

ANDERSON UNIVERSITY STUDENT HANDBOOK

2024–2025

ETHOS STATEMENT

PREAMBLE

Anderson University is committed to its institutional core values and we want to state clearly in word and deed to the various constituents we serve — prospective and current students and their families, alumni, donors, the Church, community partners, and prospective and current faculty and staff — the ideals that bind us together as an academic community.

AT OUR CORE

As a learning community rooted in the Church of God (Anderson) movement, we celebrate the vibrancy of life in Christ. Our identity as a Christian university can be described in three words: *Real life transformed*. What that means is simple: we want to meet people where they are. We believe that the experiences and beliefs we bring to campus are real and authentic. We choose to welcome those who do not enjoy a relationship with Jesus Christ, and we open ourselves to engaging with people, from all walks of life, in a community and culture confidently faithful to biblical truths and expectations. Our commitment begins with respecting the real lives students bring with them to campus, but it does not end there. **We want our entire learning community to experience the kind of genuine transformation that comes from knowing Jesus and understanding God's incredible plans for the world.** And so we challenge ourselves to consider three big questions: Who is God? Who am I? How do we live? We believe that the pursuit of answers to these questions will lead to genuine Christian spiritual transformation — in and beyond the classroom. Real life transformed for dynamic service to church and society.

OUR CORE VALUES

We aspire to be a transformative Christian community informed by these core values:

- **SERVANT LEADERSHIP** — dedication to a life of service; a preferential awareness of the needs of others in the resolution of problems; a willingness to take the first step, however challenging, in meeting the demands of the day; embracing a spirit of servanthood that extends beyond one's culture.
- **EXCELLENCE** — high-quality performance, innovation, and creativity; a relentless pursuit of the best in each individual and the wider learning community.
- **INTEGRITY** — commitment to Christian moral values, shared virtues, and biblical truth; keeping faith with university policies.
- **RESPONSIBILITY** — personal and social accountability to God and neighbor; trustworthy stewardship of personal and university resources.
- **GENEROSITY** — readiness to give of one's gifts and talents with a spirit of gratitude; an attitude and posture of hospitality that comes with intercultural humility; a willingness to extend others the benefit of the doubt, placing mercy above rightness.

TABLE OF CONTENTS

ETHOS STATEMENT	1
PREAMBLE	1
AT OUR CORE	1
OUR CORE VALUES	1
LETTER FROM THE PRESIDENT	8
LETTER FROM THE STUDENT BODY PRESIDENT	9
THE AU STUDENT EXPERIENCE	10
AU CONNECTED	10
Alumni Relations (Decker Hall 214)	10
Center for Student Life (Decker Hall 206)	10
Student Life Intended Learning Outcomes	10
Office of the Dean of Students (Decker Hall 204)	10
Center for Career and Calling (Decker Hall 213)	10
Counseling Services (Morrison House)	10
Center for Intercultural Engagement (Decker Hall 235)	11
CIE Cultural Advisory Team (CAT)	11
International Student Services	11
Multicultural Student Services	11
First-Year Success (Decker Hall 206)	11
Residence Life & Housing (Decker Hall 206)	12
Spiritual Life (Morrison House)	12
Chapel/Convocation	12
Church Attendance	12
Miller Chapel and the Prayer Room	13
Spiritual Emphasis/Impact Your World Weeks	13
Life Group Ministry	13
Campus Ministries	13
Discipleship Coordinators	13
Student Engagement (Lower level of Olt Student Center)	13
Campus Activities Board (CAB)	13
Intramurals	14
Student Accessibility Services (Nicholson Library, KACE)	14
Educational Support Services (Decker Hall 258c)	14
Financial Aid and Scholarships (Decker Hall 288)	14
Intercollegiate Athletics	14
Kissinger Academic Center for Excellence (KACE)	15
Robert A. Nicholson University Library	15

National Honor Societies	15
Student Clubs	16
Interest Clubs	16
Cultural Clubs	16
Social/Services Clubs	17
Student Government Association	17
Student Leadership	17
Student Newspaper	18
Tri-S	18
Visual and Performing Arts	18
Visual Arts	18
Music Ensembles	18
Music Performances	18
Theatre, Musical Theatre, and Opera	18
Work Life Engagement (Decker Hall 112)	18
STUDENT SERVICES	19
AU Campus Store (Olt Student Center)	19
AU Food Services (Olt Student Center)	19
Cashier Window (Decker Hall 007)	19
Health Services (Bolitho House)	19
Information Technology Services (ITS)	20
Lost and Found (Decker Hall 007)	21
Mail Center (Decker Hall 007)	21
Police/Security Services (Hardacre Hall Basement)	22
CAMPUS FACILITIES	22
Academic/Administrative Facilities	23
Auditoriums/Performance Facilities	23
Recreational Facilities	23
Residential Facilities	24
Other Facilities	24
UNIVERSITY POLICIES	25
ACADEMIC POLICIES	25
Advising	25
Academic Calendar	25
Academic Credit	25
Academic Integrity	25
Academic Standards	26
Class Attendance	27
Declaration or Change of Major	27
Exam Schedule	27
Grade Appeal	27

Summer School	28
Transcripts	28
ALCOHOL AND ILLEGAL SUBSTANCES	28
Alcohol	28
Illegal Substances	28
Resources	29
Good Samaritan Policy	29
ANIMALS	29
Grounds (including outdoor athletic facilities)	29
University Buildings (Except Residence Halls, Apartments, and Graduate Housing)	30
University Residence Halls and Apartments	30
Graduate Housing	30
Service Animals	30
Emotional Support Animals (ESA)	30
AUTOMOBILES	31
BEREAVEMENT	31
BICYCLES, HOVERBOARDS, AND MOTORIZED VEHICLES	31
CHAPEL ATTENDANCE POLICY	32
STUDENT COMMUNITY STANDARDS	34
COMPUTER-USE POLICIES	34
DAMAGES	35
DATING BEHAVIOR	35
DRONE USAGE	35
EMERGENCIES	35
FINANCIAL AID POLICIES	35
Satisfactory Academic Progress	35
Financial Aid Appeals	35
Changes in Financial Situation	35
Reduction in Credit Hours	35
Financial Aid Deadline	36
Grants, Scholarships, And Loans	36
Electronic Financial Aid Notification Policy	36
Financial Adjustment for Withdrawal from Classes	36
Return of Funds	36
FINES	37
FIRE EXTINGUISHERS, SMOKE DETECTORS, AND FIRE ALARMS	37

FIREWORKS	37
GAMBLING	38
HAMMOCKS and SLACKLINES	38
Purpose	38
Definitions	38
Assumption of Risk	38
Regulations	39
HARASSMENT	39
HEALTH INSURANCE	39
IDENTIFICATION CARD	39
MEDICAL LEAVE OF ABSENCE	40
MISSING STUDENT	40
Reporting Procedure	40
Missing Student Procedure	40
PLANNED DEMONSTRATION/PROTEST	41
PRIVACY AND DISCLOSURE	41
Student Right to Know Act	41
Notification of Rights Under the Family Educational Rights and Privacy Act	41
Public Notice Designating Directory Information	41
Notification of Parents	42
RACIAL HARASSMENT POLICY	42
Purpose	42
Philosophy	42
Policy	42
Reporting Procedure	43
MOSAIC Team Procedure	43
Consequences of Violation	43
RESIDENCE LIFE POLICIES	43
Residency Requirements	43
Applying to Live on Campus	44
Applying to Live Off-Campus	44
Online Course Policy	44
Furniture	44
Packing List	45
Prohibited Items	45
Babysitting/Minors	46
Change in Room or Hall	46

