminal investigators. The University, however, may not wait on the outcome of the criminal processes and has a responsibility to begin its own investigation in a timely

manner and to take any necessary interim supportive and protective measures.

- The informal resolution process is typically completed in 20–30 days.
- A typical formal resolution process which includes an investigation, hearing and outcome from the University may take approximately 60–90 business days after the Title IX Coordinator has received a written formal complaint.
- The timeframe for resolving an appeal is typically an additional 30 days.
- In some cases, the timeframe may be delayed and extended for good cause. Both parties will be notified about any delays or extensions and the reasons. Good cause may include, but is not limited to, accounting for University breaks, summer schedules, concurrent law enforcement activity, the need for language assistance or disability accommodation, the need to troubleshoot technology issues, or to accommodate the availability of participants or witnesses.

### **Withdrawal or Resignation While Charges are Pending**

- Students: If a student charged with a Title IX violation voluntarily withdraws from the University, the University may place a registration hold to require that student to resolve the Title IX violation before re-enrolling.
- Employees: Should an employee resign with unresolved Title IX allegations pending, the records of the HR/Title IX Coordinator will reflect that status, and any University responses to future employment inquiries for that individual may include the former employee's unresolved status.

### **Policy Revision and Effectiveness**

These policies and procedures will be reviewed and updated periodically by the Title IX Coordinator. The University and the Title IX Coordinator reserve the right to make changes to this document as necessary and once those changes are posted online, they are in effect.

Concerns about the University's application of Title IX or VAWA may be addressed to the Andrews University Title IX Coordinator at frances@andrews.edu or 269-471-2679 and the United States Department of Education, Office for Civil Rights at OCR@ed.gov or 800-421-3481.







# To Hold Accountable: Student Responsibilities

Admission to the University is not a right. It is a privilege that entails acceptance of individual responsibility and exercising self-discipline to uphold our community values and the following established policies.

## ACADEMIC INTEGRITY

### Academic Integrity

University learning thrives on the rigor of individual investigation, the authentic exchange of ideas, and a corporate commitment to integrity and mutual respect. It requires all members of the academic community to behave honestly—speaking truthfully to colleagues, co-learners and teachers and completing all homework, tests, papers and projects with integrity. Andrews University anchors its practices in the teachings of the Bible as well as in widely-established and honorable academic traditions. Much as the apostle Paul calls us to authenticity in our Christian walk, so the educational institution demands of its participant's true and accurate self-representation. In Ephesians, Paul invites believers “to be renewed in the spirit of your minds, and to clothe yourselves with the new self, created according to the likeness of God in true righteousness and holiness” (Ephesians 4:23–24, NRSV). As scholars and as Christ's servants, we build His living body through our honesty in all things, both small and great. To that end, Andrews University's students pledge to learn and grow together, committing to the following standards and affirming honesty as a core component of an Andrews University education.

### Integrity Standards

Students promise to:

1. Present assignments, lab reports and research findings that are not falsified in any way
2. Respect copyrighted and/or licensed material (whether it be directly quoted or paraphrased) by citing print or electronic sources as appropriate
3. Follow the source citation guidelines outlined by the course professor
4. Submit work that is solely created by the person to whom it is assigned
5. Contribute equitably when participating in group work
6. Prepare for quizzes and examinations by study and review without stealing, accepting or using unauthorized quizzes or examination materials
7. Follow the professor's instructions regarding allowable aids during a quiz or examination
8. Complete quizzes and tests without seeking answers from or sharing answers with other students or unauthorized sources
9. Encourage others to high standards of integrity by refusing to assist in acts of academic dishonesty

### Integrity Pledge

Because academic honesty is central to who we are and what we do at Andrews University, the following pledge is required of every student scholar who agrees to join this community:

*I promise on my honor as a member of the learning community at Andrews University that I will faithfully adhere to these Integrity Standards in the completion of all coursework requirements and scholarly projects.*

### Academic Integrity Policy

The following is a synopsis of the University's Academic Integrity Policy for all students. This synopsis is not exhaustive, and students are referred to “Academic Integrity” online at [andrews.edu/academics/academic\\_integrity.html](http://andrews.edu/academics/academic_integrity.html) to view the policy in its entirety.

Andrews University has adopted a policy

that aims to create an environment in which academic integrity is considered by all members of the community to be the expected norm. Two councils have been established to administer and lead in this area.

### **Student Academic Integrity Council (SAIC)**

This council consists of 11 students chosen from undergraduate and graduate schools in the spring to be representatives for the following year. Students interested in serving on the SAIC should apply to the chairs of their departments by March 15 to be chosen for the following year.

Among the council's responsibilities are the following:

1. Educating the Andrews campus regarding the Academic Integrity Policy through activities such as:
  - a. Educating new students at orientation and new faculty at faculty orientation
  - b. Working with ITS to provide web-based resources aimed at enriching academic integrity on campus
  - c. Organizing and initiating a yearly chapel focused on academic integrity
2. Provide members to serve on Integrity Panels as required
3. The panels consist of three students, two faculty and one non-voting faculty moderator
4. These panels meet to determine whether a student is to be considered responsible for a breach of the Integrity Policy and to determine the appropriate consequence of any breach when:
  - i. A student accumulates multiple violations
  - ii. A student disputes a charge of having violated the Integrity Policy
5. Consider requests from students to have records cleared of violations of the Academic Integrity Policy
6. Give annual reports to the University community on all actions taken by the SAIC that year
7. Give an annual report to the provost of the University on any recommended changes to the Integrity Policy they feel are needed

### **Faculty Academic Integrity Council (FAIC)**

This council also consists of 11 members chosen from programs across the University.

Among the council's responsibilities are the following:

1. Provide two members to act as advisors to the SAIC
2. Provide members to serve on Integrity Panels as required
  - a. The panels consist of three students, two faculty and one non-voting faculty moderator

While the intent of the policy is to educate the campus in ways to avoid breaches of integrity and to bring us together in a community of honest academic effort, the consequences of intentionally breaking a pledge to the University community are also spelled out and should be considered carefully.

### **What happens when a student is accused of violating the Academic Integrity Policy?**

- A faculty member who believes a student is responsible for violating the Academic Integrity Policy will:
  - » Discuss the matter with the student, asking for a response
  - » Should the faculty member believe there has been a violation, they will determine the level of violation committed and assign a sanction
    - There are five levels of violation described in the Integrity Policy
  - » The faculty member will file a report of the violation electronically
    - The student will have the opportunity to respond to this report, either accepting or rejecting the allegation
    - The student has FIVE DAYS to return the completed document
    - If the student does not return the document in the five-day period, it will be assumed that the student has accepted both the charge and the sanction and they will be applied to the student's record
    - The only persons with access to this electronic record are the student, the student's advisor and the chair of the student's department
    - An overall record of a student's total reported violations is maintained
- In most situations where the student agrees that they are responsible for the violation and accepts the recommended sanction, no further action is taken
- In cases where the student denies the charges, disputes the recommended sanction, or where the record alerts the SAIC

that multiple violations have occurred, an Integrity Panel is formed

- » The number of violations that will trigger the formation of an Integrity Panel depends on the level of the violations
  - Three level 1 violations (or two level 1 and one level 2)
  - Two level 2 violations
  - A level 3 violation and any violation at any other level
  - One level 4 violation
  - Level 0 violations are considered to be those committed without any intent on the part of the student and are not considered toward the formation of an Integrity Panel
- Integrity Panels consist of three students, two faculty and one non-voting faculty member acting as a moderator
  - » Integrity Panels are responsible for
    - Determining whether a student is responsible for committing a violation
    - And, when responsibility is assigned to the student, determining the appropriate sanction

### The “XF” Grade

In cases where an Integrity Panel has determined that a student is responsible for violating the Integrity Policy, they will then determine the sanction to be applied. The Integrity Panel has the authority to apply the sanction recommended by the faculty member or to render a different sanction in cases where the majority feels the original sanction was too harsh or too lenient. Any sanction, from minor ones through expulsion from the University, which is considered appropriate by the Integrity Panel may be applied.

One possible sanction is the application of the “XF” grade to the student’s record for the class in question. The “XF” indicates that the student received an “F” in the class for violation of academic integrity policies and is recorded on the student’s transcript with the notation “failure due to academic dishonesty.”

The following applies to the “XF” grade:

- It is treated in the same way as an “F” for the purposes of grade point average, course repeatability and determination of academic standing
- No student with an “XF” notation on his or her transcript shall be permitted to represent the University in any extracurricular

activity or to run for or hold office in any student organization that is allowed to use University facilities or receives University funds.

A student may apply to the SAIC to have the “X” portion of the “XF” removed if

- 12 months have passed since the violation was imposed
- The student has not been found in violation of any other academic integrity policies in that 12-month period
- The SAIC makes all decisions regarding removal of the “X.” For breaches of integrity committed with significant planning and intent, the “X” will not typically be removed.

### A Last Word on Integrity

The SAIC and the FAIC encourage all students to become acquainted with the University Academic Integrity website when it becomes available. There you will find information on the policy itself, ways to avoid plagiarism, correct methods of utilizing media from outside sources, etc.

## CAMPUS CURFEW AND BUILDING CLOSURES

The University roadways are closed to general access from off-campus starting at 11 p.m. every night except for Saturday which begins at midnight. Residence hall students are expected to abide by the curfew established for their student status. Vehicles entering or departing the campus while the campus is closed are required to enter through the Campus Safety Gatehouse located on J.N. Andrews Blvd. At that time the operator of the vehicle will be required to present either their Andrews University Identification Card or a valid driver’s license. Campus Safety reserves the right to refuse after-hours entry to the campus for non-University students or employees, or otherwise due to safety-related concerns.

University buildings and facilities are also closed to general access at various times. For more information regarding building schedules and closures, please contact Campus Safety at 269-471-3321 or visit [andrews.edu/safety](http://andrews.edu/safety).

## COCURRICULAR—FAITH AND LEARNING OUTSIDE THE CLASSROOM

As part of earning an Andrews University degree, graduate and undergraduate students have many opportunities to engage in faith and learning opportunities outside the classroom. These complement academic courses and allow students to document valuable skills and dispositions desired by employers. Undergraduate students and Seminary students agree to participate in a minimum number of cocurricular opportunities each semester as part of their educational experience. However, we encourage all students to be involved in out-of-class learning experiences offered by the University—on campus, in the community and around the world.

## COCURRICULAR REQUIREMENTS—UNDERGRADUATE

**Learning Outcomes.** Co-curricular education targets learning outcomes in eight areas of well-being under the banner “Made to Thrive.”

1. “Made to Matter” focuses on identifying your purpose as God’s calling on your life.
2. “Made to Move” focuses on physical fitness and plant-based nutrition.
3. “Made to Explore” focuses on academic skills and creative capacities.
4. “Made to Belong” focuses on interpersonal skills and multicultural competence.
5. “Made to Unwind” focuses on mental health and emotional well-being.
6. “Made to Dream” focuses on life purpose and career development.
7. “Made to Speak” focuses on social and environmental justice and advocacy.
8. “Made to Care” focuses on leadership development and service orientation.

Together with the academic curriculum, these programs deliver the whole-person education at the heart of Andrews University’s mission.

**Co-Curricular Programs Offered.** Four types of co-curricular programs are offered:

1. **AUGather** meets every Thursday from 11:30 a.m. to 12:20 p.m. This program allows students to interact with a wide range of inspiring pastors, community leaders, authors, faculty, students and alumni.

2. **Co-Curricular Short Courses** take place in five-week blocks on Tuesdays from 11:30 a.m. to 12:20 p.m. in a variety of locations. These series are focused on personal, academic and professional development. Interspersed between the blocks are Academic Assemblies, which meet three times per semester in various academic departments.
3. **Living Learning Programs** occur throughout the week in the residence halls. These programs are designed to promote life-wide learning within the context of Christian community.
4. **Service Learning Forms** offer co-curricular credit to students who document and reflect on their involvement in voluntary service in a campus, church or community context. One credit is given for every two hours of service, up to a maximum of 10 credits per semester.

Other opportunities to receive cocurricular credit include Friday vespers; student concerts and recitals; student gallery openings; and approved educational programs planned by student organizations and campus departments.

**Co-Curricular Fee.** A co-curricular fee is assessed at the end of each semester. This fee accumulates based on nonattendance. There will be a fee of \$25 for the first credit short of the required number and \$15 for every credit short thereafter. A maximum of \$460 may be charged to traditional students and \$160 to non-traditional students per semester. Most importantly, as an incentive for participation, this fee can be minimized or completely eliminated by fulfilling the requirement.

**Attendance Requirement.** Engaging in out-of-class learning is part of earning an Andrews degree. Co-curricular appointments should be treated just like classes when planning work schedules and overall academic load.

Students who work in one of the University’s continuous operations (Adventist Information Ministry, Andreassen Center for Wellness, Crayon Box Daycare, Dining Services or Residence Hall Front Desks) during the co-curricular hour may receive an online viewing accommodation. This allows them to view archived chapel/forum programs and submit a written report for credit. Please communicate directly with the director of Co-Curricular Education (yeagley@andrews.edu) to receive this accommodation.

*Change Day 2022*





1. **Traditional Undergraduates.** Undergraduates under the age of 25 years who do not have a child in their care are identified as traditional. All traditional undergraduates are required to attend 30 co-curricular programs a semester, meeting one or two minimums (below) as part of the total requirement.
  - a. **Thursday minimum.** Traditional undergraduates must attend a minimum of 12 programs offered on Thursdays during the 11:30 a.m. to 12:20 p.m. co-curricular period.
  - b. **Living Learning minimum.** Traditional undergraduates living in residence halls (Lamson, Meier, or University Towers) must attend a minimum of six living learning programs offered in the residence hall system.
  - c. The remaining credits can be invested in ways that best support your life and career goals. A maximum of 10 credits may be earned through the Service-Learning Forum.
2. **Non-Traditional Undergraduates.** Undergraduates 25 years and older or who are parents with a child in their care are identified as non-traditional. Non-traditional undergraduates are required to accrue 10 credits a semester, drawn from any of the available programs. They also have the option of viewing programs online and submitting a report in lieu of physical attendance. Parents under the age of 25 must present a copy of their child's birth

certificate to the Student Life office in order to receive non-traditional status.

3. **Exempted Undergraduates.** Marital status or work conflicts do not exempt students from attendance. However, if an undergraduate student is registered for 7 or fewer credits, pursuing a second bachelor's degree or has 120 earned academic credit hours or more by the beginning of the semester, the student is welcome but not required to attend programs. Earned credit hours can be viewed using the University Academic Record link on the iVue page. *Do not use the Degree Works program to figure earned credit hours.*

**Pass/Fail and Co-Curricular Probation.** Traditional undergraduates must complete at least 75 percent of the co-curricular requirement (23 out of 30 credits) in order to pass for the semester. Students who fall below the pass level will be placed on co-curricular probation. This status is a key performance indicator that is tied to residence hall honor status.

**Absences.** Absences due to occasional field trips, medical appointments, occasional illness or family emergencies will not be excused. Students should plan to offset these conflicts with attendance at other programs. Those who miss a Thursday co-curricular program for one of these reasons may have the option to view a missed program online for credit (if it has been recorded). Please contact the Office of University Culture & Inclusion within one week after your absence.

## Co-Curricular Requirement At-a-Glance

	Traditional Residence Hall Students	Traditional Community Students	Non-Traditional Students
Thursday Minimum	12 credits	12 credits	No minimum
Living Learning Minimum	6 credits	No minimum	No minimum
Service Learning Maximum	Up to 10 credits (20 hours of service)	Up to 10 credits (20 hours of service)	No maximum
TOTAL REQUIRED	30 credits	30 credits	10 credits



**Attendance Monitoring.** Students are responsible for keeping track of their attendance throughout the semester. To access your attendance record, go to the Andrews Vault and click on “The Cocurriculum.” If programs you have attended do not show up on your record, please report the program within 21 days using the “Missing Programs” link in your record.

**Co-Curricular Information.** Information about upcoming co-curricular programs and the co-curricular requirement can be found by clicking on the “Cocurricular Education” link under the “Students” tab on the Andrews University website.

**Questions.** Questions related to the formal Co-Curricular Education program and requirement should be directed to the Office of University Culture & Inclusion located in the Campus Center.

## COCURRICULAR SEMINARY ATTENDANCE REQUIREMENTS

Seminary students are required to attend a minimum number of Seminary worship and assembly programs each semester. Full details can be found in the Seminary Worship Attendance Policy.

## DANCE AND CHOREOGRAPHY

See complete “Dance and Choreography” policy under “Student Organizations.”

## DRESS AND PERSONAL APPEARANCE

Students’ appearance should meet the professional standards of a faith-based university setting where the focus is on higher learning, personal development and career preparation. Dress should adopt the following principles:

- **Modesty**—Appropriately covering the body, avoiding revealing or suggestive styles.
- **Simplicity**—Accentuating natural appearance rather than ostentation.
- **Appropriateness**—Wearing clean and neat clothing suitable to the occasion, activity and place.

The University respects cultural and religious differences in dress and hairstyles. Mimicking or appropriating the stereotyped appearance of another cultural or religious group is never appropriate.

**Everyday Attire**—Pants or jeans with shirts, sweaters or jackets are the most suitable attire for men. Dresses, skirts, pants or jeans with blouses, shirts, sweaters or jackets are the most fitting attire for women. Modest shorts are acceptable for all students. Shoes must be worn in campus buildings, except for private residence hall areas.

**Specialized Attire**—Form-fitting athletic clothing is suitable for the gym but not the classroom. Swimwear should be worn only in swimming areas and sleepwear only in private living quarters.

**Inappropriate Attire**—This includes 1) clothing with images or language not in harmony with the Code of Student Conduct, 2) clothing that does not fully cover the torso, and 3) dress and grooming that disrupt the teaching and learning environment by bringing undue attention to an individual student.

**Accessories**—In the spirit of simplicity, we avoid wearing ornamental rings and bracelets, necklaces and chains, earrings, and piercings. However, many do wear symbols of a marital commitment, such as wedding and engagement rings.

**Additional Expectations**—Some areas of the University may communicate dress expectations that conform to the work or function of that department. These might include swimwear regulations for the pool, professional dress standards for a work setting, or attire required by an academic program for labs, clinicals or field placements.

Students may anticipate receiving counsel and/or directives on matters of dress as part of their education, work or leadership responsibilities, or career preparation. Such interactions are most likely for those employed in University workplaces, enrolled in professional programs, engaged in student leadership, or participating in activities or programs representing the University.

## FOOD SALES & DISTRIBUTION REGULATIONS

In developing these regulations, the University has consulted with the Berrien County Health Department and Michigan's Department of Agriculture & Rural Development (MDARD) to ensure our regulations reflect local and state food and safety guidelines. As a result, these regulations reflect overall health and safety best practices. They are designed to minimize the risk of foodborne illness as well as reflect the MDARD's exemptions for food establishment licenses.

In turn, these regulations also reflect our contractual agreements between Andrews University and Bon Appétit Management Company, which provides the dining and catering services for the Andrews University main campus. At the same time, the University is also committed to strengthening student engagement in on-campus events by addressing the unique needs and composition of our University community and the challenges (most notable, affordability) faced by campus program and event planners.

Any campus plans that will involve the selling or distribution of food that is funded by University-related accounts must adhere to the following regulations.

### 4. Bon Appétit Management Company and Catering Services

- a. Bon Appétit has the exclusive right to provide and manage the food service program for the campus of Andrews University, including any selling and catering of food for campus events and activities. Bon Appétit Catering does not provide services for groups of 10 persons or less.
- b. To best ensure the availability of service and menu items for an event, orders for those events should first be placed with Bon Appétit Catering a minimum of 14 days in advance, by emailing [catering@andrews.edu](mailto:catering@andrews.edu) or calling 269-471-3563.
- c. When campus departments and student groups are planning events providing food at no cost to students or employees they are encouraged to utilize Bon Appétit Catering Services.
- d. **Exception**—Should Bon Appétit Catering confirm that they cannot

provide catering services for groups larger than 10 persons, for a specific on-campus event, Bon Appétit Catering will provide a waiver to this regulation which will allow the department or student group to obtain catering from other sources. Notwithstanding Bon Appétit's exclusive rights, minor food activities by Athletics and other limited student functions may be sold or served by third parties as described in Section 2 and where specific exceptions are noted below.

### 5. Options for Student Clubs, Organizations, Campus Departments or Persons to Sell or Serve Food on Campus

- a. Student clubs and organizations that receive activity approval from the Office of Student Involvement, Leadership & Activities (SILA) **are permitted in approved and limited student functions** to sell, serve or distribute prepackaged or light snack items such as baked goods, donuts, cookies and beverages not requiring temperature control to maintain safety standards from behind reserved tables (or spaces)
- b. Two times during an academic year (not including the International Food Fair) student organizations that have received prior approval from SILA, with a menu, food preparation and distribution plan, **are permitted** to serve food items that require temperature control, provided that takes place outside of the Campus Center.
- c. **Prior approval** must be obtained from SILA a minimum of 14 days before the event.
- d. In this case, two persons handling the food preparation must provide to SILA verification of successful completion of an online food safety training course; those individuals also need to review Food Safety Instructions recommended by the Berrien County Health Department and instituted by Student Life. These will include instructions regarding sanitary hand washing protocols, temperature control (appropriately handling cold and hot foods), personal hygiene, and the essential equipment needed to ensure the best food preparation and serving practices.

6. **Food From External Entities**
  - a. External businesses or catering services, or individuals on and off the Andrews University campus, even with an appropriate food establishment license, are **not permitted to sell or distribute** any type of food by setting up a temporary establishment for that purpose on campus. Therefore, those businesses, groups and/or individuals are **not allowed to use spaces on campus** for any other aspect of their professional or personal business that involves on-campus food sales.
  - b. External businesses, catering services, or persons with an appropriate food establishment license are **only permitted to deliver** their prepared food products to a designated campus location, personal office, or residence hall room.
  - c. **Food Truck Vendors**—As part of the contractual obligations with Bon Appétit Management Company, food trucks owned by external entities are not permissible on the campus of Andrews University to sell food for any purpose.
  - d. **Waiver**—On rare occasions, when food is not being sold, a waiver (an exception to this policy) may be granted if approved by both Bon Appétit and Financial Administration.
  - e. **Exception**—Student organizations or campus departments may purchase food directly from an external licensed business provided it is picked up or delivered, not sold to students, and established University budgetary guidelines are followed.
7. **Potlucks, Bake Sales & International Food Fair (Prepared in Non-Commercial Kitchens)**
  - a. Potluck events are excluded from MDARD licensing (yet are still subject to inspection) and are permissible if (1) the food is prepared in non-commercial kitchens which are not inspected by a regulatory authority and while acknowledging (2) the University is not responsible for any foodborne illnesses that may be associated with the potluck.
  - b. Bon Appétit and the University will continue to support the International Student Food Fair event as well as food sales for a **limited number** of smaller events. See Section 2.
  - c. After receiving approval from SILA for the above event, the same food preparation must provide to SILA verification of successful completion of an online food safety training course; those individuals also need to review Food Safety Instructions recommended by the Berrien County Health Department and instituted by Campus & Student Life. These will include instructions regarding sanitary hand washing protocols, temperature control (appropriately handling cold and hot foods), personal hygiene, and the essential equipment needed to ensure the best food preparation and serving practices.
8. **Prohibited Items**
  - a. Meat and caffeinated beverages are not sold nor are they generally served on the campus of Andrews University.

## HEALTH, WELLNESS, SAFETY AND LEAVE POLICY

At Andrews University the health and well-being of students and of our campus community is of primary importance. The University remains committed to assuring that all students have the opportunity to achieve optimal success and receive the best and most appropriate care. The University Student Intervention Team (USIT) has been established to evaluate concerns and to intervene as deemed necessary to help protect the wellbeing and educational environment of each student as well as the health and safety of the campus.

Observations of behaviors and reports of activities or conduct that appear to disrupt, jeopardize or threaten the health or safety of a student, others or the educational environment, should be shared via the online Andrews University CARE Report form. Reports may also be shared with the vice president for Campus & Student Life and/or members of USIT. If there is a direct or imminent threat the observation should be directed immediately to Emergency Services (911) and to the Office of Campus Safety (269-471-3321).

Such observations may include disruptive, erratic or dysfunctional behaviors, a suicidal ideation or gesture, self-injurious actions, aberrant actions, threatening statements or behaviors, or other symptoms or conduct that may compromise the educational environment or the health and safety of the student or others.

USIT Member	Contact
Frances Faehner, <i>vice president for Campus &amp; Student Life</i>	269-471-2679 frances@andrews.edu usit@andrews.edu
Harvey Burnett, <i>chair, School of Social &amp; Behavioral Sciences</i>	269-471-6881 harveyb@andrews.edu
Jennifer Burrill, <i>assistant vice president, Residence Life &amp; dean for Student Life</i>	269-471-6601 burrillj@andrews.edu
Stacy Nicely,, <i>director, Counseling &amp; Testing Center</i>	269-471-3470 nicely@andrews.edu
Ben Panigot, <i>director, Campus Safety</i>	269-471-3321 panigot@andrews.edu
Aaron Moushon, <i>assistant dean for Undergraduate Education</i>	269-471-3382 moushona@andrews.edu

## General Processes

The University will facilitate standard due processes, in which the student will have the opportunity to explore with a member of USIT or a Student Life dean the nature of the reported concern, the Health, Wellness and Safety policy, as well as engage in an appeal process. When deemed necessary, the University may take interim measures or initiate a plan to provide protective care for the student and/or take steps to ensure the safety of the campus community until an evaluation can take place. University Medical Specialties and/or the Counseling & Testing Center as well as Campus Safety or the Berrien Springs Police Department may be consulted. (In some cases, students may be transported by ambulance directly to a local emergency facility following a 911 call.)

## Evaluation and/or Investigative Processes

To facilitate the success of the student as well as to assess the level of risk or disruption to the campus or educational environment, a comprehensive investigation may be activated.

- The student may be asked to obtain a comprehensive individualized medical and/or psychological assessment from a licensed physician or psychologist and sign a release of information (ROI) to the vice president for Campus & Student Life and the USIT. Information requested may include a written

report of the findings of the assessment and recommended intervention plan.

- The student may be asked by the licensed physician or psychologist to provide pertinent reports and corroborative information from former educational entities or health-care professionals.
- In cases of potential harm to self, residence hall students may not be able to reside in the residence hall during the assessment and stabilization processes due to the potential disruption to other students and the inability of residence hall staff to provide monitored care. Parents or the emergency contact person of the student may be asked to provide a plan of monitored care until the assessment process determines that the student is able to function in an independent living environment.
- In the case of threats or potential harm to others, an investigation will be conducted that may include a background check and the student may be asked to provide additional information.
- In the case of serious threats of harm to self or others, parents, legal guardians, spouse or family designee (as reflected in the student's emergency contact records) generally are notified and encouraged to share relevant information.
- The student is responsible for all fees related to medical or psychological assessment.
- The vice president for Campus & Student Life and/or the USIT will review all corroborative information, professional assessments and recommendations to determine the appropriate University response.

Following the evaluation and investigative processes, the USIT or vice president for Campus & Student Life may request the student to engage in an intervention plan that may include a change in residential setting, a voluntary medical leave, or an involuntary leave.

## Involuntary Leave Process

In extraordinary circumstances the vice president for Campus & Student Life may require a student to take an involuntary leave from the University for reasons of personal or community safety that include:

- **Medical circumstances:** (a) The student may pose a direct threat to the health or safety of the student or others or has seriously disrupted others in the student's residential

community or academic environment; and (b) the student's behavior or threatening state is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by the University Student Intervention Team to obtain an individualized assessment to evaluate the cause of the student's behavior or threatening state. In some circumstances, the level of care and accommodation may exceed the resources or appropriate staffing capabilities of a residential campus or may be beyond the standard of care that campus health care and support services can be expected to provide or monitor, in which case continued enrollment may constitute a serious disruption of the residential community or the academic environment, justifying an involuntary leave of absence. Placement on involuntary leave of absence for these situations is not disciplinary, and a student who wishes to take a voluntary leave of absence will ordinarily be allowed to do so within established academic guidelines.

- **Alleged criminal behavior or risk to the community:** The student has been arrested on allegations or charged with serious criminal behavior or has allegedly violated the Code of Student Conduct and may pose a significant risk to the safety or educational environment of the community. Incidents such as these that initially give rise to an involuntary leave may subsequently result in a disciplinary action.

### **Voluntary Leave Policy**

In certain life circumstances, it may be necessary or desirable for a student to take a leave of absence. Requests for leave are handled in accordance with the Voluntary Leave Policy. A leave of absence may occur within a semester while remaining enrolled in classes (in-semester leave) or it may entail withdrawing from all classes and leaving for the remainder of the semester or longer (semester leave). Leaves may be granted for family, military, medical or personal reasons, as specified below.

### **Alternatives to a Leave**

Before taking a semester leave, undergraduate students are advised to consult with their professors, academic advisors and the Student Success office about any accommodations that might be made. In some cases, it may be best for students to remain enrolled under a revised academic plan. Such a plan could include

reduced coursework, extended deadlines or incompletes with a plan for completion. A revised academic plan will vary depending upon course load, course requirements and current academic standing within courses.

### **In-Semester Leaves**

An in-semester leave involves a short absence from all classes. The student will remain enrolled and be responsible for working with professors, academic advisors or the Student Success office on a plan to make up missed coursework. While emergencies may take a student away from campus without warning, in all other situations students are required to notify professors and the Student Success or Student Life office before taking an in-semester leave. Such leaves may total no more than two weeks in a given semester, and students who exceed this limit must consult with the Student Success office and their academic dean regarding meeting academic expectations as well as taking a semester leave.