Check-In/Out of University Housing	46
Cooking and Food Storage and Waste	47
Delivery Services	49
Entrance Restrictions	47
Extension Cords	47
Health	48
Emergency/Urgent Move-Out	48
Keys	48
Laundry	48
Lofts	48
Lounges	48
Musical Instruments	48
Objectionable Material	48
Open House	48
Open House Hours	48
Overnight Guests	49
Personal Belongings	49
Pets	49
Quiet Hours	49
Recreation	49
Room Assignments and Contracts	49
Room Entry	50
Room Maintenance	50
Safes	50
Shared Space Responsibility	50
Solicitation	50
Storage Rooms	50
Trash	50
Vacation Periods	50
Vending	51
Windows and Screens	51
ROOFTOPS OF CAMPUS BUILDINGS	51
SELF-REPORT OF POLICY VIOLATION	51
SEVERE WEATHER/TORNADO	51
PUBLIC POSTING AND DISPLAY POLICY	52
SIGNS AND NOTICES	52
SOCIAL MEDIA POLICY	53
STUDENT CONCERNS	53
Formal Complaint	54

TITLE IX QUALIFIED MISCONDUCT (See Appendix A)	54
TOBACCO	54
VA BENEFITS	54
VA Chapter 31 and Chapter 33 – Assessment of Late Fees	54
Return of Military Tuition Assistance Funds (TA)	55
WEAPONS	55
APPENDIX A: TITLE IX SEXUAL HARASSMENT	56
APPENDIX B: COMMUNITY STANDARDS	77

An annual publication of the Center for Student Life, the Student Handbook informs Anderson University students of university policies, as well as available services and opportunities. Students are expected to be familiar with and abide by the policies, procedures, and practices outlined herein. The material contained in the Student Handbook is for information only and does not constitute a contract between the student and the university. Questions about any aspect of the handbook should be directed to the Dean of Students. The university and its various units reserve the right to revise, amend, alter, and change from time to time its policies, rules, regulations, and financial charges — including those related to admission, instruction, and graduation — without notice to students. The university reserves the right to withdraw curricular and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the university without notice to students.

Anderson University is a not-for-profit exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. In compliance with the Civil Rights Act of 1964 and 1991, and Title IX of the Educational Amendments of 1972, the university does not discriminate against students on the basis of race, color, sexual orientation, national origin, age, sex, or veteran status in its policies, practices, or procedures. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended, the university does not discriminate on the basis of disability in its educational programs, admissions procedures, and employment practices. In compliance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the university reports to the State of Indiana required information on newly hired employees. The university maintains compliance with the Occupational Safety and Health Act of 1970, the Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988, the Family Educational Rights and Privacy Act, and the Health Insurance Protection and Portability Act. Questions or concerns about AU's compliance should be addressed to the director of Student Accessibility Services at (765) 641-4223 or the director of Work Life Engagement at (765) 641-4133.

LETTER FROM THE PRESIDENT

Welcome! We're glad you've joined us on your journey of learning, exploration, and discernment. Here at Anderson University, we believe we should pursue excellence in all things. Whatever major, athletic, musical, social, or service activities you pursue, we believe your knowledge, skills, and abilities are being honed to honor and glorify God. Whether or not you pursue excellence is up to you, but if you choose to work hard and demonstrate professionalism with integrity and grace, I believe God will use you mightily to serve others as you live out your chosen profession.

Over the years, I've heard and seen stories of transformed lives from students, alumni, faculty, and staff. I have enjoyed interacting with you in person and seeing your photos and stories on Instagram via @prespistole. Many of you have shared your story through #myAUstory, as have I, knowing we define and inspire each other through our life experiences. After all, they are really part of God's story aren't they?

We offer this Student Handbook as a resource to help all of us be in community together, for the benefit of all. By studying at Anderson University, you join the rich tapestry of history that for more than 100 years has produced outstanding alumni in many disciplines who strive to bring God glory and honor through the work of their hands and minds.

You share a common set of values with those who have gone before you, and I encourage you to embrace what it means to be part of the fellowship of believers, wherever you may be in your walk of faith. I especially encourage you to look for ways to be involved with our Christian spiritual transformation initiative, claiming the promises of Romans 12:1-2 and 2 Corinthians 3:16-18 by embracing the transforming power of Christ living in you. All to the glory of God!

Blessings,

John S. Pistole, BA '78
President

LETTER FROM THE STUDENT BODY PRESIDENT

Dear Fellow Students,

On behalf of the faculty, staff, and student government association, it is my great pleasure to extend a warm and heartfelt welcome to you all as we start a new and exciting year.

As a second-generation AU student and the active Student Body President, I am grateful to be a part of it all and specifically the opportunity I have been afforded to welcome you to it. I am honored to be a part of this vibrant and diverse community of learners.

Here at Anderson, we strive to live out the teachings of Jesus by being an inclusive and supportive environment that recognizes and celebrates the unique talents and views of every person, while fostering connection and collaboration. The stated mission of Anderson University is to educate students for a life of faith and service in the church and society. Our hopes for you don't stop when you graduate and find a job, because there is so much more to life than just work. Anderson University recognizes that and seeks to equip graduates with the tools for a successful and fulfilling life.

So, I urge you to think as such about your time at Anderson University and utilize every resource available to you. Don't just get the most out of your education, get the most out of your life that is spent here at AU. There are so many kind, passionate, and fulfilled people at Anderson University. Learn from them. Get to know them. Be in community with them. Use every opportunity you can to engage with students, faculty and staff alike, and grow connections.

Be an active and involved student, make friends, attend club meetings, and hey, maybe even start your own club!

College is an amazing opportunity to learn what kind of life you want to have, and I encourage you to be proactive in this exploration. Try new things, meet new people, and know it's still a success learning that something is not for you.

Once again, welcome to Anderson University. May you make the most of your time here and embrace the good and the bad, growing and learning from each in turn.

Sincerely,
Korey Rees
Anderson University Student Body President

THE AU STUDENT EXPERIENCE

AU CONNECTED

Alumni Relations (Decker Hall 214)

The Office of Alumni Relations seeks to cultivate a lifelong relationship with AU alumni and to connect students with alumni in meaningful ways. Students wishing to network with alumni in a specific career, industry, company, or geographic location can seek help making a connection. The Office of Alumni Relations also coordinates programming and communication to AU students and serves as the primary support to the university's 30,000+ alumni and Alumni Council. For more information email alumni@anderson.edu.

Center for Student Life (Decker Hall 206)

Center Student Life Mission

The Center for Student Life explores paths for holistic development and assists students as they navigate their invitation to be co-creators transformed by Jesus Christ for ongoing service to others.

The Center for Student Life Intended Learning Outcomes

- Students, upon graduation, will be able to identify ways in which they can regularly exercise servant leadership throughout their lives
- Students, upon graduation, will be able to experience and articulate the continuous pursuit of intercultural humility
- Students, upon graduation, will be able to articulate a clear understanding of God's calling, God's active work in the world, and ways in which they can generously exercise their strengths, knowledge, and passions for kingdom work
- Students, upon graduation, will be able to engage and create a community that is founded upon responsibility, integrity, and authenticity
- Students, upon graduation, will be able to articulate a plan for their physical and mental wholeness

Office of the Dean of Students (Decker Hall 204)

The office of the Dean of Students provides leadership for a broad range of support services and experiences that are made available to AU students. Those services and experiences cultivate an environment that frees students to do their best work. It is our desire to nurture a community that embodies the core values of the university while engaging students in redemptive and restorative ways that value the individual's contributions to the community.

Counseling Services (Morrison House)

The college experience is demanding in many ways. The academic and extracurricular obligations are continual, and students live in constant community with others. Family members, professors, and staff often expect tremendous things from students, and sometimes students expect even more of themselves. College life involves a wide array of difficult decisions, stressful situations, and natural losses. It is not uncommon for students to struggle with anxiety, depression, interpersonal relationships, family of origin issues, abuse/trauma, substance abuse, disordered eating/ED, loss and grief, identity issues, their adjustment to college, and/or to desire support in their personal holistic growth and development.