### **Semester Leaves—Benefits**

Semester leaves are designed to temporarily withdraw students from enrollment in all classes, without a loss of general admission status, in order to help them meet significant life challenges or important obligations. Related reinstatement processes ensure that students return fully equipped for the rigors of campus and academic life. An approved semester leave, in certain circumstances, may help students:

- To protect their academic record
- To maintain their visa status (if applicable)
- To avoid adverse effects to their student loans, grants and scholarships

### **Types of Leave**

The University offers in-semester and semester leaves for the following reasons:

- A **family semester leave** may be granted for cases in which a student or student's spouse has given birth or adopted a child or in which a student is caring for a spouse, son, daughter or parent who has a serious health condition. A letter of request should be submitted as documentation.
- A **personal semester leave** may be granted to a student who must interrupt study temporarily for reasons other than those described above. Reasons may include, but are not limited to, financial status, bereavement

or changes in one's outside employment. A letter of request should be submitted as documentation.

- A **military semester leave** will be granted to a student who must interrupt study temporarily to fulfill a compulsory military obligation. The student must provide written documentation from the appropriate military authorities, including dates of the period of obligation.
- A **medical semester leave** may be granted for documented physical or psychological health reasons. Documentation must be obtained from a licensed physician or psychologist.

### Requesting a Semester Leave

- **Personal or Military Semester Leave Request:** Students must submit an application for a Voluntary Leave of Absence (VLA) to the college dean at least two weeks prior to the beginning of the term for which the VLA is being requested. Applications must be signed by the primary advisor and the department/school chair. Additional signatures are required as applicable.
- **Medical Leave Request:** To initiate a voluntary semester leave for health or medical reasons, students must submit appropriate supporting documentation to the Student Success Center's Disability Service coordinator and receive an approved Medical Leave Letter from the vice president for Campus & Student Life, as well as submit the appropriate Student Exit Procedure Form.
- Students should expect that the established tuition adjustment schedule will be followed based on the number of calendar days they have been enrolled. Additional considerations may be made based on each student's request, in consultation with their academic dean and the Student Financial Services office.
- Before taking any type of voluntary semester leave, students should consult with their academic advisor.
- Students should consult their student financial advisor regarding any financial aid implications.
- International students should seek counsel from the Office of International Student Services & Programs regarding any visa/immigration implications.

### While on a Semester Leave

While on a semester leave of absence, students have limited access to University services:

- Students on leave may not be allowed to register for main campus or distance degree courses or to participate in academic tours and other University activities (such as intercollegiate athletics, clubs, etc.).
- The ID cards of students on leave will be deactivated and will not function on campus (at the Andrews University Bookstore, Dining Services, James White Library, residence halls, etc.). However, access to a student's personal Andrews email account will remain.
- Students on leave who have purchased health insurance coverage through the University's student insurance provider will remain covered for the remainder of their policy term.
- Counseling & Testing Center services will not be available while a student is on leave.
- Residential students who plan to live in the local community during their leave may wish to re-register their vehicles with the Office of Campus Safety (for a minimal fee) in order to receive community parking privileges.
- Students who work on-campus should not expect to retain their student employment during the period of their leave.
- Students on a semester/medical leave may not live in the residence halls. Since leases in student housing are contingent upon enrollment, students on leave will not be allowed to remain in University apartments or houses beyond the end of the semester in which they take a leave. However, students with an approved leave may break their lease without penalty.
- See Voluntary Leave of Absence Policy published in the Academic bulletin for more information.

### Duration and Number of Semester Leaves

The duration of a semester leave depends upon the type of leave taken. Military leaves are determined by the length of compulsory service specified by military authorities. Family, personal and medical leaves may be anywhere from the remainder of a semester to no more than one additional semester in length. Students on an approved medical leave may request a second additional semester of leave when appropriate documentation is obtained from a healthcare professional.



Some degree programs have annual academic sequences that may require students to re-enter their program at a particular point in the academic year. In such cases, a longer leave may be necessary and will be considered.

### **Reinstatement from Leaves**

Reinstatement from personal, military, family and medical semester or involuntary leaves requires that students complete one or more of the following:

- Contact the Student Life office to have the medical or involuntary leave hold removed
- Notify their academic and financial advisors before the end of a leave of their intention to return
- Take the appropriate steps to register academically and financially for the following semester

In addition, reinstatement from a semester medically related leave addresses the University's need to be confident, in consultation with the student and health-care providers, that the student can function safely and independently in an unsupervised environment. The vice president for Campus & Student Life and/or the USIT may require current documentation from a licensed physician or psychologist regarding the following:

- A student's readiness to return to the rigor inherent in academic and campus life expectations
- A student's ability to adequately monitor his or her health
- Any recommendations for follow-up or aftercare intervention and support

Failure to return in the semester following the end of a leave will result in a student having to re-apply to the University.

Participation in academic tours, ACA or Student Missions immediately following a medical leave must be supported by a statement from a student's medical or psychological provider that he/she is prepared to participate in the demands of that particular tour and can be in circumstances where there may be limited access to medical services.

## **INFORMATION TECHNOLOGY USAGE POLICY**

Andrews University provides various information technology services to its students including email, personal web space, internet access, computer labs, wireless networking and network connections in the residence halls and apartments.

At Andrews University, information technology resources must only be used in ways that support the mission of Andrews University. The opportunity to use the resources is a privilege which may be removed if the resources are misused.

ITS is responsible for maintaining these systems and assisting students in utilizing the resources. For assistance, please contact the ITS help desk at 269-471-6016 or via email at [help-desk@andrews.edu](mailto:help-desk@andrews.edu).

### **Requirements to Utilize Information Technology Resources**

Personal devices, such as computers, smartphones, tablets, etc., must have the following in place:

- The operating system must be up-to-date with all critical patches released by the vendor installed
- Personal computers must have an anti-malware product installed that is current and up-to-date

Computers connected to the network must be registered to a person who will be responsible for any activity on or from that computer. A computer found to contain viruses or other software causing damage to any other computer network or system or excessively using resources will be immediately disconnected from the network until the problem is remedied.

### **User Accounts and Passwords**

All students must have an Andrews University account with a username and password.

Passwords for Andrews University accounts must be carefully guarded, changed frequently, treated as a signature and never shared with anyone else, including friends or family members. Great care must be taken to avoid providing University usernames and passwords to any websites or servers that are not University systems, or in response to telephone or email requests.

The password chosen for use with the Andrews University account must be different from passwords used for other websites or organizations. Using the same password presents a significant

security risk as there are frequent instances of security breaches where usernames and passwords are stolen.

Compromised user accounts will be disabled immediately. Attempts will be made to notify the individual responsible for the account. To reactivate the account, the password must be changed to a new password.

### **Andrews Email Used for Official Communication**

Official Andrews University communication will come to the student's Andrews University email address, and students are responsible for having read the content of these messages. Students may forward their email to another email address but will remain responsible for what was sent to the Andrews University-provided email address.

### **Wireless Services**

Andrews University provides two wireless networks for use on campus. AU-Secure is the preferred method for students to connect and it provides higher internet bandwidth levels. AU-Guest is intended for guest users and has restrictions on internet bandwidth.

### **Prohibited Activities**

Prohibited activities on Andrews University computers and networks, some of which may constitute criminal activity, include but are not limited to the following:

1. Unauthorized access to or use of other users' accounts or data, system software, university data, network equipment, or other computer systems
2. Disclosing an individual's password to another person or allowing another person access through one's user account (logging in and allowing another person to use your access)
3. Unauthorized decryption of coded information such as passwords
4. Participation in a denial-of-service attack against any computers or networks
5. Retrieval, storage or transmission of copyrighted materials without the owner's permission (for more information on peer-to-peer file sharing see [andrews.edu/services/its/peer-to-peer-file-sharing-policy.html](http://andrews.edu/services/its/peer-to-peer-file-sharing-policy.html))
6. Intentional introduction of malware or hardware or software used for unapproved collection of information

7. Attempts to evade or bypass system administration policies, such as resource quotas, firewall and web filtering
8. Forgery or attempted forgery of documents or email
9. Excessive use of resources, such as network bandwidth or disk storage
10. Unauthorized and/or unsolicited broadcasting of email
11. Harassment or intimidation of other users, including sexual harassment
12. Accessing, transmitting or storing documents, images or video that fail to meet content standards
13. Installation of servers, routers, switches or wireless access points (unless approved by the CIO) or in any location that disrupt ITS provided services
14. Using University resources for personal gain or to support a personal business

### **Content Standards**

Information transmitted over the network or made available to others (e.g., through web applications, email, or other methods) shall be representative of a Christian university and must not include: profanity or obscene language; defamation of any individual or group; materials promoting hatred of cultural, ethnic, or religious groups; advocacy of lifestyles contrary to University policy; pornography and other sexually-oriented material. Illegal materials such as child pornography should not be accessed by or stored on any computer while connected with the University, whether personal or University owned.

Andrews University provides content filtering to minimize the exposure to inappropriate material on University computers and networks; however it is not possible to completely prevent it.

### **Privacy and Confidentiality**

ITS staff will make reasonable attempts to maintain the confidentiality and security of email and other documents stored on ITS managed and controlled servers. However, Andrews University cannot guarantee the confidentiality or privacy of email messages and other documents stored on ITS managed and controlled servers, and the university makes no promises regarding their security. The following items relate to confidentiality:

1. Andrews University reserves the right to conduct routine maintenance, track

problems, and maintain the integrity of its systems. As is the case with all data kept on University-managed systems, the content of email and other documents may be revealed by such activities.

2. ITS staff do not routinely monitor the contents of email or other documents. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations. Additionally, automated systems may filter emails, documents and websites for the purpose of protection from malware and inappropriate content.
3. Andrews University reserves the right to inspect the contents of email and all documents in the course of an investigation into alleged impropriety or as necessary to locate substantive information not readily available by other means.
4. Authorization to investigate the contents of user files must be given by the CIO on the basis of instructions from the University's Cabinet-level administration.

### Resource Limits

A number of specific networking protocols which cause security risks, enable illegal activity, allow access to objectionable material or utilize excessive resources are restricted on university networks and computer systems. The current specific limit set on disk storage space for websites is 90 MB per person (subject to change as needed).

### Results of Non-Compliance with this Policy

In the event that a student fails to comply with this policy, restrictions will immediately be placed on their access to information technology resources. Generally, this will occur by restricting or disabling the person's ability to connect to the network by either limiting network access or deactivating their username/password. When access has been limited, any attempt to access web resources will be blocked. If your username/password has been deactivated, or you believe your network access has been disabled, contact the ITS Help Desk (269-471-6016 or [helpdesk@andrews.edu](mailto:helpdesk@andrews.edu)) to check your account status or for troubleshooting assistance.

In the case of more serious policy violations (such as actions that cause others to lose IT services and/or illegal activities), ITS staff will discuss the problem with the student, assist in correcting the cause of the problem

and reinstate the access once the cooperation and understanding of the student is gained (generally as quickly as possible). In cases of recurring issues, or lack of cooperation from the student, the deactivation may continue for a longer period of time. In the case of actions that violate policies regarding student behavior, including accessing inappropriate content, the case will be referred to Student Life. Some policy violations may involve legal issues and be required to be transferred to Campus Safety or the appropriate legal agencies such as Berrien Springs-Oronoko Police Department, Michigan State Police or the Federal Bureau of Investigation. These situations may result in the impounding of computer equipment, fines or imprisonment depending on the issues involved.

### Appeal Process

Appeals related to decisions made regarding this policy or to restrictions placed on a student's access to resources may be made through the appropriate managerial levels in ITS up through the Chief Information Officer.

For information on appeals in matters relating to Student Life issues, refer to the Student Handbook section titled "Right to Appeal/Grievance" on page 47.

### Safety Tips for Using Information Technology Resources

The online environment made possible by the internet provides many advantages but also brings a number of serious risks. It is essential that each person be aware of these risks to make sure that their online actions do not result in damage or loss.

- Identity theft is a very real risk when doing business online. You are responsible for any use of your Andrews University username and password. Beware of anyone asking for usernames and passwords, social security numbers, credit card or bank account numbers. This includes email messages that appear to be from a bank, the administrator of a computer system or other organizations that do business online. These organizations (including Andrews University) never request you to verify this type of information via an email message. Some messages that refer to a webpage that looks authentic may be set up to collect your information. Once a person obtains these pieces of information, they can transfer funds out of your bank

account, get credit in your name, ruin your credit rating and participate in other unfortunate activities that may cause serious disruption to you and may require several months of effort for you to get resolved. Even in face-to-face or telephone conversations, it is not advisable to share your username and password as the bearer of that information can subsequently “be you” online.

- Be very wary of internet scams containing offers of employment or asking you to purchase gift cards and send pictures of them with the codes exposed. It is very likely that you will lose any time or money you expend.
- Spyware (software that is installed on your computer automatically as a result of going to a website—often without a person’s knowledge) can run on a computer and collect and send back personal information used for identity theft.
- Web filtering systems are in effect at Andrews to attempt to minimize the exposure to inappropriate material. Specifically, websites that are known to contain pornographic material are blocked. While Andrews strives to prevent contact with this type of material, it is not possible to do this completely. If you observe that University systems allow access to inappropriate material found on the web, please report it by sending email to [filteradmin@andrews.edu](mailto:filteradmin@andrews.edu).
- Viruses transmitted through email attachments are screened via systems that attempt to remove email attachments that contain viruses. This blocks the vast majority of email-borne viruses, but some virus attachments may get through. It is very important that you not click on an attachment unless the person sending it is known to you, the attachment is mentioned in the body of the message and the combination matches your experience (for example, looking at beach pictures of you and someone with whom you have never been to the beach would be very risky).
- Viruses transmitted directly between computers can occur in spite of filtering at the system firewalls. Keeping operating systems and antivirus software up to date are essential to protect your computer. In addition, a personal firewall is recommended.
- Social networking sites such as Instagram or Facebook, while popular for sharing among friends, may also be available to the general public. You should use caution in determining what information you post on any

public website as this information can be used by predators, as well as potential employers. In addition, you will be held accountable for content that violates the Code of Student Conduct.

Information Technology Services will continue to work to reduce these risks but will not be able to completely eliminate them. It is the responsibility of each student to be alert and vigilant in their actions in the online environment in order to avoid these hazards.

## RESIDENTIAL LIVING POLICY

Andrews University is operated as a residential college on the undergraduate level. This means that the residential environment plays a significant role in the mission of the University and its efforts to foster the holistic development of each student.

The University maintains three residence halls: Lamson Hall (for undergraduate women), Meier Hall (for undergraduate men), and University Towers. University Towers is for single, undergraduate age 22+ and graduate students. Double-occupancy rooms are standard.

Therefore, all single undergraduate students under 22 years of age who are (1) pursuing an on-campus degree and taking seven or more credits (including distance learning courses) or (2) enrolled in full-time language study must live in one of the University residence halls and participate in a meal plan at the University’s cafeteria.

Single occupancy is permitted by special request, if space allows, for an additional fee. Residents are not permitted to sublet their rooms to other individuals.