The staff of Counseling Services is composed of highly qualified individuals who strive to minister with wisdom and compassion to the emotional, physical, spiritual, psychological, and relational aspects of a student's struggle. Counseling Services provides comprehensive support services and a safe, confidential

space that is free to all full time, traditional, undergraduate students. Records are kept confidential and maintained, as required by state law. At the discretion of the director, referrals may be made to service providers within the local community or in the student's home community for the purpose of further evaluation and follow-up.

Center for Intercultural Engagement (Decker Hall 235)

The Center for Intercultural Engagement (CIE) strives to intentionally increase awareness, sensitivity, knowledge, and understanding of diverse cultures. The mission of the CIE is to educate and equip all students toward intercultural engagement by creating a space for students to identify, develop, embrace, and celebrate their unique cultural identity. The CIE offers students opportunities for intercultural sharing, learning, and leadership development and encourages our community to see cultural identity, advocacy, and intercultural cooperation as essential practices of the Christian faith. The CIE sponsors the following cultural clubs: Anderson University Gospel Choir (AUGC), Asian Student Association (ASA), Black Student Association (BSA), Hispanic Latino Student Association (HLSA), International Student Association (ISA). The Offices of International Student Services are also located in the Center for Intercultural Engagement.

CIE Cultural Advisory Team (CAT)

The CIE Cultural Advisory Team (CAT) is composed of students who serve as leaders of the Anderson University Gospel Choir (AUGC), Asian Student Association (ASA), Black Student Association (BSA), Hispanic Latino Student Association (HLSA), and International Student Association (ISA). As an extension of the CIE staff, they provide administrative and programmatic support. These students also serve as intercultural ambassadors within the AU community.

International Student Services

International students are citizens of countries around the world, U.S. citizens who grew up in another country, TCKs (Third Culture Kids, such as kids of military or international business people who have lived overseas), and MKs (missionary kids). Services offered include international student orientation, relational support for culture shock and transitioning to living at a U.S. university, and help with gathering the paperwork needed to obtain a driver's license and apply for a Social Security Number. Services that maintain status (such as F1 Visa immigration compliance, Optional Practical Training [OPT], Curricular Practical Training [CPT], and other international documentation) are offered through the Center of Student Life

Multicultural Student Services

The Office of Multicultural Student Services serves multi-ethnic students through facilitating relationships, programming, academic encouragement, advocacy, and leadership development. Its purpose is to enhance the academic, spiritual, social, and cultural development of multi-ethnic students. The office promotes a diverse environment where students, faculty, and administrators learn from and value each other's differences without abandoning one's own cultural uniqueness.

First Year Success (Decker Hall 208)

The Office of First Year Success is the primary bridge that connects incoming students to the greater AU campus community through campus-wide collaboration, intentional peer mentorship, creative programming, and authentic community building. As students adjust to life at AU, they will develop the tools to discover their purpose, cultivate belonging, and make a lasting impact on the AU community.

LART 1050 - First Year Seminar

All first-year students are placed into a 1-credit hour course during their first semester at AU, centered around transitioning to life on campus. Taught by a "faculty mentor," and in collaboration with a peer mentor, students will cultivate an understanding of the liberal arts program, develop habits that will promote success in and out of the classroom, learn about themselves and their passions, and build meaningful relationships that will last throughout their time at AU.

Peer Mentors

Peer Mentors are an integral part of assisting first year students through their transition into life at Anderson University. As upperclassmen student leaders, Peer Mentors are often the "first line of support" for new students as they adjust to college life, work, and expectations. Peer mentors are assigned to a faculty mentor and their LART 1050 class, which in turn, becomes their "mentor group." Peer mentors schedule regular check-ins with each student, plan and host social gatherings, and provide personal support and guidance. Transfer students are also led by a peer mentor and faculty mentor and have specific events tailored for their transition to AU.

SOAR/Welcome Weekend

Student Orientation Advising and Registration (SOAR) is the primary onboarding program designed to prepare first year students for a successful transition to life at AU prior to moving on campus. During SOAR, students will connect with academic advisors to go over first-semester schedules, meet and build relationships with other incoming students, engage with important campus resources, and become familiar with AU's mission and culture. Welcome Weekend is another significant transitional piece for first year students that is centered around the days leading up to the start of the academic year. First year students will move-in early and participate in a variety of activities to acclimate to campus life before the first day of class.

Residence Life & Housing (Decker Hall 206)

We believe living in the residence halls provides a unique opportunity for students to experience growth spiritually, academically, and socially. A dynamic team of professional Coordinators and student Resident Assistants provide support, encouragement, and programming to enable residents to fully engage in the AU community.

Area Coordinators and Hall Coordinators

Each residence hall has a live-in Area Coordinator (AC) or Hall Coordinator (HC) who supervises the facility. Coordinators work with Resident Assistants to build relationships with students, serve as advocates for their residents, create meaningful living and learning environments that cultivate academic, spiritual, social, and personal growth.

Resident Assistants and Lead Resident Assistants

Resident Assistants (RAs) are student staff members who serve as campus resources, plan and implement floor and hall programming, promote academic achievement, help enforce campus and community regulations and policies, and act upon matters concerning the welfare of students in the residence hall. RAs are assigned to each floor of the residence hall and are selected each spring for the following school year. Lead Resident Assistants (LRAs) are students who have previous experience serving as an RA and provide additional leadership in the residence hall and assistance to their director supervisor.

Spiritual Life (Morrison House)

Spiritual Life exists to help us fulfill the greatest commandment — loving God and loving our neighbor by offering avenues for spiritual growth, service to others, and Christian discipleship. The Spiritual Life team seeks to provide the resources, opportunities, and encouragement needed for our community to grow in faith together.

Chapel/Convocation

Chapel /Convocation takes place every Tuesday and Thursday at 11am. Most chapels are in Reardon Auditorium. See Chapel Attendance Policy for more information regarding chapel requirements.

Church Attendance

Participation in a local faith community is important for spiritual development. Students are encouraged to identify and become actively involved in a local church of their choice.

Miller Chapel and the Prayer Room

Students are encouraged to find opportunities to use the Adam W. Miller Chapel in the School of Theology and Christian Ministry, as well as the Prayer Room in the Morrison House for prayer, meditation, and reflection.

Spiritual Emphasis/Impact Your World Weeks

Spiritual Emphasis Week occurs during the fall semester and focuses on inward transformation and renewal. Impact Your World Week occurs during the spring semester and looks at the outward and global implications of our faith. God's servants from around the world are invited to spend the week with us on campus, encouraging us toward both the inward and outward movements of our life with Christ.

Life Group Ministry

Life groups are led by upperclassmen, faculty, staff, or local church staff members to encourage, teach, and challenge students while providing a supportive community. A variety of topics are covered and every Life group will look a bit different, but all will focus on being a supportive community founded on prayer and the love of Jesus Christ.

Campus Ministries

Campus Ministries seeks to foster growth and discipleship by offering opportunities to serve both the campus and the Anderson community. Campus ministries can include tutoring programs, connecting with people in nursing homes or juvenile detention centers, regularly meeting to pray for the campus, or creatively planning a Vision Revision chapel; we hope students will find a place to serve that aligns with their talents and passions.

Campus Ministries provides opportunities for students to pursue spiritual growth and Christian discipleship through service. On campus, students lead and participate in chapel, Vision Revision, and the Prayer Ministry. There is also an opportunity to be paired with a faculty or staff mentor in Anam Cara. They also serve in the local community through work projects, The Christian Center, Community Builders, Study Buddies, Juvenile Justice, Fellowship of Christian Athletes, and Generation to Generation.. Stop by Morrison House or call (765) 641-4203 to get involved.