**Housing Accommodations.** Students who find themselves in a rooming arrangement (in campus residence halls or on trips and tours) with which they are not comfortable for any reason are encouraged to contact a Residence Hall dean, the director of University Apartments, or their trip or tour director. Residential and trip or tour staff will work confidentially and respectfully with students to find appropriate solutions to their housing needs, whether on-campus or traveling off-campus.

## NON-RESIDENTIAL HOUSING EXEMPTIONS

Students 22 or older may choose to live in University apartments or in non-University housing in the community. All students in non-University housing are advised to obtain a valid lease or contract from their landlords.

Students living in non-residence hall housing must abide by the Code of Student Conduct and the Residential Living Policy.

All students living off-campus must maintain high moral standards in their choice of guests and entertainment; otherwise, they could be subject to discipline. Unmarried or unrelated students of the opposite sex or students who are in a romantic relationship may not live or visit overnight in the same shared dwelling.

Single undergraduate students must be 22 years of age by the first day of a semester in order to be approved to live in the community for that semester.

*\*Special consideration may be granted for those who turn 22 by September 30 (for fall) and February 10 (for spring).*

*\*Special consideration may be granted for those who are fifth-year seniors (attended four full years—eight fall/spring semesters—at a college/university and have 120+ earned academic credit hours). Students who have served one or two registered semesters as a student missionary or taskforce worker through Andrews University or another Adventist institution may be granted equivalent academic semesters toward fifth-year senior status (with 15 hours of earned academic credit hours per semester) pending recommendation letters from the Center for Faith Engagement as well as the site supervisor.*

Costs associated with residence hall living are part of the investment in an Andrews University education, thus the Student Life office does not make exceptions to the Residential Living Policy on the basis of financial need.



The ONLY alternatives to residence hall living are as follows and are at the discretion of the Student Life office:

- 1. Students may live full-time within the household of a parent, grandparent, aunt/uncle or sibling age 22+ within a 45-mile radius of the University under the terms of an approved Community Residential Application.
- 2. Students may live full-time with a current, full-time Andrews University faculty or staff member (generally a Seventh-day Adventist in good and regular standing) within a 45-mile radius of the University under the terms of an approved Community Residential Application.

A Community Residential Application may be obtained online at [andrews.edu/life/housing](https://andrews.edu/life/housing). The parent, grandparent, aunt/uncle, sibling age 22+ or current, full-time faculty/staff member must sign the application and is required to upload a copy of their current Michigan or Indiana driver's license as proof of local residency. Other supporting documentation may be requested.

\*If applying to live with an aunt/uncle, a student must submit written documentation from a parent to verify that the aunt/uncle is the biological sister/brother of the parent.

Returning residential students under age 22 who meet the criteria for community living must submit applications to the Student Life office for approval prior to the semester of their expected move. Submitting an application before the deadline does not mean it is approved. The associate dean for Student Life will respond to all applications within two weeks of submission or according to the designated timeline (see below).

Semester expected to move	Application deadline	Response by
Fall Semester	July 1	July 15
Spring Semester	November 1	November 15

Please note the additional conditions of this policy:

- 1. A "parent" is a student's biological parent, legally adopted parent or legal stepparent. A "grandparent" is a biological parent of a student's parent. An "aunt" or "uncle" is a biological sister or brother of a student's parent. While the University understands the custom of addressing a close family friend as "aunt," "uncle," etc., the University, as it relates to the Residential Living Policy, only honors biological family relationships.
- 2. In keeping with the older student community environment, a student under age 22 will not be approved to live with their age 22+ sibling in University Towers.
- 3. To be eligible for community housing, students must be in good and regular standing and evidence a willingness to abide by the expectations of Andrews University at the time of application.
- 4. Students living in the community or University Apartments are expected to abide by the standards and codes of conduct outlined in the "Student Handbook."
- 5. Under the terms of the Community Residential Application, the parent, grandparent, aunt/uncle, sibling age 22+ or faculty/staff member must agree to live on a daily basis in the same household as the student (students must not live in a separate apartment or basement apartment with a different entrance) and to notify Student Life of any changes of address, conduct concerns, irregularities or any concern that impacts the welfare of the student.
- 6. A parent, grandparent, aunt/uncle, sibling aged 22+ or faculty/staff member who owns or rents more than one residence may not divide their time between residences during the school year.
- 7. Application for living in the community must be made each academic year.
- 8. Students are strongly advised not to make contractual agreements or financial commitments in the community before receiving full approval from Student Life for community living. Student Life is not responsible for these choices or consequences.
- 9. Students who make false statements to the University on a Community Residential Application jeopardize their student status and ability to reside in the



community—additional consequences and/or fines may apply.

10. Students who wish to request alternate housing arrangements due to a disability or to a chronic health condition should contact the disability services coordinator, Kristine Fraser, at Student Success (269-471-3227). All requests for housing accommodations should be made no later than July 1 (for fall semester), November 15 (for spring semester), and March 15 (for summer semester). After these dates, housing accommodations will be granted as space allows or for a future semester. Andrews University will make every attempt to provide reasonable accommodations within on-campus housing facilities for students with documented disabilities or chronic health conditions.

## NON-RESIDENTIAL OR COMMUNITY HOUSING

Students 22 or older may choose to live in University apartments or in non-University housing in the community. All students in non-University housing are advised to obtain a valid lease or contract from their landlords.

Students living in non-residence hall housing must abide by the Code of Student Conduct and the Residential Living Policy.

All students living off-campus must maintain high moral standards in their choice of guests and entertainment; otherwise, they could be subject to discipline. Unmarried or unrelated students of the opposite sex or students who are in a romantic relationship may not live or visit overnight in the same shared dwelling.

### University Apartments (and Houses)

The University owns approximately 300 apartments and 30 houses. The apartments are available to married students, students with children, and single undergraduate age 22+ and graduate students. Accommodations are available only to those who have been officially accepted as University students. Since apartments are limited, applicants are advised to apply six to nine months before their first semester of studies.

Some apartments are furnished. Tenants must supply their own linen, draperies and kitchen utensils. Unfurnished apartments have a stove and refrigerator. Heavy furniture

and pianos on the second or third floor may be placed in the apartments only by prior arrangement with the University Apartments director. Pets are not allowed in University apartments or houses. The apartment descriptions, rental rates and application forms are available upon request.

Full-time students living with children, spouse or parents, single graduate students or undergraduate students (22 years of age and older) may qualify for a University apartment. Apartments offered are as follows:

- **Beechwood:** 1-, 2- and (limited) 3-bedroom furnished or unfurnished; and a very limited number of 4-bedroom unfurnished
- **Garland:** 1-, 2- or (limited) 3-bedroom furnished or unfurnished; and efficiency furnished apartments for singles
- **Maplewood:** 1-, 2- or (limited) 3-bedroom furnished with air conditioning; 2-bedroom unfurnished with or without air conditioning; and a limited number of 3-bedroom unfurnished with air conditioning
- A limited number of houses

For floor plans and more information, please visit [andrews.edu/apartments](http://andrews.edu/apartments).

### Other Accommodations

There are other accommodations in the area. You may obtain a list of area landlords at the Office of University Apartments or request a copy via email to [universityapartments@andrews.edu](mailto:universityapartments@andrews.edu).

## RESIDENTIAL ROOM SEARCH

The University reserves the right of residence hall deans, authorized representatives or an administrative officer of the University to enter and inspect a student's room in accordance with this policy.

### Partial Room Search

A partial room search may occur at any time (such as during a building closure as a part of securing the premises) and is conducted by building staff including resident advisors. Partial room searches include ensuring windows are closed and locked, refrigerator is not defrosting, lights are turned off, and room door is locked. Partial room searches also may include a brief inspection of the room for weapons, fire hazards, subwoofers or other contraband

to ensure community safety and may lead to a further search of the area if a contraband item is found and more are suspected.

### Full Room Search

A full room search may occur if there is reasonable suspicion that a room contains contraband such as, but not limited to, weapons, ammunition, fire hazards, alcohol, marijuana and/or illegal substances. Full room searches are conducted by residence hall staff and/or Campus Safety at the request of building administration and will include all areas on the premises (drawers, boxes, suitcases, containers, etc.) to ensure the room is free from banned/dangerous items. This process includes, but is not limited to, the right to inspect the contents of any locked containers and inspection for illegal substances, firearms, alcohol, tobacco, marijuana, fire and safety hazards, cleanliness and orderliness. The student, by accepting a room in one of the residence halls, acknowledges and authorizes this procedure. Materials and decorations, such as pictures or posters not in harmony with the ethical and moral standards of the University, may result in the student being asked to remove them from the campus or may ultimately be removed by University personnel.

## ROMANTIC AND MARRIAGE RELATIONSHIPS

As a Christian institution of higher learning, Andrews University believes that healthy romantic, marriage and sexual relationships must be built on biblical principles. Therefore, we expect students to refrain from all premarital and extramarital sexual relationships and inappropriate displays of affection.

While relationships and appropriate demonstrations of intimacy are an important part of college student development, couples should respect the rights and interests of their companions and others by limiting displays of affection in public. In the interest of safety and propriety, couples should avoid lingering in parked vehicles, vacant rooms and secluded campus locations. Likewise, unmarried or unrelated students of the opposite sex or students who are in a romantic relationship may not live or stay overnight in the same shared dwelling.

For a detailed statement on the University's position, policies and protections regarding differences in sexual orientation, please refer

to Appendix 1 (see Appendix 1: A Seventh-day Adventist Framework for Relating to Sexual Orientation Differences on the Campus of Andrews University).

## SUBSTANCE USE

Andrews University is committed to providing a drug-free environment for learning and working. The University strives to educate the student body on the advantages of a drug-free lifestyle as well as direct or help chemically dependent students find resources to aid in their recovery.

Students are expected to remain drug-free. Drug-free means abstaining from the use of alcohol, tobacco and other mind-altering drugs. It also means refraining from the misuse and/or abuse of prescription drugs. The University also upholds all laws which prohibit the possession, use, manufacturing or distribution of controlled substances. The possession of drug paraphernalia and use of "look alike" or designer drugs including any or all parts of e-cigarettes, hookahs, vapor and hookah pens, etc., regardless of the substance delivered, are also prohibited and considered an offense of the Drug-Free Policy.

A K-9 handler team is authorized by the University to conduct searches of campus facilities (see Campus Safety Services and Information). Prohibited substances, materials and equipment will be confiscated.

### Marijuana

Michigan state law permits the use of marijuana for medical and recreational purposes in certain situations. However, marijuana use, possession and/or cultivation remains prohibited at educational institutions which are recipients of federal funds and must be compliant with federal laws (including the Controlled Substances Act and the Drug-Free Schools and Communities Act).

Regardless of how state and federal laws view marijuana, Andrews University considers the use, possession or cultivation of marijuana as inconsistent with its core values. Therefore, the use, possession or cultivation of marijuana for medical purposes or for any other purpose is not allowed on the property of Andrews University. As part of the Andrews University Code of Student Conduct, marijuana use or possession is also prohibited off-campus.

## Testing

When there is reasonable suspicion that a student used alcohol, tobacco, marijuana or illegal substances or was found to be in close proximity to alcohol, tobacco, marijuana or illegal substances or drug paraphernalia, students may be required to participate in random, on-demand alcohol, tobacco and drug screenings and must provide a valid sample without tampering or adulteration. When there is credible evidence regarding the use of alcohol a student may still be required to take a breathalyzer test to assess the level of intoxication.

In cases where the student claims that a positive drug test was related to secondhand smoke they should be prepared that the outcome will be the same, regardless of how the substance entered their body.

In cases where there has not been any confirmed usage, costs related to tests required for students will be covered by the University if the results are negative. Costs will be the responsibility of the student if the results are positive.

## Voluntary Referral

All students can choose to voluntarily seek assistance in remaining drug- and alcohol-free. Faculty members, Counseling or Student Life professionals are available for consultations. No disciplinary action will typically be taken if the student initiates (without the information being already reported to or known by a University or law enforcement official) a voluntary effort to seek assistance. To be considered as a voluntary referral, the student must provide, from the Counseling & Testing Center or a licensed healthcare provider, current documentation of having taken the voluntary initiative as well as evidence of faithfully following the established plan for attendance, treatment, removal of triggers and personal growth.

Substance use/abuse counseling is available from the Counseling & Testing Center. Limited services include the following:

- Professional substance use assessment
- Individual counseling
- Support groups for chemical dependency

## Mandatory Referral

If students are found in violation of the policy, the University will activate the following response.

## Non-illegal Substance Violations

A first violation for a non-illegal substance use or possession (such as alcohol or marijuana) will result in an in-school suspension along with a conduct intervention plan from the University. To be eligible to regain and/or continue student status, the student must fulfill the following protocol:

1. Commit to an accountability plan with a Student Life professional and sign a release of information consent form to the Counseling & Testing Center
2. Serve a two-week in-class suspension (required class attendance) as determined by the Student Life Conduct Council that may include:
  - » Remaining in current residence
  - » Citizenship probation (15 weeks)
  - » Making an appointment with the Counseling & Testing Center within three days to obtain a Substance Use Assessment (\$100 fee charged to student account)
  - » Requesting that the counselor submit verification to referring entity of the completion of the assessment and a summary report with recommendations for ongoing care
  - » Completing a six-session psychoeducational course with the Counseling & Testing Center (\$250 course fee charged to student account)
  - » Completing online educational courses (\$50 course fee charged to student account)
  - » Accountability advisor (minimum of four sessions)
  - » Other restorative, educational or voluntary service interventions

## Illegal Substances and Other Serious or Repeated Substance-Related Violations

Violations that will result in a **more major suspension** from the University (at minimum for the current or one full semester) during which time the student will be separated from the campus and all campus activities, include conduct related to:

- Use of illegal substances
- Use or possession of illegal substances and paraphernalia in campus residence halls or vehicles
- A second use or possession violation for alcohol, marijuana or illegal substances

- Planning and/or hosting events where alcohol, marijuana and/or illegal substances are served and/or consumed
- Selling or supplying alcohol, marijuana or illegal substances
- Attempting to solicit or facilitate the purchase or presence of alcohol, marijuana or illegal substances for use by others
- Underage use of alcohol, marijuana and/or illegal substances, or providing alcohol, marijuana and/or illegal substances to underage individuals

A report will be made to the appropriate legal authorities if the student has violated state laws regarding illegal drugs and controlled substances.

To be eligible to regain and/or continue student status the student must:

- Serve an off-campus suspension which will be a minimum of one semester, during which time the student is separated from the campus (under the terms of a campus ban) and all campus activities and services.

Prior to returning to the campus and classes the student must:

- Sign a release of information consent form and submit documentation from the licensed community counselor of the completion of any mandated assessment and/or treatment, with recommendations for ongoing care
- Submit documentation of the completion of any drug testing or other restorative and educational requirements approximately 30 days before returning for a future semester.