Discipleship Coordinators

Discipleship coordinators (DCs) are students who work directly with the Director of Spiritual Formation and the Campus Pastor. They are upperclassmen committed to being intentional disciples of Jesus Christ within residence halls with first year students. They are shaped for and by community. This formative work takes place through the process of developing personal and communal Christ-like character and an understanding of what it means to live as Christ's servants — called and equipped for ministry — at AU. From listening and praying to Bible studies, life groups, all-hall worship sessions, and service projects, the DCs are committed to working alongside resident directors and resident assistants for the overall spiritual health and life of the campus community.

Student Engagement (Lower level of Olt Student Center)

Student Engagement exists to provide students opportunities for faith and leadership development, as well as activities on and off campus to facilitate social, emotional, physical, intellectual, and spiritual development. These are intended to strengthen relationships among students and to foster personal growth. Areas of responsibility are Campus Activities Board (CAB), Intramurals (IM), and student clubs and organizations. The Office of Student Engagement is located in the bottom of the Olt Student Center, adjacent to Mocha Joe's.

Campus Activities Board

The Campus Activities Board (CAB) provides a variety of programs on and off campus to enhance the academic and social atmosphere on campus through interaction among students, faculty, and staff. CAB is composed of students who develop, implement, organize, and evaluate inclusive and diverse events for the campus community. CAB provides a well-balanced activities program and helps campus groups with

publicity and support for their events. CAB has student employees and offers any student the opportunity to volunteer and assist in event planning/execution. These volunteers are called Scooters, and serving in this role is a great way to get a sneak peak into a CAB event. If interested in “scooting,” please send an email to cab@anderson.edu. Follow CAB on social media [@AU_CAB](#).

Intramurals

The Center for Student Life offers recreational and intramural sports for men’s, women’s, and co-ed teams. Activities often include flag football, volleyball, indoor soccer, floor hockey, basketball, ultimate Frisbee, disc golf, pickleball, softball, cornhole, Spikeball, KanJam, badminton, eSports, fitness, golf, and wiffleball. Other intramural sports are added as interest is expressed. Teams are generally organized through housing units, social/service clubs, or groups of interested students. Organizational meetings are announced through the campus calendar, Stall Talk, chapel announcements, social media, and campus bulletin boards. Officiating opportunities are also available for certain sports. For more information, call (765) 641-4214 or email cab@anderson.edu. Follow Intramurals on social media [@AUIM](#).

Student Accessibility Services (Nicholson Library, KACE)

Student Accessibility Services (SAS) provides reasonable accommodations and academic support for students with documented disabilities. Students seeking accommodations or information should contact SAS at (765) 641-4223 or visit <https://anderson.edu/kissinger/accessibility-services/>.

Educational Support Services (Decker Hall 258)

Educational Support Services (ESS) promotes academic success by providing resources, information, and support so that students are equipped to take a proactive role in the educational process. The office works closely with students on academic notice and oversees the ALPHA program. ESS provides support for student success through meetings and academic support contracts to help undergraduate students fulfill their educational objectives and achieve their academic goals. To learn more about ESS, you may visit anderson.edu/academics/support.

Financial Aid and Scholarships (Decker Hall 288)

The Office of Financial Aid and Scholarships assists students in applying for and receiving financial aid, understanding their obligation to the university, and obtaining other financing. More information about the office of Financial Aid and Scholarships can be found at <https://anderson.edu/admissions/financial-aid/>.

Intercollegiate Athletics

Anderson University is a member of the National Collegiate Athletic Association (NCAA), competing in Division III, and the Heartland Collegiate Athletic Conference (HCAC), an intercollegiate conference for men and women. The Department of Athletics seeks athletes who are committed to excellence in academics and athletics, and who are committed to the mission of Anderson University. For more information about a particular sport, contact the head coach for that sport or visit anderson.edu/athletics.

Men’s Teams

- Baseball
- Basketball
- Cross Country
- Esports
- Football
- Golf
- Lacrosse
- Soccer
- Swimming
- Tennis
- Track and Field
- Esports

Women’s Teams

- Golf
- Lacrosse
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball
- Basketball

Kissinger Academic Center for Excellence (KACE)

The Kissinger Academic Center for Excellence (KACE) assists all AU students in achieving academic excellence through individual and group-oriented resources, including self-directed audio, audiovisual, and computer-assisted materials. In addition, the KACE offers face-to-face and online peer tutoring and study groups for most courses, as well as both face-to-face and virtual writing assistance/tutoring for writing assignments in any class and assistance with reading and study strategies. The KACE also provides programmatic assistance and test proctoring services (for students meeting specific criteria only). The KACE is located on the ground floor of the Nicholson Library.

Hours:

- Monday - Thursday, 8 a.m. - 9 p.m.
- Friday, 8 a.m. - 5 p.m.
- Online at kissinger.anderson.edu, 24/7

Robert A. Nicholson University Library

Library as Place: Nicholson Library is an academic department dedicated to student learning and research. The Library features many rooms and spaces of various designs and purposes to meet different learning styles and needs: open tables, small study rooms, quiet floor study carrels, desktop computers, couches and other soft zone seating, and a 24-hour computer lab and group study space.

Library Services: Librarians and staff provide a variety of services for students and other library patrons: Reference and research consultations to meet your information needs, walk-up or by appointment; Interlibrary Loan service to receive copies or borrowed items from other libraries, free of charge to students; Access to technology equipment for printing, copying, binding, laminating, poster-printing and more.

Library Resources: The Library collection includes over 250,000 physical books, plus millions of eBooks, electronic journals and articles. These resources can be located through the catalog on the Library website homepage library.anderson.edu. Also on the website are Library Guides for each academic subject and discipline to help find information sources for any academic need. Also included in the Library's collections are the Archives of Anderson University and the Church of God, and the Elizabeth and James York Reading Room and Special Collections.

Library Teaching: The Library is not only a place where students prepare for learning in the classroom, but also a place where learning happens. In addition to 1-on-1 research consultations, Librarians lead class instruction sessions and workshops on a variety of topics including library research skills, information literacy concepts, source evaluation, copyright and Fair Use assessment, primary source research, census data research, and more.

Library Hours and holidays are posted on the website: library.anderson.edu/hours

The Library Computer Lab is open 24-hours with an AU ID card.

Normal academic year Library hours:

Mon-Thur. 8:00am - 11:00pm

Fri. 8:00am - 4:00pm

Sun. 8:00am - 11:00pm

Normal summer Library hours:

Mon-Fri. 8:00am - 4:00pm

National Honor Societies

National academic honor society chapters fostering the pursuit of scholarship at Anderson University

include the following:

- Alpha Chi (top 10% of juniors and seniors maintaining a GPA of 3.7 or higher)
- Alpha Kappa Delta (sociology)
- Alpha Mu Gamma (modern languages)
- Delta Mu Delta (business)
- Iota Tau Alpha (athletic training)
- Kappa Delta Pi (education)
- Kappa Mu Epsilon (mathematics)
- Phi Alpha (social work)
- Phi Alpha Theta (history)
- Phi Eta Sigma (freshmen)
- Pi Kappa Lambda (music)
- Pi Sigma Alpha (political science)
- Psi Chi (psychology)
- Sigma Tau Delta (English)
- Sigma Theta Tau (nursing)
- Sigma Zeta (sciences and mathematics)

Student Clubs

Interest clubs exist at the initiative of students. Their existence depends on the demand for them and the ingenuity of the members. Campus facilities are generally available for use by recognized clubs, and the SGA Student Senate has pathwith project funding.

Initiating an interest club and becoming a fully authorized club requires the following:

- At least 10 students interested in being members of the club
- A faculty or staff advisor
- A club constitution (subsequent amendments must be approved by the Club Coordinator and the Center for Student Life)
- Approval by the SGA, Club Coordinator, and the Center for Student Life

Interest Clubs

- | | |
|----------------------------|---|
| ● Catan | ● Student Athlete Advisory Committee (SAAC) |
| ● Cheerleading | ● Student Dance Council |
| ● Chess | ● TWLOHA (To Write Love On Her Arms) |
| ● Cinema | ● Words of Honor |
| ● Compose | ● The Tree Huggers |
| ● College Democrats | ● Student Council for Exceptional Children |
| ● College Mentors for Kids | ● National Security Physical Training Program |
| ● College Republicans | ● AU NCF and Engineering |
| ● Enactus | |
| ● Gaming Club | |
| ● New Music | |
| ● Old Souls | |

Cultural Clubs

- | | |
|------------------------------------|---------------------------------------|
| ● Asian Student Association | ● Hispanic/Latino Student Association |
| ● Anderson University Gospel Choir | ● International Student Association |
| ● Black Student Association | |

Social/Services Clubs

Social/service clubs have a rich history and heritage at AU. Involvement in a club is a great way to form and foster lifelong relationships. A social/service club may be formed with essentially the same criteria as interest clubs, with these exceptions:

- Organizing students must obtain the signatures of at least 10 interested students. Each student must meet all membership requirements found in the Social/Service Club Guidelines.
- Interested students must develop a club charter in accordance with these Social/Service Club Guidelines.
- Organizing students must present that charter and list of interested students to the club coordinator. If the club coordinator and the Center for Student Life office approve the charter, the club will be in effect at the beginning of the following semester.
- A new club may convene meetings and plan events following approval, but may not recruit new members until the next Interest/Recruitment Week.
- A club will be dissolved when one or all of these are true:
 - A club has two consecutive academic years with fewer than 10 members.
 - A club fails to provide the club coordinator with a club charter for two consecutive semesters.
 - A club does not have an adequate leadership structure to support the organization.
- If a club is dissolved, it may seek reinstatement after a required one-year hiatus.
- Each club must have at least two faculty/staff advisors.

A more comprehensive look at the various aspects of social/service clubs can be found in the social/service club guidelines through SGA or the director of student engagement.

Student Government Association

The Student Government Association (SGA) promotes spiritual, intellectual, social, and physical development of students. Its purpose is to help maintain intellectual honesty and academic freedom and to assure responsibility for furthering an effective, balanced, and healthy campus environment. SGA is alert to the needs of the student body and reflects the process of the federal government with judicial, legislative, and executive branches. SGA consists of senators from residence halls, class representatives, student justices, the president of the student body, the vice president, chair of the senate, chief justice, chief of staff, and secretaries for finance, public relations, student development, and community relations/engagement. SGA serves as the governing body for social clubs and interest clubs, and is not associated with any individual academic department or major. Student government representatives also serve on pertinent university committees.

Student Leadership

As the university seeks to “educate for a life of faith and service in the church and society,” we provide opportunities for students to develop their leadership skills through a variety of student leadership opportunities.

Servant leadership is one of our core values at AU, and we believe the best way for our students to grow in their leadership is to find a place to serve and put their strengths to work as they are mentored by our outstanding professional staff. The application process for these positions takes place each winter for the following year.

- Discipleship Coordinators
- Campus Ministry Coordinators
- Resident Assistants
- Campus Activities Board
- Intramurals Coordinators
- Conspiracy Coordinators
- Peer Mentors

- Cultural Club Coordinators
- And more!

Student Newspaper

The weekly campus newspaper, the *Andersonian*, is written and edited by students. Student staff members enrolled in COMM 2850 (*Andersonian* staff) may receive credit for their work. For more information, contact Dr. David Baird at ext. 4341 or dabaird@anderson.edu.

Tri-S

The Tri-S Global program provides opportunities for students to study, serve, and learn through experiencing other cultures. Programs focus on cultural learning, adventure experiences, academics, and service. Tri-S groups have traveled to Africa, Europe, Asia, Latin America, the Caribbean, and the Middle East and have worked with Native Americans and other diverse communities in the United States. For more information about Tri-S, visit anderson.edu/tri-s.

Visual and Performing Arts

Visual Arts

Exposure to the visual arts is an important part of campus life. Exhibitions and lectures by nationally known and local visiting artists are offered as part of the enrichment program at AU through the Jessie C. Wilson Galleries in the Krannert Hall Center. Information about touring the galleries and exhibits can be found at <https://anderson.edu/galleries/>.

Music Ensembles

All students are eligible to participate in music ensembles and to take private or group lessons in voice, piano, wind, string, or percussion instruments. For more information, please visit the School of Music, Theatre, and Dance in the Krannert Hall Center (FA 137) or call (765) 641-4542.

- Chorale
- Women's Chorus
- Valley Voices (men's chorus)
- Symphonic Choir
- Wind Ensemble
- Orchestra
- Jazz Ensemble
- Jazz Combo
- Percussion Ensemble
- Guitar Ensemble
- Chamber Ensembles (brass, woodwind, and string)

Music Performances

The School of Music, Theatre, and Dance sponsors a variety of concerts and recitals, featuring performances by faculty, students, guest artists, and ensembles. Nearly all concerts are offered free of charge. A list of upcoming music events can be found at <https://anderson.edu/music-theatre-dance/>.

Theatre, Musical Theatre, and Opera

All students are invited to participate in theatre, musical theatre, and opera productions at AU. A wide range of productions directed by faculty and guest artists is offered each year. To receive information on auditions and performances, please contact the School of Music, Theatre, and Dance at (765) 641-4542. For ticket information, contact the Box Office at (765) 641-4351.

Work Life Engagement (Decker Hall 112)

The Office of Work Life Engagement (WLE) coordinates on-campus student employment and off-campus Federal Work Study (FWS) employment. During the academic year, students may work up to 15 hours per week. International students may work up to 20 hours per week. Students may work 40 hours per week during breaks. Although all students may seek part-time, on-campus employment, students who are

eligible for FWS as part of their financial aid are given priority for available jobs at the beginning of each semester. Information regarding student employment is available in the Office of Work Life Engagement or on the web at anderson.edu/student-employment. Student job postings may be viewed on AccessAU HR > Main Menu > Self Service > Student Job Postings > SEARCH. Visit WLE to complete employment forms and receive job referrals. Student jobs are learning experiences to provide training and experience to prepare for future careers, as well as for earning money for current needs.

STUDENT SERVICES

AU Campus Store (Olt Student Center)

The Campus Store offers textbooks through a service called Textbook Butler, imprinted sportswear, school and office supplies, student life merchandise, convenience items, and books for general reading. Books not in stock may be ordered through the AU Campus Store.

Books and supplies may be purchased with an AU student account during the first two weeks of each semester and also with cash, check, or credit card.

AU Campus Store Hours

- Monday - Friday, 9 a.m. - 5 p.m.
- Saturday, noon - 4 p.m.

AU Food Services (Olt Student Center)

Anderson University on-campus dining is managed by Chartwells, doing business as AU Food Services. Student ID meal cards may be used at all dining facilities on campus. Our meal plans offer a combination of meals for use in the all-you-care-to-eat Marketplace dining hall, the option to use a meal exchange in our other campus retail dining locations (not including Mocha Joe's), and Raven Dollars. Throughout the semester, students can add Raven Dollars to their account, and special offers are also available with bonus Raven Dollars throughout the year. Visit our website for more information about meal plans and your dining options.

All students (excluding seniors) who live in residence halls are required to purchase a minimum meal plan. Meal plans and Raven Dollars may also be purchased by commuter students and graduate students, as well as university faculty and staff.

Meal plans may only be changed through the end of the second week of classes each semester. Semester I meal plan choice *automatically* rolls over for semester II unless AU Food Services is contacted to change the meal plan. Raven Dollars remaining at the end of Semester I may carry over to Semester II. If you have Raven Dollars left over from Semester I and you opt not to have a meal plan for Semester II, your Raven Dollars will not be refunded.