Upon returning and registering for a future semester the student must commit to a **re-entry and accountability plan** with a Student Life dean that includes the following:

- Serving a minimum 15-week Citizenship Probation that may include the removal of privileges (see Student Conduct Intervention [Disciplinary] Processes)
- Participating for a minimum of four weekly sessions with an accountability adviser.
- Completing a psychoeducational course with the Counseling & Testing Center which includes attendance of six sessions.
- Participating in random, on-demand drug testing (without tampering or adulteration) and accepting responsibility for related fees regardless of positive or negative results

### Health Risks and Resources

There are many health risks associated with the use of alcohol and drugs—many of these risks are noted in the following comprehensive overview. For a comprehensive list of health risks, please see [bulletin.andrews.edu](http://bulletin.andrews.edu). > Student Handbook > Substance Abuse.

### Legal Ramifications

Violations of local, state and federal laws related to alcohol abuse or to the illegal use, possession, manufacture or delivery of marijuana or controlled substances may result in misdemeanor or felony convictions accompanied by the legal imposition of sanctions. For details, please see [bulletin.andrews.edu](http://bulletin.andrews.edu). > Student Handbook > Substance Abuse.

### Community Resources

For a comprehensive list of community resources, please see [bulletin.andrews.edu](http://bulletin.andrews.edu). > Student Handbook > Substance Abuse.

# To Hold Accountable: University Restorative Intervention Processes

*“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life” (Ellen G. White, Education, pages 15–16).*

As members of the Andrews community, student rights and responsibilities must be balanced with the needs and responsibilities of each member of the community. The University’s responsibility to uphold established community values is balanced with the desire to foster opportunities for the growth and development of the individual student.

## STUDENT CONDUCT INTERVENTION FRAMEWORK

The Student Conduct Intervention processes at Andrews University are designed to foster personal responsibility for one’s own spiritual, mental and physical growth. This includes personal accountability to uphold the Andrews Community Values Agreement students affirm during the application process as well as to respect the worth of every member of the Andrews community and contribute to the well-being of the Andrews community.

A voluntary commitment to the Andrews Community Values requires personal integrity and self-discipline which generally dispenses with the need for the University to intervene with corrective discipline. Inevitably, there will be occasions when students fail to exercise self-discipline and do not fulfill their commitment to the Andrews Community Values and the Code of Student Conduct. On such occasions students place themselves in a situation in which it becomes necessary for the University to intervene.

The Student Conduct Intervention process seeks to hold students accountable for their conduct, by taking responsibility for the consequences of their choices. As such, student conduct processes are not intended to include direct participation by parents or external parties.

Even so, the approach is designed to facilitate far more than stimulating a change in the student’s conduct to reflect University values. Most importantly, the University seeks to do so within a student development framework that is both **educational and restorative**.

As in the classroom, the University seeks to foster student learning in the development of critical thinking skills. Thus, through the **educational** aspect of the Student Conduct Intervention Process students are challenged to reflect upon and deepen their understanding of how their choices impact their lives and others and to determine if their conduct is in alignment with who they want to be and who God is calling them to become.

The University seeks to be **restorative** and ultimately inspire transformation in students not only to successfully reach their goals at Andrews in and out of the classroom, but to be prepared for their life to come and for eternity.

As such student conduct processes are not intended to include direct participation by parents or external parties. The University will strive to provide students with processes that are fundamentally fair which includes students being informed of the nature of the alleged violation(s) and being given a fair opportunity to respond to the allegation.

As a religious institution, Andrews University claims constitutional guarantees that permit it to have expectations for students and employees regarding their duty to uphold biblical principles of morality, deportment and appearance as interpreted by the Seventh-day Adventist Church.

## CODE OF STUDENT CONDUCT

The Code of Student Conduct, is a formal notification to students of their responsibilities embedded in their choice to be a member of the Andrews community as well as their responsibilities to the members of the Andrews University. Students are provided a copy of the Code of Student Conduct annually in the form of a link on the University website. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

A student is an individual to whom an offer of admission has been extended, paid an acceptance fee, registered for credit or non-credit bearing classes, or otherwise entered into another agreement with the University to take instruction. Student status lasts until an individual graduates, is permanently dismissed, is not registered for two consecutive terms and/or no longer has a continued educational interest in the University.

Admission to the University is not a right. It is a privilege that entails acceptance of individual responsibility and exercising self-discipline to uphold our academic standards and community values.

All students, regardless of status, undergraduate or graduate, should expect to receive consequences, up to and including dismissal from the University, if the student engages, or attempts to engage, in any conduct set forth in the Code of Student Conduct, whether it takes place on-campus, off-campus or online. Students who host guests may be held accountable for the misconduct of their guests.

The list that follows is not comprehensive but does provide a good faith representation of violations of the Code of Student Conduct.

1. **Failure to Comply with Directives of University Officials or Campus Safety officers**  
acting in performance of their duties. This includes, but is not limited to, the failure to identify oneself to one of these officials when requested to do so, failure to comply with a No Contact Order, or to complete a directive prescribed by the conduct process.
2. **Dishonesty**  
Conduct includes, but is not limited to, the following:
  - a. Larceny (theft): knowingly taking or using item(s) without the individual or University owner's expressed permission.
  - b. Fraudulent actions such as timecard and payroll fraud.
  - c. Cheating, plagiarism or other forms of academic dishonesty
  - d. Furnishing false or misleading information to any University office, official, faculty or staff
  - e. Forgery, alteration or misuse of any University document, record or instrument of identification
  - f. A pattern of spreading unsubstantiated rumors
  - g. Tampering with the election of leaders of any recognized student organization
3. **Profane, Obscene, Indecent Expressions**  
Conduct includes, but is not limited to, actions, images, words, such as indecent exposure, public nudity or sexually or other offensive expressions whether via phone, email, texts, social media and other types of activity, etc.
4. **Disorderly or Disruptive Conduct**  
Conduct (regardless of intent), or other types of obstructive or dysfunctional behaviors that compromise the educational, residential, work, campus life environment, or the well-being, health and safety of others
5. **Disrespectful, Abusive, Bullying Conduct of Another**  
Verbal, written, physical and other forms of inappropriate, disrespectful, intimidating, harassing, or bullying (degrading, humiliating, malicious or defamatory) behaviors which compromise the dignity, emotional well-being, health or safety of any person; includes, but is not limited to, in person, phone calls, electronic emails, texts and all forms of online or social network communications.
6. **Bias Incidents, Discriminating Against, or Harassment of Another on the Basis of Protected Characteristics**  
See definition and included characteristics in section on bias, discrimination, and harassment.
7. **Threats or Threatening Expressions**  
Conduct or statements which directly expresses or implies an intention to inflict emotional or physical harm or death on another person or on a specific or general target.
8. **Hazing**  
An intentional or reckless act that the person knew or should have known endangers the physical or emotional well-being of an



individual and that is traditionally done for the purpose of being initiated into or affiliating with an established group or organization

**9. Physical Aggression or Assault**

An encounter with blows or other personal violation between two or more people. Includes acts of hitting, pushing, kicking, spitting, pulling hair, etc.

**10. Relationship Violence or Abuse**

Conduct that includes domestic violence, dating violence and stalking behaviors.

**11. Sexual Exploitation**

Without effective consent, conduct that includes: causing the prostitution of another person; electronically recording, photographing or transmitting intimate or sexual utterances, acts, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; intentionally exposing a person's private body parts to others; or knowingly having a sexually transmitted infection (including HIV) and failing to inform a sexual partner prior to engaging in sexual activity.

**12. Sexual Harassment or Non-Title IX Misconduct**

Conduct that includes, but not limited to, sexual assault, non-consensual sexually related contact and non-consensual sexual penetration, quid pro harassment, hostile environment harassment, and stalking or lurking (expressing and/or maintaining steady romantic interest that is unwelcome and/or unrequited). See Title IX policy for definition of misconduct which may violate this Code of Student Conduct even if it doesn't fall within the jurisdiction of Title IX.

**13. Retaliation**

Conduct that includes any adverse action taken against a person who makes an allegation, makes a report or a formal complaint, serves as a witness, or participates in an investigation.

**14. Cohabitation**

Conduct of unmarried members of the opposite sex or hosting overnight visitors of the opposite sex (including sharing a hotel or guest room); entering the residence hall room of a member of the opposite sex (with the exception of a formal open house program or permission from a residence hall dean)

**15. Sexually Related Consensual Activity Outside of a Marriage Relationship**

Sexually related behavior that includes but is not limited to inappropriate displays of affection; intercourse and conduct promoting such intimacy (i.e. nudity, partial undress, lying or sleeping in bed together), accessing, possessing or displaying pornographic or other sexually explicit materials; and sexting or other virtual forms of sexual activity. The University recognizes a distinction between sex outside of marriage and a resulting pregnancy. While sex outside of marriage is a code violation, a pregnancy resulting from sex outside of marriage is not in itself subject to disciplinary action. View more information in Appendix 2.

**16. Romantic Behaviors Between Individuals of the Same Sex**

The University understands that not all displays of affection are romantic in nature

**17. Use (on- or off-campus), Possession (in one's residence, vehicle, belongings or on person), Purchase, Distribution, Manufacture, Sale or Attempts to Facilitate the Purchase or Presence of Prohibited Substance and/or Paraphernalia**

This includes the following:

- a. Tobacco in any form
- b. Alcoholic beverages (or empty alcohol containers) in any form
- c. Marijuana in any form
- d. Illegal drugs or drug-related paraphernalia
- e. Other paraphernalia including roach clips, bongs, hookahs, e-cigarettes, vapor and hookah pens, papers, scales or any material or apparatus containing drug residue etc.,
- f. Controlled substances or misuse of prescription drugs Distribution, Manufacture, or Sale of Prohibited Controlled or Illegal Substances

**18. Proximity to Prohibited Substances**

Alcohol, marijuana, illegal drugs or drug paraphernalia, such as parties where alcohol or illegal drugs, etc., are present and served by another host

**19. Hosting/Planning Events Where Prohibited Substances are Present**

Students have additional responsibility for the activities that take place in their own residence or elsewhere where alcohol is served or consumed and/or illegal drugs or drug paraphernalia are present.

## 20. Inappropriate Activities

Conduct that does not meet the high standards of Christian values or campus protocols including but not limited to sexually explicit dancing, gambling, pornography, lingering in secluded or remote places, or vehicles as well as in buildings that are closed or posted as closed.

## 21. Participation in Unregistered Organizations

Students should not participate in student organizations that are not registered with the Student Life office. Student organizational activities must be approved by the faculty/staff sponsor and the Student Life office

## 22. Unauthorized Use of Andrews University's Name or Facilities

This may include purposes that are not consistent with the Code of Student Conduct and the values of Andrews University.

## 23. Possession or use of Firearms or Weapons

Firearms and weapons of any kind are not allowed on University property, in any vehicle parked on University property, or at any University function. This includes, but is not limited to, explosive, flammable substances, rifles, shotguns, pistols, paintball guns, BB guns, pellet guns, bow and arrows, stun guns, Tasers, "air-soft" guns, look-alike firearms, knives with blades longer than three inches (excluding culinary knives) and martial arts weapons. It should be understood that any object used to threaten, intimidate, or harm someone else may be interpreted as a violation of this weapons policy. The manufacturing of any part of a firearm or explosive, as well as the use or the possession of any firearm/weapon or storage of ammunition on University property is cause for immediate action up to and including dismissal. For further explanation, please see [andrews.edu/safety](http://andrews.edu/safety).

## 24. Destruction or Defacement of Property

Attempted or actual vandalism, fire setting (without authorization), arson, destruction damage or defacement to individual, public or University property. Removal of institutional property from its designated place.

## 25. Endangering the Health or Safety of Others

Conduct that may constitute a safety or health hazard or violate an established safety protocol, but is not limited to,

includes popping of doors, giving access to non-residents, tampering with, covering, removing fire or life safety equipment, deliberate misuse of a fire alarm system or other emergency equipment (Civil Code may bring up to one year in prison and up to a \$500 fine), failing to evacuate a building during a fire alarm, fire setting and projecting objects that may cause injury.

## 26. Unauthorized Use of University Property

This includes but is not limited to entry or exit of campus buildings by any means other than the designated entrances, use of an exit for non-emergency purposes during timeframes when usage is established for emergency purposes only, or unauthorized presence (non-criminal trespassing) in University buildings after established operational hours and unauthorized possession, duplication or use of University key(s) or other access devices to any University space or equipment.

## 27. A Legal Conviction or Confirmation of a Violation of Federal, State or Local Law

Note: University Student Conduct action does not preclude the possibility of civil or criminal charges being placed against an individual, nor does the filing of civil or criminal charges preclude Student Conduct action by the University.

## 28. Failure to Model Good Citizenship and/or Leadership within the University or in the community.

## 29. Failure to Utilize Established Resolution Processes

## 30. Violation of any University Policy or Code

They may be published in this Handbook, sent electronically and/or posted on the University website such as a Campus Safety policy or a Public Health policy.

The Code of Student Conduct is reviewed every year. Input from students and other members of the Andrews University community is welcomed. **The University retains the right to institute additional policies or modify existing policies as needs may dictate.** Any expectation published by the administration in more informal written communication and/or online requires the same respect and compliance as expectations available in official publications.

Any questions related to the interpretation of this code should be referred to the vice president for Campus & Student Life.

## STUDENT CONDUCT INTERVENTION PROCESSES

- The president delegates authority to the provost for the application of the academic and non-academic policies.
- The provost along with the academic deans applies academic policies.
- The provost delegates to the vice president for Campus & Student Life the application of non-academic (student conduct) policies relative to student conduct.
- The vice president for Campus & Student Life may delegate to Student Life personnel the application of consequences for violations of the Code of Student Conduct.

### Reporting Violations of the Code of Student Conduct

Students and staff are encouraged to share reports of violations of the Code of Student Conduct directly with a Student Life administrator or a Residence Life dean. Careful consideration and investigative processes when deemed necessary will be taken in the context of established policies and processes to determine the best course of action. An online public incident report can also be made at [https://andrewsu-advocate.symplicity.com/public\\_report/index.php/pid914168](https://andrewsu-advocate.symplicity.com/public_report/index.php/pid914168).

Anonymous reporting is discouraged, as it will seriously limit the University's capacity to investigate and respond to the report.

### Self-Report Policy

Students at Andrews University may self-report to Office of Student Life, that they have been involved in a situation where they have violated or may have violated the Code of Student Code, provided that the specific incident has not come to the University's attention via normal reporting channels and/or any such violations did not place the health or safety of any other person at risk. Self-reports typically do not result in corrective disciplinary actions and do not become a part of a student's conduct record.

Student Life will work with the student to understand the situation and assist the student in addressing the situation so that they will be in compliance with the student conduct code in the future. This may include connecting the student to appropriate interventions or resources that fit the situation.

Self-report situations may be complicated, and the outcomes referred to above may be

hard to predict. Thus, students have the right to inquire whether a scenario or type of situation would be eligible for a self-report.

To make a self-report, please contact a Residence Life or Student Life dean.