For assistance and details visit dineoncampus.com/anderson, call (765) 641-4555, stop by the AU Food Services office in the Student Center, or email aufoodservices@anderson.edu.

Cashier Window (Decker Hall 007)

The Cashier's Window is located at the Mail Center. The cashier will cash checks up to \$100, accept and apply tuition and fee payments, accept deposits, make change, sell postage, and give refunds for vending machines. Cash or check only accepted for tuition and fees. Credit/debit cards accepted for purchases only. A \$2 minimum purchase is required. An after-hours drop box is located under the Cashier's window.

Hours

- Monday - Friday, 9 a.m. - noon. and 1-4 p.m.

Health Services (Bolitho House)

Health Services partners with Community Health Network to provide comprehensive health services to

students. Care and resources are provided free to full-time AU traditional students in partnership with Community Hospital Anderson, and all Health Services staff members are trained specialists from the Community Health Network. The Report of Health History and Report of Required Immunization form is available online at anderson.edu/health. Failure to submit immunization and health history records may impact a student's ability to register for courses.

Health Services provides first-level care and treatment of common illnesses and injuries, medications, and referral services. Other services include, but are not limited to, blood pressure monitoring, throat cultures, and tuberculin skin tests. Students can visit anderson.edu/health to schedule an appointment.

Hours (by appointment)

- Monday - Friday, 8:30 a.m. - 4:30 p.m. (closed during chapel)

In addition to services provided by Health Services, Campus Police and Security are trained First Responders, as it is difficult for Health Services to respond to an emergency situation on campus. It is important to use this service wisely — it is for emergency use only. Please call (765) 641-3333 or 911 in case of a health emergency.

Information Technology Services (ITS)

Information Technology Services (ITS) enhances the Anderson University experience by providing excellent resources and support to meet the technology needs of students, faculty, staff, and friends of the university.

ITS has implemented a knowledge base and ticket tracking system found at ravensolutions.anderson.edu/its. The knowledge base provides helpful information you need to navigate and use AU electronic resources. If you need assistance from ITS, you can submit a request through the [Raven Solutions ticket system](#).

ITS staff and students will provide you technical assistance with connecting your personal computer or device to the AU network and with virus removal. ITS does not make hardware repairs. Check the ITS knowledge base for instructions for connecting to the network and information on protection against malicious software.

Okta is AU's Identity and Access Management system that you will use to log in to multiple university systems. **Okta** secures your account by requiring Multi-Factor Authentication (MFA). The portal is web-based, so there is no software to install on your computer; however, you will need to install the Okta Verify app on your mobile device for MFA. Links on the Okta dashboard are available to many resources such as AccessAU and Canvas. For more information on Okta, search for "Okta" in the ITS knowledge base.

AccessAU is the web-enabled version of the AU administrative records system. Students can view their class schedules and grades, monitor degree progress, check chapel attendance, and much more. AccessAU can be found in Okta.

Canvas is AU's learning management system. Students can view class materials, complete homework assignments, and participate in online activities. Canvas can be found in Okta.

The ITS Help Desk can be contacted by submitting a [Raven Solutions request](#).

Computer labs are intended for use exclusively by Anderson University faculty, staff, and students for university-related purposes. Commercial or for-profit use is strictly prohibited. Questions about appropriate lab use should be directed to ITS.

Computer Lab Locations

- Computer Science/Math Classroom Lab — Decker Hall 351, (765) 641-3866: Primarily for math and computer science classroom use. May be available to others during non-classroom hours at the discretion of departmental instructors.
- Computer Science Classroom Lab — Decker Hall 349, (765) 641-3865: For computer science classroom use. May be available to others during non-classroom hours at the discretion of departmental instructors.
- Kissinger Academic Center for Excellence Lab — Kissinger Academic Center for Excellence in the Nicholson Library: For use by students using the services of KACE.
- Nursing Lab — Hartung 258, 261, 272; (765) 641-3828: Primarily for nursing students and classroom use. Secondary use for general student-computing needs.
- Library Lab — Nicholson Library 049: Primarily for library instruction for students. Secondary use for general student computing needs. This 24-hour lab has proximity-card access after the library is closed.
- Decker Lab and eSports Lounge — Decker Hall 347: Classroom as well as general-access lab with computers and a printer. Also serves as the eSports Lounge for gamers during scheduled evenings. Hours are Monday - Thursday, 8 a.m. - midnight, and Friday, 8 a.m. - 8 p.m.
- Falls School of Business Lab — Hardacre Hall 222, (765) 641-3121.

Lost and Found (Decker Hall 007)

The campus lost and found is located at the Cashier Window in the Mail Center. Found articles should be brought there promptly, and lost articles may be reported there. Lost item inquiries can also be reported by emailing the [Mail Center](#).

Mail Center (Decker Hall 007)

The university operates a mail center in Decker Hall offering most of the services of a U.S. post office. With the assistance of Intelligent Parcel Lockers (by Packcity, Inc.), mail and packages are available for pick-up outside of Cashier Window hours. Students are notified by email if a package or mail item is ready for pick-up. For campus mailings, mail pieces must be at least 3x5 inches in size. Please place large or bundled mail in the bulk mail chute under the Cashier's Window.

The [Mail Center](#) reserves the right to refuse to distribute campus mail that is objectionable in nature or not in keeping with Anderson University standards and expectations.

Hours

- Window open Monday - Friday, 9 a.m. - noon and 1-3:30p.m.
- Incoming U.S. mail received Monday - Friday is usually distributed to boxes by 2 p.m.
- Outgoing mail is picked up Monday - Friday at 3:30 p.m.

PACKAGES AND MAIL NOT PICKED UP

- Packages that have not been picked up after 10 business days will be returned to the sender.
- Students will receive email reminders during this time, giving adequate notification of package pick-up deadlines.

OBJECTIONABLE/PORNOGRAPHIC MATERIAL ARRIVING IN THE MAIL CENTER

In situations where a student receives pornographic material or material not in keeping with the university's standards, the [Mail Center](#) staff is authorized to take the following action(s):

- The material will not be delivered to the student.
- An email note from the [Mail Center](#) staff will be sent to the student informing them that objectionable material had arrived addressed to them. Students will need to reply to the email, have the option of checking a box authorizing [Mail Center](#) staff to dispose of the material, as well as all objectionable material received in the future, or choose to meet with the Dean of Students to discuss the situation.
- The [Mail Center](#) staff can assist students with general information regarding how to go about canceling subscriptions, particularly those that are not legitimate.

- Obvious objectionable material such as *Playboy*, *Penthouse*, etc. will be held, as well as less graphic magazines such as *Maxim* and *FHM*.

SUBSCRIPTIONS AND PERISHABLE ITEMS

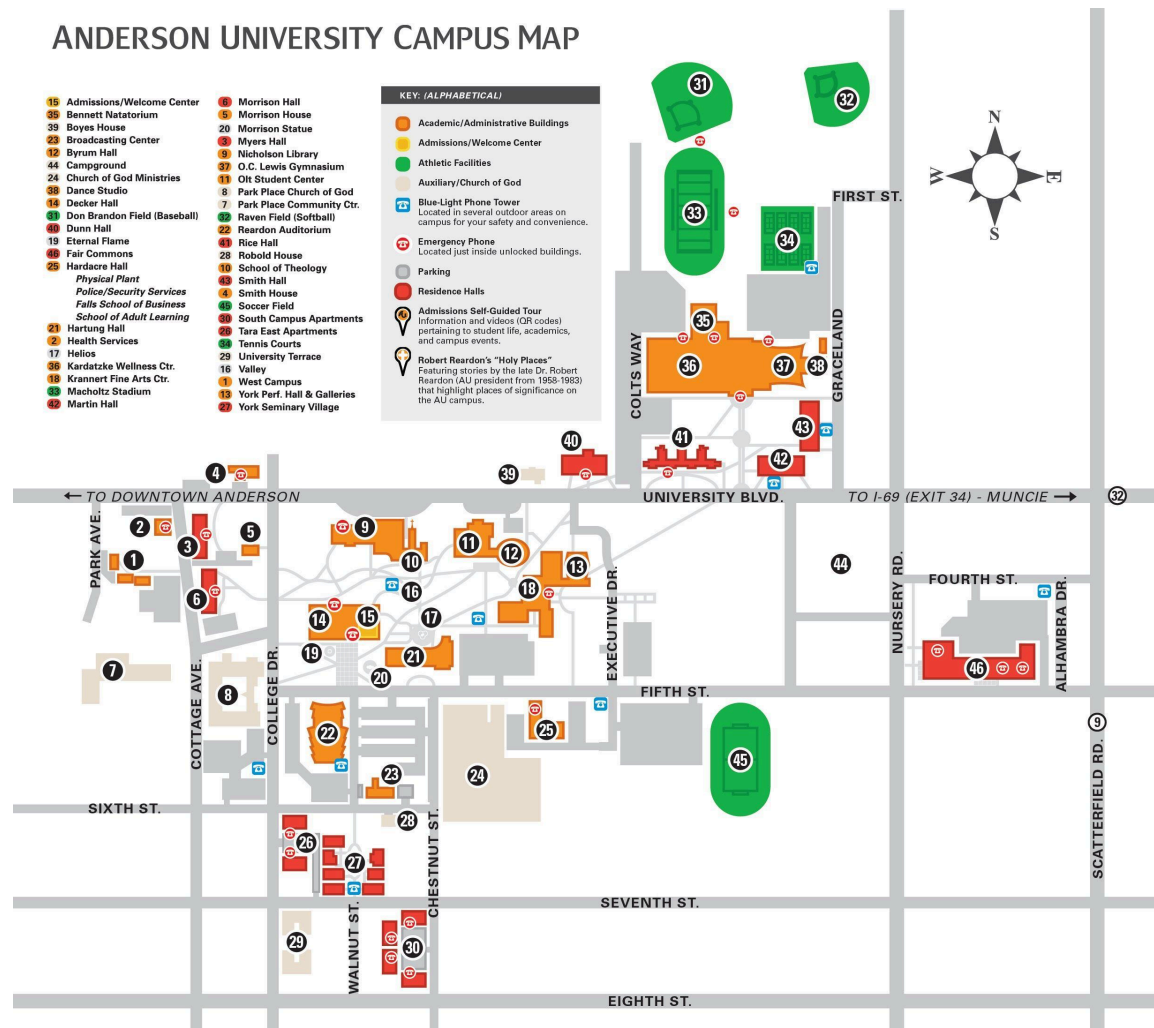
Monthly subscriptions (such as *Ipsy* and *Dollar Shave*) must be picked up within seven days or they will be returned to the sender. Students must update the delivery address if they'll be away from campus for more than two months. The Mail Center does not have the capacity to store perishable items, therefore the Mail Center cannot accept the delivery of perishable items from sources including, but not limited to: grocery stores, GrubHub, Uber Eats, DoorDash, meal delivery kit services, and similar deliveries.

Police/Security Services (Hardacre Hall Basement)

Police/Security Services oversee the safety and welfare of the community. The department also manages the parking enforcement program and student identification cards. Some of the services provided by Police/Security Services include campus escorts, vehicle unlocks and jump-starts, door unlocks, light surveys, fire and tornado drills, building checks, and various safety and crime prevention programs. To report a crime, contact Police/Security Services at (765) 641-3333. In the event of an emergency, call 911.

CAMPUS FACILITIES

ANDERSON UNIVERSITY CAMPUS MAP



Academic/Administrative Facilities

- Decker Hall: Completed in 1970, expanded in 1994; houses classrooms, faculty and administrative offices, Information Technology Services, the Business Office, the Mail Center, Create café, the Center for Student Life, the Center for Intercultural Engagement, the Office of Adult Education, Educational Support Services, the College of Humanities, Education, and Social Work & Behavioral Sciences, the ESports Lab, the Office of Alumni Relations, and several other administrative offices and academic departments. Decker Hall is located at Fifth Street and College Drive.
- Welcome Center: Completed in 1994 as an expansion of Decker Hall; houses the Office of Admissions, Financial Aid and Scholarships, and the Registrar; located at Fifth Street and College Drive.
- Hardacre Hall: Dedicated in 2001; houses the Falls School of Business, Police/Security Services, and Physical Plant; located on Fifth Street.
- Hartung Hall: Opened in 1964, renovated and expanded in 1993; houses classrooms, laboratories, faculty offices, and a lecture hall; located on Fifth Street, east of Decker Hall.
- Krannert Hall: Completed in 1979; houses the School of Music, Theatre, and Dance, York Performance Hall, the Wilson Art Galleries, Warner Sallman Collections, classrooms, laboratories, practice and rehearsal rooms, recital venues, a MIDI lab, a recording studio, the Department of Communication and Design Arts, faculty studios, and 7,500 square feet of workspace in the Engineering Center; located between Fifth Street and University Boulevard.
- Robert A. Nicholson University Library: Completed in August 1989 as a merger of the Wilson (undergraduate) and Byrd (seminary) Libraries; houses the university's library collections, computer labs, group study rooms, the Scholars Nest, Kissinger Academic Center for Excellence, NicMedia, IDEA-U lab, and the archives of Anderson University and the Church of God; located on University Boulevard, west of the School of Theology.
- School of Theology and Christian Ministry: Completed in 1961, expanded in 1975; houses faculty and administrative offices, classrooms, a student lounge, the Adam W. Miller Chapel, and the Gustav Jeeninga Museum of Bible and Near Eastern Studies; located on University Boulevard, between Olt Student Center and the Robert A. Nicholson University Library.

Auditoriums/Performance Facilities

- Byrum Hall: Completed in 1908, renovated in 1974; a campus landmark once used for basketball games and physical education classes; houses a 486-seat proscenium theatre for musical/opera/theatre performances; located on University Boulevard, between Olt Student Center and Krannert Hall Center.
- Reardon Auditorium: Completed in 1983; seats 2,176; used primarily for chapel/convocation, performance events, and conferences; located at Fifth Street and College Drive.
- York Performance Hall and Galleries: The York Performance Hall and Galleries were completed in the fall 2012; seats an audience of 338 plus 60 in the loft; features concerts by professional musicians from around the world, as well as student recitals. It is also home to the university's collection of Warner Sallman art. York Performance Hall and Galleries is connected to the east side of the Krannert Hall.

Recreational Facilities

- Athletic Complex: Includes Macholtz Stadium (football, lacrosse, cross country, and track and field), Don Brandon Field (baseball), Raven Field (softball), and tennis courts; located north of Kardatzke Wellness Center.
- Bennett Natatorium: Completed in 1972, connected to Kardatzke Wellness Center in 2002; houses a six-lane collegiate-size swimming pool for the men's and women's swimming teams; located between Miracle and Graceland avenues on the north side of Kardatzke Wellness Center.
- O. C. Lewis Gymnasium: Completed in 1962, connected to Kardatzke Wellness Center in 2002,

renovated in 2004; houses intercollegiate athletic facilities for men's and women's basketball and volleyball; located on Graceland Avenue on the east side of Kardatzke Wellness Center.