### Interim Measures

The University may consider appropriate interim protective measures including, but not limited to, academic, class, work, committee or housing reassignments; No Contact Orders; restrictions on academic or co-curricular activities; campus bans; etc., to facilitate the well-being of the parties involved, the broader community and/or the integrity of the investigative and resolution process. Interim measures are for a provisional period of time pending the outcome of an investigation or until a specified condition is met. Understanding that interim actions do not typically assume a student has been found responsible for a violation of the Code of Student Conduct, a disciplinary action could be implemented at the point that a student accepts responsibility for the violation.

### No Contact Order

A student, faculty or staff who provides relevant evidence and feels they are the target of threats, harassment, intimidation, excessive communication, or other similar behaviors which pose a concern to his/her safety or well-being, may request a No Contact Order (NCO). No Contact Orders requested by students are issued at the discretion of Campus & Student Life.

No Contact Orders are issued at the discretion of Campus & Student Life for requesting students. A NCO will typically remain in effect until the requesting party asks for it to be removed or until Campus & Student Life deems it no longer necessary. If Campus & Student Life determines that the reported behavior does not warrant the issuance of a NCO, the reporting individual will be referred to other forms of conflict resolution offered through the University. Campus & Student Life may put a NCO in place even if parties do not request one, if circumstances warrant it.

No Contact Orders do not become part of a student's record. However, failure to abide by a NCO may result in disciplinary action for a violation of the Code of Student Conduct or Working Policy, which will become part of a student's conduct record. Requests by a student for a NCO or reports of violations

should be directed to the vice president or the assistant vice president for Campus & Student Life for general concern and to the Senior Deputy Title IX Coordinator for concerns related to sexual misconduct or Title IX during regular business hours. Requests by a faculty/staff for a NCO or reports of violations should be directed to the director of Human Resources for general concern and to the Deputy Title IX Coordinator for concerns related to Title IX or sexual misconduct during regular business hours. Requests or reports of violations on weekends or after hours should be directed to Campus Safety (269-471-3321).

### **Expectations for Conduct Officials**

When a report is made and received at the Campus & Student Life office regarding a violation of the Code of Student Conduct, the designee of the vice president for Campus & Student Life initiates communication and/or a conference with the student to:

1. Provide notice and a brief summary of the alleged violation.
2. Provide an opportunity for the student to respond to the report and give their own account of the events, verbally and in writing, as well as to offer further information, evidence, additional perspectives, suggestions of witnesses and/or avenues of investigation.
3. Determine if the student accepts responsibility for the allegation.
4. Determine if an investigation needs to be activated to seek additional relevant information regarding any disputed facts.
5. Review relevant policies and the Code of Student Conduct as well as the student conduct intervention processes.
6. Offer care, insight and challenge to best foster growth that includes an educational and restorative outcome.

## **EXPECTATIONS FOR STUDENTS IN THE CONDUCT PROCESS**

When notified that they are involved in an incident or alleged misconduct students are expected to:

1. Respond truthfully about their actions, even at the risk of negative consequences.
2. Take responsibility for their choices and actions.

3. Make an effort to learn and grow, even in difficult situations.
4. Participate respectfully in the investigation and conduct process.
5. Refrain from attempting to influence or intimidate witnesses or complainants.

### **Student Conduct Determination of Responsibility and Corrective Disciplinary Responses**

Minor allegations of misconduct may be assessed informally, and when a student accepts responsibility established protocols may be applied by a designee acting by the authority of the vice president for Campus & Student Life. If it is determined that there has been a serious violation of a University regulation, or a student does not accept responsibility for the allegation, the case is referred to the Student Life Conduct Council. The Student Life Conduct Council determines a) if the student is found responsible for serious violations of the Code of Student Conduct as well as b) any subsequent corrective disciplinary actions, including warnings, citizenship probation, suspension and dismissal, and c) additional educational and restorative measures.

In determining an appropriate response to a violation, consideration will be given to the nature of the incident, the student's account of events, available evidence, within the context of established University protocols.

Students facing an off-campus suspension or dismissal are provided the opportunity for a hearing with the Student Life Conduct Council as well as the opportunity to select an advisor/support person. Such persons will be individuals from within the University's faculty or staff, as long as they are not a relative of the parties involved. Advisor/support persons may provide support to a student outside the processes, as well as accompany the student to a hearing with the Student Life Conduct Council. However, they may not direct questions to or otherwise address the Council.

The vice president for Campus & Student Life will be consulted before all major student conduct suspensions of one semester or more are finalized. The vice president for Campus & Student Life will consult with the provost before a dismissal is finalized.

**University processes are not legal criminal judicial proceedings.** Criminal courts make a determination of guilt or innocence of an accused. The student conduct processes at

Andrews University make a determination of responsibility. Some students may elect to seek counsel from an attorney at their own expense. However, attorneys are not permitted to be present or speak or otherwise participate in formal University proceedings for general student conduct cases.

### **Standard of Evidence**

A standard of evidence is the measure of how convinced a decision-maker must be about the facts of a case to reach a decision. If there is lack of clarity or confirmation regarding the alleged report, University personnel will further investigate the allegations, interview parties and witnesses, and make reasonable effort to gather all relevant evidence.

While criminal courts use a “beyond a reasonable doubt” standard of evidence, University student conduct processes use a lower “preponderance of evidence” standard. This means that it is on the basis of “more likely than not” that a determination is made that a student is responsible for a violation of the Code of Student Conduct. Therefore, a student may be found responsible for violating a University policy and at the same time there may be insufficient evidence to be prosecuted in the criminal justice system’s higher standard of evidence.

### **Notifications and Records**

Outcomes to student conduct processes are generally not disclosed to the public except as may be permitted by FERPA, such as in times of violence. Andrews University may inform the academic dean and an undergraduate student’s parent/guardian of more serious violations of the Code of Student Conduct and the resulting consequences. Every effort is made to first encourage students to inform their parents as well as their academic dean.

Student Conduct records are generally retained for seven (7) years with the exception of those that result in findings of suspension or dismissal. Cases that result in a major suspension or dismissal are retained indefinitely.

### **Professional Program Standards**

In addition to a response from the Student Life Intervention process regarding their status as a student-at-large, students found responsible for a violation of the Code of Student Conduct may receive an initial or an additional response according to the professional program standards of their academic department.

### **Types of Intervention and Corrective Disciplinary Response**

Depending on the severity of the situation, the University’s response may include, but is not limited to, any of the following list:

- Conversation with the student and appropriate staff, faculty or administrators to clarify issues and provide an opportunity for learning to take place
- Counsel, written or oral
- Warnings, written or oral
- Citizenship probation (see below)
- Suspension (see below)
- Dismissal (see below)
- Participation in an educational experience such as psychoeducational classes, online courses and writing a reflective or research paper
- Participation in a professional assessment and/or counseling session(s) through the University’s Counseling & Testing Center
- Participation in a counseling or mentoring component with a licensed professional (such as an on-campus counselor from the Counseling & Testing Center, a chaplain or pastor, or from an off-campus provider)
- Participation with an accountability advisor or a facilitated interaction between the student and a University faculty/and or staff designed to provide accountability, structured support and the creation of an educational and restorative plan
- Participation in a student success plan or voluntary service, on- or off-campus
- No Contact Order
- Fines or restitution
- Separation from all classes and organized campus activities
- Separation from the campus property under the terms of a campus ban (violation of a campus ban may include legal consequences)
- Additional academic consequences, up to and including dismissal from an academic program

### **Citizenship Probation**

A student may be placed on citizenship probation for a violation of the Code of Student Conduct for a designated period of time that generally spans 15 weeks. Citizenship probation may also be included in suspension-level responses. As part of a probationary status, privileges such as formal student leadership offices and/or participation in campus

activities may be removed. Honor, curfew and overnight leave privileges may also be removed for residence hall students. In general, a student on citizenship probation should expect that any further disregard of the Code of Student Conduct will result in a more serious response including suspension, withdrawal and dismissal.

### **Suspension**

At the discretion of the University or the Student Life Conduct Council, there are several types of suspensions and timeframes involving both required class attendance as well as separation from classes, activities and the University.

**Timeframes.** The suspension time frame may be as follows:

1. **Definite:** The duration is known and stated.
2. **Indefinite:** The duration may be unknown until some components are completed, even so an indefinite suspension generally identifies the minimal suspension time period, for example, of not less than a year.
3. **Interim:** Pending the outcome of an investigation or until a specified condition is met. In special circumstances, such as to facilitate the safety or well-being of members of the University community, an interim leave or suspension may be activated prior to a determination of responsibility.
4. A deferred suspension may be for a definite period of time that is served at a later period of time.

**Locations and restrictions.** The terms of suspension may be as follows:

1. **Off-campus Suspension Components**
  - a. Short-term (generally one semester)
  - b. Mid-term (ranges up to one year)
  - c. Longer-term (ranges from two–four years)
- d. Suspension is served at student's off-campus home or off-campus location
- e. Suspension from attending classes, campus activities and work; may also include a campus ban
- f. If a suspension for the remainder of the semester occurs prior to the last scheduled date to withdraw from classes, the student may complete the formal exit/withdrawal process to

receive “W”s for their classes. Receiving grades, incompletes or deferred grades is not an option. Partial tuition refunds are potentially available only early in the semester as established in the Andrews University Bulletin.

- g. Include Citizenship Probation
- h. Includes restorative and educational interventions

### **2. On-campus or In-Class Suspension Components**

- a. Shorter-term (two weeks within a semester)
- b. Suspension is served while student remains at their current residence
- c. Student is required to attend classes, but a portion of their time and participation in activities may be suspended to facilitate an accountability and intervention plan
- d. Voluntary service or supervised academic success program (and related fees)
- e. Citizenship Probation
- f. Participating with a licensed counselor or an accountability adviser for a minimum of six weekly sessions
- g. Other educational and restorative interventions

Further disregard of University expectations may result in a student being dismissed.

### **Dismissal**

A student who is dismissed for student conduct violations is generally permanently separated from the University as well as from the academic program in which they are enrolled. This means that the student would not be eligible for readmission to any academic program and may also be issued a ban from visiting the campus for any purpose.

### **Appeal Processes for Student Conduct Intervention and Corrective Disciplinary Response**

An appeal is not granted in response to general dissatisfaction with the outcome of a disciplinary case. The limited grounds on which the University will consider granting a request to activate an appeal process are one or more of the following:

1. *Substantive Procedural Irregularity:* The original processes had a procedural



irregularity that affected the outcome of the matter.

2. *New Evidence of a Substantive Nature:* New and relevant evidence that (a) was not reasonably available at the time the determination regarding responsibility was made and (b) such new evidence could affect the outcome of the matter. A summary of such new information should be included in the request.
3. *Conflict of Interest:* The decision-makers had a conflict of interest or bias that affected the outcome of the matter.
4. *Substantive Disproportionate Response:* The University response was clearly disproportionate to the established range of consequences for the violation

Responses to violations of the Code of Student Conduct that are at the level of probation or below are not eligible for the formal appeal process.

### **Request for an Appeal**

The formal request for an appeal to student conduct intervention responses should be directed to the vice president for Campus & Student Life within three business days of receiving written notice of the decision. The request for an appeal must consist of a concise written statement outlining the grounds for the appeal as described above. The University typically implements the original University response during the appeal process.

### **The Appeal Process**

The vice president for Campus & Student Life will facilitate the process by directing the request to activate the appeal process regarding serious disciplinary action to a new panel of three members. The members are selected from the Conduct Appeals Panel which is a broadly representative group of faculty/staff. The vice president serves as the ex-officio secretary and non-voting invitee and appoints one of the faculty/staff members as a non-voting chairperson.

Given that the student in most cases has already had a face-to-face hearing with a Student Life dean and/or the Student Life Conduct Council, the appeal process does not provide a second opportunity for a face-to-face hearing, nor does it provide a rehearing of the facts or a repeat of the investigative processes. The process is generally limited to review of a student's written appeal request or other relevant documents.

The scope of the authority of the Conduct Appeals Panel is to provide a determination and rationale as to if the appeal identified one or more valid grounds as described above to facilitate the appeal process.

If the Panel finds that there was substantive procedures irregularity, new evidence of a substantial nature, or substantive disproportionate response the case will be returned for further proceedings to the original Student Life Conduct Council. If, however, there has been a finding of bias or a conflict of interest on the part of an original member of the Student Life Conduct Council, the case will be reviewed before a newly constituted Conduct Appeals Panel.

The chair of the Appeals Panel will issue a written determination and rationale regarding the outcome of the appeal

The original Student Conduct Council or the new Conduct Appeals Panel can (a) uphold the original decision, (b) alter the original decision and/or alter the Conduct Councils (disciplinary) response.

If the Conduct Appeal Panel rejects all the grounds raised on appeal the original decision of the Student Life Conduct Council will be upheld.

The decision of the Conduct Appeals Panel will be final; provided, however, that in cases involving a dismissal the student may request to have a final review of the case by the provost.

### **False Report**

The University also prohibits members of the community from knowingly filing a false report. However, a report made in good faith is not considered false merely because the evidence does not ultimately support the allegation of misconduct. Acts of knowingly filing false reports are, by themselves, cause for disciplinary action.

### **University Authority and Civil Penalties**

The University will cooperate fully with law enforcement and other agencies in the enforcement of the law and the conditions imposed by the courts. When a student is charged by federal, state or local authorities with a violation of a law, the University will not request or agree to special consideration for that individual because of their status or former status as a student. If the offense is also subject to a corrective disciplinary response for a violation of the Code of Student Conduct, the University may elect to advise off-campus authorities how

such matters are generally handled internally within the University community and the consequences that will likely be imposed by the University. Individual students, faculty and staff members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

A student who is charged with violating the law may also incur consequences prescribed by the University (in addition to those prescribed by the civil authorities) when the Code of Student Conduct has been violated. Depending on the circumstances, the University may proceed with, or postpone, its inquiries or investigations while a criminal investigation is underway. The University reserves the right to proceed in a manner which best protects its students or its interests.

If a residence hall student is accused or arrested for violating a federal, state or local law, when requested by the student's parents and legally permissible, after consultation with the vice president for Campus & Student Life, a short-term loan of up to \$500 may be acquired in consultation with Student Financial Services for a bond.

#### **Registered Sex Offender Policy Statement**

In accordance with the Campus Sex Crimes Prevention Act of 2000, information regarding registered sex offenders is provided by the State of Michigan to the public as well as the campus community. All sex offenders are required to register in the state of Michigan and to provide notice to each institution of higher education in Michigan at which the person is employed, carries a vocation or is a student. The Michigan Public Sexual Offender Registry can be reviewed at [https://www.michigan.gov/msp/0,4643,7-123-1878\\_24961---,00.html](https://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html).

All sex offenders are required to deliver written notice of their status as a sex offender to Andrews University no later than sixty (60) calendar days prior to their enrollment in, employment with, volunteering at, attending public programs at, or residence at Andrews University.

## **THANK YOU FOR CHOOSING ANDREWS**

By choosing Andrews, you choose to be part of a unique living and learning environment. Our Seventh-day Adventist Christian faith and values set us apart as a community that seeks to love God with all our hearts and souls and minds, and our neighbor as ourselves.

Whether or not you share our particular faith perspective, we invite you to live within the values that make Andrews a welcoming and supportive environment for all who seek a faith-based education.



LEGACY OF LEADERSHIP

# Appendix 1: A Seventh-day Adventist Framework for Relating to Sexual Orientation Differences on the Campus of Andrews University

(Adopted in June 2016)

## Toward a Faithful and Compassionate Response

*Andrews University is a Seventh-day Adventist institution of higher learning and an integral expression of the church's mission. The University holds and is accountable to the church's biblical position on human sexuality and marriage detailed in the official statements and guidelines of the General Conference of Seventh-day Adventists and its North American Division.<sup>1</sup> The following statement seeks to provide a framework from which the University can faithfully and compassionately implement the Scriptural teachings of the Adventist church within the specific context of Adventist higher education.<sup>2</sup>*

**Andrews University** strives to be a community where students can flourish in a growing knowledge of God's Word and His personal plan for their lives. This community includes students who are oriented to the same or more than one sex, who are transgender,<sup>3</sup> or who question their sexual orientation or gender identity (commonly referred to with the acronym LGBTQ+).<sup>4</sup> The University is committed to creating a safe and caring climate where such diverse groups are treated with dignity and respect, in keeping with their value as persons created in the image of God.

**Belonging and Participation.** Many same-sex oriented individuals consider themselves to have a meaningful, personal commitment to Christ.<sup>5</sup> Sadly, many of these have been mistreated or have felt rejected by the church and sometimes by their own families. While this is not the experience of all, the fear of being hurt or marginalized may still be present. This can cause deep wounds and conflicts about God, religious identity, belonging and self-worth. It also places students at greater risk for depression and self-harm.<sup>6</sup> The University believes that God's family is comprised of all who seek to follow Him.<sup>7</sup> All students who live in harmony with the values of the University and the biblical standards of the Adventist church—no matter

their sexual orientation—are welcome to participate and lead as members of our community.<sup>8</sup>

**Campus Climate.** In order to create a safe and caring campus climate, the University prohibits all harassment, including that based upon perceived or actual sexual orientation. No one should publicly disclose or speculate on the sexual orientation of another person without their permission, as this can result in harm. Even as biblical teachings will be shared and upheld on campus, those who speak about sexuality are expected to do so in a considerate manner, avoiding the perpetuation of hurtful stereotypes. On the basis of sexual orientation, in itself, students are not to be treated differently in academic, work, residential or other campus environments. All students, irrespective of sexual orientation, are afforded equal protection in situations of alleged sexual misconduct. Students who experience or observe any mistreatment or oversight related to sexual orientation should report it immediately to the Student Life office, where it will be handled in a timely and confidential manner.

## Romantic Relationships and Marriage.

The University upholds the Bible understanding of the Adventist church that sexual intimacy belongs only within marriage, defined as “a lifelong union between a man and a woman.”<sup>9</sup> Likewise, we believe that romantic relationships are appropriate only between a man and a woman. Thus, while we support the development of meaningful friendships, we require students to refrain from sexual relations outside of marriage and from romantic behaviors between individuals of the same sex, understanding that not all displays of affection are romantic in nature.

## Singleness, Friendship and Community.

The position of the church and the University means that, while all students are called to sexual abstinence before and outside of marriage, those who are same-sex oriented face the prospect of living without spousal companionship. In a cultural context where same-sex marriage is legal and widely celebrated, this may be especially difficult. It is our responsibility to support and include those who are single by creating an environment where they can find genuine friendships and a loving church family, whether they are single by preference, out of circumstance or as a result of their biblical convictions.<sup>10</sup>

**Dialogue and Discernment.** As University educators, we are committed to leading the conversation on human sexuality, teaching students to discern and develop a sexual ethic grounded in an Adventist understanding of Bible truth. This dialogue may take place in designated small group or classroom settings and is critical to helping students assess a number of other widely available cultural and theological viewpoints. Administration will seek to assure that public discussions are facilitated with a commitment to clarifying and upholding the church's biblical position on sexuality, while respecting the contributions, confidentiality and views of every student.

**Choice and Conduct.** While the Bible forbids sexual activity between members of the same sex, it does not address sexual orientation.<sup>11</sup> Although there is no consensus on what leads to same-sex orientation, it is usually understood to involve the complex interaction between nature and nurture. In reality, individuals may "experience little or no sense of choice about their sexual orientation."<sup>12</sup> The University understands that identifying with a particular orientation is not, in itself, an indicator of behavior. Thus, as we administer our Code of Student Conduct, we draw a clear distinction between sexual orientation, which is an enduring pattern of attraction to one or both sexes, and behavioral choices, for which one is held accountable.

**Wisdom and Grace.** Sexual identity development can be a complex process. Some students may have sexual attractions or sexual experiences that do not become an enduring part of their sexual orientation. Such shifts may or may not occur as part of coming to understand one's sexual identity. Reorientation efforts typically attempt to reverse sexual orientation. Some participating in these efforts report decreases in same-sex attraction and even gains in opposite-sex attraction.<sup>13</sup> Others report no change in same-sex attraction and, at times, harmful effects.<sup>14</sup> The University cannot know how God, in His wisdom, may choose to interact with each person. What we do know is that through God's saving and enabling grace we can all live victoriously through Christ.<sup>15</sup>

**Identity and Self-disclosure.** We believe that Christ is the primary source of a person's identity<sup>16</sup> and that other aspects of the self, such as sexuality, are secondary. We encourage

students to develop a wholistic identity, grounded in a loving relationship with Christ, the teachings of His Word and a place of belonging in His church. Self-disclosure of sexual orientation may or may not be appropriate or in a student's best interest.<sup>17</sup> Those who self-disclose may identify with a sexual identity label (e.g., lesbian, gay), or they may avoid such designations.<sup>18</sup> These personal decisions require careful consideration and may be best made with the support and counsel of a trusted helping professional.

**Advocacy.** Certain sexual identity terms and concepts may be associated with highly politicized social conversations. In personal and classroom discussions, students are free to express their views on sexual orientation issues. However, in public settings, including campus activities and University media outlets, students should not advocate or instigate views or behaviors that are inconsistent with the biblical teachings of the Adventist church. In all settings, students are encouraged to communicate respectfully and to work for the well-being of others.

**Support and Education.** The University recognizes that issues related to sexual orientation can present unique challenges for students, who must navigate the challenging terrain of sexual identity in a Christian environment. Those desiring confidential support will find assistance in the offices of Student Life and Residence Hall deans, the Center for Faith Engagement chaplains, and the Counseling & Testing Center. As a nationally and internationally diverse campus, the University understands that students come to us from cultures and backgrounds with differing attitudes toward sexual orientation.<sup>19</sup> Therefore, we provide culturally sensitive and biblically-based education that encourages faculty, staff and students to respond in a thoughtful and compassionate manner to all individuals, including those whose orientation differs from their own.

**Summary.** Andrews University endeavors to provide all students with an environment where they are safe and can belong. We believe that all persons—regardless of their sexual orientation—when drawn into a close relationship with God and a caring faith community, can flourish within the Bible's teaching on sexuality.



## Notes

1. This includes the General Conference of Seventh-day Adventists' (GCSDA) statement of fundamental belief on "Marriage and the Family" (2015), its official statements on Homosexuality (2012), Marriage (1996) and Same-Sex Unions (2012), and Transgenderism (2012), its guidelines on "Responding to Changing Cultural Attitudes Regarding Homosexual and Other Alternative Sexual Practices" (2014), and the "North American Division Statement on Human Sexuality" (2015).
2. "Jesus affirmed the dignity of all human beings and reached out compassionately to persons and families suffering the consequences of sin. He offered caring ministry and words of solace to struggling people, while differentiating His love for sinners from His clear teaching about sinful practices. As His disciples, Seventh-day Adventists endeavor to follow the Lord's instruction and example, living a life of Christ-like compassion and faithfulness." GCSDA official statement on Homosexuality (2010).
3. Some of the designations used by those who identify on a spectrum of differences related to sexuality and gender identity include, but are not limited to, the following. Lesbian (L) and gay (G) refer to those who are romantically and sexually attracted to individuals of the same sex, while bisexual (B) refers to those who are attracted to more than one sex. According to the American Psychological Association (APA), "While these categories continue to be widely used, research has suggested that sexual orientation does not always appear in such definable categories and instead occurs on a continuum." APA (2011), Definition of terms: Sex, gender, gender identity, sexual orientation. Transgender (T) refers to those whose gender identity (one's innermost sense of being male, female, both, or neither) does not correspond to their biological sex at birth. This mismatch causes a deep and enduring distress known as gender dysphoria. Intersex (I) refers to those whose sexual anatomy, reproductive organs, and/or chromosomal patterns do not fit the typical definitions of male or female. Asexual (A) refers to those who experience little or no sexual attraction to any gender.
4. This document does not specifically address the experience or needs of transgender students. Issues related to gender dysphoria and gender identity, while often merged with a discussion of sexual orientation, are distinct enough to merit thoughtful, independent consideration. For that reason, the University, along with the Seventh-day Adventist Church, is continuing to give study to transgender processes in order to shape future practices and policies in this area. UPDATE (August 2023): The practice of the University is to expect students, faculty and staff to navigate the campus according to one's gender assigned at birth. The University also recognizes that some individuals experience unique and significant distress living with gender dysphoria. Within this context, those who may experience gender dysphoria and have concerns as to how best to navigate campus housing, facilities and programs, are encouraged to seek consultation and care with Student Life administrators and deans, chaplains and counselors. Likewise, each of us who struggle with unique or common human experiences are called to seek to live in harmony with biblical principles. See <https://www.adventist.org/official-statements/statement-on-transgenderism/>
5. Reflecting on a 2009 random, nationwide study of 9,232 adults done by the Barna Group, George Barna states: "A substantial majority of gays cite their faith as a central facet of their life, consider themselves to be Christian, and claim to have some type of meaningful personal commitment to Jesus Christ active in their life today." See "Spiritual Profile of Homosexual Adults Provides Surprising Insights."
6. According to a 2009 study of LGBT adolescents and their families conducted by the Family Acceptance Project, "Highly rejected young people were more than eight times as likely to have attempted suicide [and] nearly six times as likely to report high levels of depression" (page 5).
7. See Matthew 12:46–50; Mark 3:31–34; Luke 8:19–21
8. The North American Division of Seventh-day Adventists offers this guideline on religious leadership within congregations: "In the Seventh-day Adventist Church, only members in regular standing are to fill leadership roles such as teaching and preaching. Leaders are held to a high standard of care as representatives and role models carrying out a sacred trust on behalf of Christ and His church." North American Division statement on human sexuality (2015), page 3. While students are not required to be church members in order to fill many leadership positions on campus, all student leaders must be in good and regular standing with the University and are expected to abide by our Code of Student Conduct,



which reflects the biblical values and standards of the Seventh-day Adventist Church.

9. "Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship." GCSDA (2015), *Fundamental Beliefs of the Seventh-day Adventists*, "Marriage and the Family." See Genesis 2:18–25; Matthew 19:4–6; Ephesians 5:21–33. See also the official statement of the GCSDA on Homosexuality. "Seventh-day Adventists believe that sexual intimacy belongs only within the marital relationship of a man and a woman. This was the design established by God at creation.... Throughout Scripture this heterosexual pattern is affirmed. The Bible makes no accommodation for homosexual activity or relationships. Sexual acts outside the circle of a heterosexual marriage are forbidden (Leviticus 18:5–23, 26; Leviticus 20:7–21; Romans 1:24–27; 1 Corinthians 6:9–11)."
10. Scripture is consistent in its support of those who are single. God is named as the defender of widows (Psalm 68:5; Deuteronomy 10:18), and his people are called to this work, as well (Exodus 22:22–23; Deuteronomy 27:19; Isaiah 1:17; Jeremiah 22:3–4). God promises to include eunuchs in his family (Isaiah 56:4, 5) and fulfills that promise with the first Christian convert, who was a eunuch (Acts 8:26–39). Jesus was single and benefited from the close friendship of others (Luke 10:38; John 11:1–3), just as he showed regard for those who were alone and in need of care (Mark 12:43–44; Luke 7:12–15; John 19:26–27). Jesus also acknowledged eunuchs and those who "live like eunuchs for the sake of the kingdom" (Matthew 19:12). The early church cared for widows (Acts 9:36–39; 1 Timothy 5:3–16), and Paul—who was single—gave an important place to the unmarried in the mission of the church (1 Corinthians 7:8, 32–35).
11. See Leviticus 18:5–23, 26; Leviticus 20:7, 21; Romans 1:24–27; 1 Corinthians 6:9–11; 1 Timothy 1:10.
12. The American Psychological Association (2008), *Answers to your questions for a better understanding of sexual orientation and homosexuality*: "Although much research has examined the possible...influences on sexual orientation, no findings have emerged that permit scientists to conclude that sexual orientation is determined by any particular factor or factors. Many think that nature and nurture both play complex roles; most people experience little or no sense of choice about their sexual orientation" (page 2).
- The North American Division Statement on Human Sexuality (2015) states: "Given the complexities of the fallen human condition (Romans 3:23), we recognize that individuals may experience same-sex orientation through no choice of their own....In view of the fact that scientists and other experts have not reached a consensus concerning the factors leading to sexual orientation—usually understood to involve the complex roles of 'nature' and 'nurture'—the Adventist Church does not presume to have settled the scientific and social questions regarding the cause of non-heterosexual orientation." See also Yarhouse (2010), *A Christian perspective on sexual identity*: "People do not choose to experience same-sex attraction or to have a homosexual orientation as such. They find themselves with attractions toward the same sex. It is unclear why some people experience same-sex attractions or have a homosexual orientation.... There are probably many factors that contribute in one way or another, and these factors probably vary from person to person.... Whether an impulse comes 'from within' or is the result of one's environment or, more likely, if an impulse is the result of some combination, Christianity teaches that believers evaluate their impulses in light of God's revealed will for behavior" (page 7). And also, the American Psychological Association (2008), *Answers to your questions for a better understanding of sexual orientation and homosexuality*: "Although much research has examined the possible...influences on sexual orientation, no findings have emerged that permit scientists to conclude that sexual orientation is determined by any particular factor or factors. Many think that nature and nurture both play complex roles; most people experience little or no sense of choice about their sexual orientation" (page 2).
13. The research of psychologists Mark Yarhouse and Stanton Jones revealed that some who participated in religiously mediated change efforts experienced substantial decreases in same-sex attraction and significant increases in heterosexual attraction and functioning. Other participants found that their same-sex attraction diminished to the extent that they could live a chaste life in keeping with their faith commitments. Yarhouse qualifies these results as follows: "As important as these findings are for those considering a change attempt, most people do not experience change of sexual orientation; the reported changes are best thought of as gains along a continuum of attraction rather than changes from homosexual to heterosexual. Indeed, most

- people who report a heterosexual outcome would acknowledge some experiences of attraction to the same sex.” Yarhouse (2010), *A Christian perspective on sexual identity*, page 10. See also *Adventist Review* (March 19, 2014), *In God’s image: Summit on human sexuality*—Panel members tell moving stories of brokenness, change.
14. Some have raised concerns about sexual orientation change efforts (SOCE). “All major national mental health organizations have officially expressed concerns about therapies promoted to modify sexual orientation. To date, there has been no scientifically adequate research to show that therapy aimed at changing sexual orientation (sometimes called reparative or conversion therapy) is safe or effective.” American Psychological Association (2008), *Answers to your questions for a better understanding of sexual orientation and homosexuality*, page 3. See also American Psychological Association (2009), *Appropriate therapeutic responses to sexual orientation: “We cannot conclude how likely it is that harm will occur from SOCE. However, studies... indicate that attempts to change sexual orientation may cause or exacerbate distress and poor mental health in some individuals, including depression and suicidal thoughts. The lack of rigorous research on the safety of SOCE represents a serious concern, as do studies that report perceptions of harm”* (page 42). These reports about potential harm from change efforts should be considered with the results of the Yarhouse and Jones study, which found that religious attempts to change sexual orientation “did not appear to be harmful on average.” Yarhouse and Jones, “A Longitudinal Study of Attempted Religiously Mediated Sexual Orientation Change,” *Journal of Sex & Marital Therapy*, 37:404–427, 2011, page 424.
  15. See Romans 5:17; 1 Corinthians 15:57; 2 Corinthians 2:14; 2 Corinthians 12:9–10; Philippians 4:13; Jude 1:24–25.
  16. See John 1:12; Romans 6:6; 1 Corinthians 6:19–20; 1 Corinthians 12:27; 2 Corinthians 5:17; Galatians 3:27; Ephesians 1:5; Colossians 2:9–10; Colossians 3:1–3; 1 Peter 2:9; 1 John 3:1–2.
  17. Legate, N., Ryan, R. M., & Weinstein, N. (2012). Is coming out always a “good thing?” Exploring the relations of autonomy support, outness and wellness for lesbian, gay and bisexual individuals. *Social Psychological & Personality Science*, 3, 145–152. This research “suggests that people experience greater wellness when they come out in certain contexts, but certainly not all contexts” (page 150). Identity disclosure in controlling social environments may not be beneficial, and individuals should be able to self-determine when and where it is safe for them to identify.
  18. Some Christians merge their faith identity with a sexual minority identity (e.g. “gay Christian”). Other Christians, while they may acknowledge their same-sex orientation, choose not to use sexuality differences to define or label themselves (known as dis-identifying) and may choose an alternate designation, such as “in Christ.”
  19. A study by the Pew Research Center in 2013 found a global divide on views of homosexuality, with greater acceptance in more secular and affluent countries. Attitudes varied widely, from rejection rates as high as 98 percent in some countries to acceptance rates as high as 88 percent in others. While these rates have remained fairly stable in recent years, the greatest changes have taken place in the United States and South Korea, where acceptance rates have grown by at least ten percentage points since 2007. Pew Research Center (2013), *The Global Divide on Homosexuality*.

## **Appendix 2:**

### **Andrews University Pregnant and Parenting Student Framework**

#### **Pregnancy Framework**

Andrews University's framework regarding pregnant and parenting students reflects the values of the Seventh-day Adventist Church within an educational context. An official church statement (2019) affirms the sanctity of life (including unborn life) and acknowledges procreation as a sacred gift and God's intention that pregnancy results from a loving marriage between a man and woman. Ideally, "a pregnancy should be wanted, and each baby should be loved, valued, and nurtured even before birth." In reality, it acknowledges that "individuals are at times faced with difficult dilemmas and decisions regarding pregnancy."

#### **University Commitment**

Whether a pregnancy is planned or unplanned, the University is prepared to come alongside students navigating their new circumstances. We offer campus support resources, including chaplains (Center for Faith Engagement), counselors (Counseling & Testing Center), deans (Residence & Student Life), accommodation requests (Student Success Center), and referrals to off-campus healthcare providers. The University supports pregnant and parenting students in providing an uninterrupted completion plan for their degrees at Andrews University.

#### **University Response to Sexual Activity Outside of Marriage**

Students who engage in consensual sexual activity outside of marriage are generally held accountable to established consequences for failing to uphold the Code of Student Conduct. These consequences do not interrupt students' academic studies, allowing them to complete their current course load while participating in restorative measures.

#### **University Response to Pregnancy**

When students face the life-changing impact of an unplanned pregnancy, particularly outside of marriage, the University seeks to remove any actual or perceived barrier to providing support and care. Regardless of the circumstances,

students are encouraged to seek assistance from the University.

As the Adventist church guidelines (2019) encourage, the University seeks to provide care and support to those facing complex decisions about a pregnancy. It aims to offer an environment conducive to pregnant or parenting students' full participation in campus and academic life. It is also committed to providing a grace-filled atmosphere and "emotional and spiritual support to those who have aborted a child for various reasons ... and may be hurting physically, emotionally, and/or spiritually."

#### **Housing Accommodations**

Students who become pregnant while living in residence halls may explore various housing options and timeframes with the Student Life office. Students may remain in the residence halls until the birth of the child. By the third trimester, however, the University strongly recommends making arrangements to move to family housing, on-campus or off-campus, to prepare for the child's arrival and subsequent housing needs. While some expectant parents may voluntarily choose to take a temporary study leave from the University, students who continue classes during pregnancy and new parenthood are welcome and supported.

#### **Pregnant and Parenting Student**

##### **Access to Programs and Activities**

Andrews University is committed to providing pregnant and parenting students access to the same programs and activities as the rest of the University community. This commitment includes providing reasonable accommodations and adjustments unless they would fundamentally alter the nature of the program or activity. For more information, students may request a consultation with the Student Life office. Concerns regarding pregnancy and parental status discrimination may be reported to the Title IX Coordinator or Senior Title IX Deputy for Students.



# Directory

## ACADEMIC PETITIONS

\*Please see the deans of each school/college

## ANDREASEN CENTER FOR WELLNESS

*Andreasen Center for Wellness,  
1st Floor, 8750 W Campus Circle Dr*

Main Desk Receptionist, 269-471-6090  
Rachel Keele, manager, 269-471-6091  
Carl Raynor, assistant manager, 269-471-6092  
Gabriela Melgar, assistant manager, 269-471-6094  
Herbie Helm, aquatics program director, 269-471-6093

## ATHLETICS

*Andreasen Center for Wellness,  
Recreation Center, 8750 W Campus Circle Dr*

Kevin Wooldridge, director, 269-471-3965  
Richie Silié, gymnastic program director/assistant  
athletic director  
Beaty Gym, 269-471-3968

## CAMPUS & STUDENT LIFE

*Central Office, Campus Center, 8525 University Blvd*

Frances Faehner, vice president, 269-471-2679  
Jennifer Burrill, assistant vice president for Residence  
Life & Campus & Student Life, 269-471-6608  
Darius Bridges, assistant dean, Student Involvement,  
Leadership & Activities, 269-471-6568  
Patricia Fitting, Title IX deputy coordinator/investigator,  
assistant to Student Life administration,  
269-471-6628  
Ana Agustina De La Cruz Mateo, Residence Life  
housing coordinator/Student Life office manager,  
269-471-6665  
Alyssa Palmer, assistant vice president for Campus &  
Student Life, Title IX coordinator, 269-471-6684

*See Andreasen Center for Wellness, Athletics, Center for  
Faith Engagement, Counseling & Testing Center, Residence  
Life, Student Involvement, Leadership & Activities, for other  
Student Life personnel.*

## CAMPUS SAFETY

*Campus Safety Building, 4355 International Ct, 269-471-3321*

Ben Panigot, assistant vice president for Campus Safety  
Lori Adler, assistant director/dispatch lieutenant  
Marsha Beal, compliance lieutenant

## CAREER CENTER

*James White Library, Suite 306, 4190 Administration Dr*

Joydel Trail, career advisor, 269-471-6288

## CENTER FOR FAITH ENGAGEMENT

*Campus Center, 8525 University Blvd, 269-471-3211*

José Bourget, assistant vice president for Faith  
Engagement  
Prescott Khair, associate chaplain  
TBD, associate chaplain  
Teela Ruehle, director of Student Missions & Service Projects  
Sharon Moore, administrative assistant

## COUNSELING & TESTING CENTER

*Bell Hall, Suite 123, 269-471-3470*

Stacey Nicely, director  
Emily Cancel, staff therapist/testing coordinator  
Mariesa Swisher Tinkham, staff therapist/prevention  
coordinator  
Angela St Hillaire, part-time psychologist  
Nadine Isaac-Dennis, part-time therapist  
Trudean Scott-Elliott, part-time therapist  
Robert Thompson, part-time therapist

AcademicLive Care: [andrews.myahpcare.com/telehealth](http://andrews.myahpcare.com/telehealth)

## DINING SERVICES

*Campus Center, Main Floor, 8525 University Blvd*

Linda Brinegar, general manager, 269-471-3161

## DISABILITY SERVICES

*Student Success Center, Nethery Hall 210, 4141  
Administration Dr*

Kristine Walker-Fraser, student intervention/disability  
services coordinator, 269-471-3227

## EMPLOYEE SERVICES

*Admin Building, 2nd Floor*

Raquel Mendoza-Illingworth, employment/benefits  
manager, 269-471-3570  
Brenda Francis, student insurance, [stuins@andrews.edu](mailto:stuins@andrews.edu)

## EXPLORE ANDREWS PROGRAM

*Nethery Hall 135, 4141 Administration Dr*

Aaron Moushon, assistant dean for Undergraduate  
Education, 269-471-3382

## INTERNATIONAL STUDENT SERVICES & PROGRAMS

*Administration Building, Room 307*

Christian Stuart, associate dean for international  
education, 269-471-6378  
Silmaria Ferreira, director, 269-471-3310

## J.N. ANDREWS HONORS PROGRAM

*Nethery Hall 128, 4141 Administration Dr*

L. Monique Pittman, director, 269-471-3297

## MEDICAL CENTER

*9045 U.S. 31*

All phone calls may be directed to 269-473-2222

Deanna Fulbright, DO	Ann Hamel, psychologist
Katrina Hamel, PA	Fred Kosinski, psychologist
Lowell Hamel, MD	Nancy Nixon, psychologist
Katherine Keith, MD	Beverly Sedlacek,
Michael Quion, MD	PMHCNS-BC
Linda Song, NP	Andrea Beckford, DDS
Andrew Cooper, LLPC	(269-471-5244)

**OMBUDSPERSONS (OMBUDSMAN)**

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**RESIDENCE LIFE**

*Campus Center, 8525 University Blvd*  
Jennifer Burrill, *assistant vice president for Residence Life & Campus & Student Life*, 269-471-6608  
Fitzyro Duncan, *assistant dean for facilities & operations*, 269-471-6699  
Ana Agustina De La Cruz Mateo, *housing coordinator*, 269-471-3215

**UNDERGRADUATE RESIDENCE LIFE**

Matthew Fitting, *dean for Undergraduate Residence Life/associate dean for Student Life*, 269-471-6601, 269-471-3395  
Keila Carmona, *assistant dean for residential student intervention*, 269-471-6603  
Ethan Jasper, *assistant dean for residential student development*, 269-471-3393  
Adam Nakamura, *assistant dean for residential community standards*, 269-471-2757  
Trudean Scott-Elliott, *assistant dean for residential community connection*, 269-471-3437

LAMSON HALL, *8585 University Blvd*, 269-471-3446  
MEIER HALL, *8445 W Campus Circle Dr*, 269-471-3390

**GRADUATE RESIDENCE LIFE**

Christina Hunter, *dean for Graduate Residence Life/associate dean for Student Life*, 269-471-3663  
Alfredo Ruiz, *director of University Apartments*, 269-471-6979

UNIVERSITY APARTMENTS  
4405 International Ct, Garland G, 269-471-6979

UNIVERSITY TOWERS  
(BURMAN & DAMAZO HALLS)  
8400 W Campus Circle Dr, 269-471-3360

**STUDENT INVOLVEMENT, LEADERSHIP & ACTIVITIES**

*Campus Center, Main Floor*  
Darius Bridges, *assistant dean*, 269-471-6568

**STUDENT ASSOCIATIONS**

UNDERGRADUATE STUDENT ASSOCIATION  
*Campus Center, Lower Level*  
Loren Manrique, *president*, 269-471-3215  
Morgan Williams, *executive vice president*, 269-471-3215  
Darius Bridges, *sponsor*, 269-471-3215  
Patricia Fitting, *senate mentor*, 269-471-3215  
  
GRADUATE STUDENT ASSOCIATION  
Christopher Findley, *president*, 269-471-3215  
Gene Trajeco, *Student Life liaison*, 269-471-3215  
Christina Hunter, *sponsor*, 269-471-3663

**STUDENT FINANCIAL SERVICES**

*Administration Building, First Floor*  
Elynda Bedney, *assistant vice president*, 269-471-6040  
Cynthia Gammon, *associate director/financial aid*, 269-471-3221  
Viviana Insunza, *assistant director/compliance*, 269-471-2425  
Fares Magesa, *assistant director/accounts*, 269-471-3428

**STUDENT SUCCESS CENTER**

*Nethery Hall, Suite 210, 4141 Administration Dr*  
Darla Smothers-Morant, *director/student success advisor*, 269-471-3398  
Regina Jackson-Ezell, *administrative assistant*, 269-471-6096  
Jiyeon Stuart, *undergrad academic probation counselor*, 269-471-6205  
Kristine Walker-Fraser, *student intervention/disability services coordinator*, 269-471-3227  
TBD, *tutoring services coordinator*, 269-471-6128

**UNDERGRADUATE LEADERSHIP PROGRAM**

*Bell Hall 173, 4195 Administration Dr*  
Kari Gibbs Prouty, *director*, 269-471-6681

**UNIVERSITY CENTER FOR READING, LEARNING & ASSESSMENT (UCRLA)**

*Bell Hall 200, 4195 Administration Dr*  
Annie Lopez, *consultant*, 269-471-3480

**UNIVERSITY CULTURE & INCLUSION**

*Campus Center, Main Floor, 8525 University Blvd*  
Danielle Pilgrim, *interim chief diversity officer*, 269-471-3241  
Steve Yeagley, *associate vice president*, 269-471-6686

**UNIVERSITY HOSPITALITY SERVICES**

*University Towers Lobby, 8400 W Campus Circle Dr*  
TBD, *manager*, 269-471-3664  
Noemi Kapusi, *assistant manager*, 269-471-3664

**UNIVERSITY WELLNESS**

*Andreasen Center for Wellness, 8750 W Campus Circle Dr*  
Rachel Keele, *director*, 269-471-6165

**VETERANS SERVICES**

*Admin Building, First Floor, 4150 Administration Dr*  
Fares Magesa, *certifying official*, 269-471-3286



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