- Kardatzke Wellness Center: Completed and connected to O. C. Lewis Gymnasium and Bennett Natatorium in 2002; houses a large field house, weight room, fitness center, indoor tracks, a state-of-the-art dance studio, athletic training facilities, classrooms, intercollegiate athletics offices, and the Department of Kinesiology; located between Graceland and Miracle avenues, north of University Boulevard.
- Fridley Field: Home of the Raven men's and women's soccer teams; located on Fifth Street between Executive Drive and Nursery Road.
- Olt Student Center: Completed in 1963; houses the Marketplace, Raven's Haven, the Alley, Mocha Joe's, private dining rooms, the AU Campus Store, student government offices, and the Office of Student Engagement; located on University Boulevard, between the School of Theology and Byrum Hall.

Residential Facilities

- Dunn Hall: Completed in 1954, renovated in 2022; houses approximately 190 men; located on University Boulevard next to the president's home.
- Martin Hall: Completed in 1958, renovated in 2008; houses approximately 183 women; located at the corner of University Boulevard and Graceland Avenue.
- Morrison Hall: Completed in 1949, renovated in 2007; houses approximately 183 women; located on College Drive between Myers Hall and Park Place Church of God.
- Myers Hall: Completed in 1970, renovated in 2016; houses approximately 60 students located between Morrison Hall and University Boulevard.
- Smith Hall: Completed in 1964, renovated in 2008; houses approximately 205 men; located on Graceland Avenue north of Martin Hall.
- Fair Commons: Apartment-style living for seniors and juniors; located at Fifth Street and Nursery Road.
- York Seminary Village: Apartment-style living for seminary students; located south of Reardon Auditorium, between Sixth and Seventh streets.
- Flagship Enterprise Housing: Studio apartment-style living for MBA students; located at 2705 Enterprise Dr, Anderson, IN 46013.

Other Facilities

- Bolitho House: Houses Health Services; located at University Boulevard and Cottage Avenue.
- Boyes House: Completed in 1968; home of the Anderson University president and his family; located on University Boulevard, west of Dunn Hall.
- Morrison House: Houses the Office of Counseling Services and Spiritual Life; located on College Drive, east of Myers Hall.

UNIVERSITY POLICIES

Anderson University was founded by the Church of God and lives within a heritage rooted in holiness and the person of Jesus Christ.

The realization of the Christ-centered community for which Anderson University strives is dependent upon every member embracing the established core values and shared expectations. As Matthew 22:37 states, we are to love the Lord and love each other. We at AU believe that to live in a healthy community together, we must love each other and seek to understand before being understood. We desire a community in which we can disagree but where safety and respect are a priority for all, recognizing that a Christ-like community is willing to lay aside personal preferences for the benefit of the community..

When shared values and expectations are violated, students will enter into a disciplinary process rooted in love, grace, forgiveness, honesty, and the pursuit of personal and community restoration.

ACADEMIC POLICIES

Advising

Faculty mentors serve as advisors after students matriculate and until they declare a major. At that time, a faculty advisor in the department in which a student plans to major helps the student select the required courses of study and plan class schedules. Although students are directly responsible for meeting graduation and other requirements, they are urged to consult frequently with their advisors.

Academic Calendar

The academic calendar is maintained by the Registrar's Office. For the current academic calendar, please visit anderson.edu/academics/calendar.

Academic Credit

The AU academic year is arranged on the semester system. The semester hour is the unit of academic credit and represents one 50-minute period of class work per week. Thus, a three-hour course will usually meet for one 50-minute lecture three times each week during the semester, although this can vary with laboratories or other special courses. It is assumed students will spend two hours in preparation for each period of class time.

Academic Integrity

AU supports and promotes academic honesty and personal integrity and regards cheating, plagiarism, and all other forms of academic dishonesty as serious offenses against oneself and the university community. Academic dishonesty is defined as the "deception of others about one's own work or about the work of another." Examples of academic dishonesty include, but are not limited to:

- Submitting another's work as one's own or allowing another to submit one's work as though it were his/hers
- Failure to properly acknowledge authorities quoted, cited, or consulted in preparing written work (plagiarism)
- Use of a textbook or notes during an examination without the instructor's permission
- Getting or giving unauthorized help on assignments
- Tampering with experimental data to obtain a desired result or creating results for experiments not done (dry-labbing)
- Tampering with or destroying others' work
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor
- Lying about these or other academic matters

Students who are found responsible for such academic violations can expect to face academic sanctions. Instructors whose definition of cheating differs from that stated above have the responsibility and obligation to inform students, in writing, at the beginning of the course. Instructors who fail to do so have no basis for disciplinary action in instances of purported student dishonesty outside the above provisions.

The course instructor shall have authority to deal with instances of academic dishonesty within these guidelines:

- Faculty members should report any student who has violated the policy on academic integrity to the provost and dean. Upon the second report of a serious act of academic dishonesty against a student, action will be initiated under provisions of the Student Community Standards and could lead to dismissal of the student from the university.
- The maximum assessable penalty for a first offense shall not exceed double the original value of the assignment plus no option to make up the work in question.
- Alternate courses of action may include, but are not limited to:
 - Work may be redone for full or partial credit.
 - Alternate assignments may be given for full or partial credit.
 - Work may not be redone and no credit given.
- Students have the right to appeal action under this policy through the regular channels as established by the grade appeal process. Grounds for appeal are:
 - Insufficient evidence of dishonesty
 - Penalties in excess of those allowed under the above guidelines
 - Provisions of grade appeal cited in the Student Handbook

Academic Standards

To be in good standing, students must maintain these minimum standards:

<i>Hours Earned</i>	<i>Grade Point Average</i>
1-29 hours	1.6 GPA
30-59 hours	1.8 GPA
60-89 hours	2.0 GPA

A student may be dropped from the university at any time when excessive class absences or academic performance indicate inability or unwillingness to achieve normal progress toward a degree. Typically, however, students not in good academic standing are placed on academic notice for a maximum of two consecutive semesters.

All students on academic notice are expected to develop and sign an academic support contract with the educational support services office before attending classes. The contract may include, but is not limited to, study assistance; limits on participation in university-sponsored extracurricular activities; limits on work commitments, housing, and course loads; and stated expectations for class attendance.

At the end of each semester, the provost will lead a process in which the status of low-achieving students is determined. Normally, students not achieving acceptable standards are barred from returning to Anderson University for at least one semester. Extenuating circumstances could justify the continuation of students whose cumulative grade point averages fall below the stated standards.

Barred students who wish to be readmitted must appeal to the provost. Students who are readmitted after being barred once are expected to attain a 2.00 current grade point average in the next 12 semester hours and must continue to achieve or make substantial progress toward the stated minimum standards in order to continue. If they should be barred again, it will be for a period of at least two years. Subsequent re-admission shall be regarded as a final opportunity to continue studies at Anderson University.

When pertinent, the provost and dean could request the Barring Appeals Committee review and make recommendations regarding cases. Extenuating circumstances could justify the continuation of students whose cumulative grade point averages fall below the stated standards.

Class Attendance

This policy assumes class attendance, by instructors and students, is fundamental to the teaching/learning process and is crucial to effective, quality teaching and learning at the university level. The AU faculty adopted the class attendance policy with this rationale in mind. Students may be directly penalized for absences only after the number exceeds the number of class meeting hours/sessions per week.

Any absence results in a loss of learning for the student. It is the student's obligation to personally notify individual course instructor(s) about any absence, in advance if possible. Students may be directly penalized only after the number of absences exceeds the number of class meeting hours per week. When a student misses more than the number of classes stated above, the course instructor determines whether to allow completion of missed work and how much work will be evaluated, including possible penalties.

This policy recognizes the loss of participatory learning and class involvement due to class absences by students will differ depending on the particular course and instructor. For this reason, individual instructors are responsible for setting specific course policy for each class regarding makeup work sanctions for missed classes (after the student misses more than the number of class meeting hours per week), course examinations, laboratory sessions, field experiences, class presentations, and special class events. Whatever specific policy a given instructor adopts for a class should be clearly documented in the course syllabus and reviewed with students at the beginning of the semester.

Declaration or Change of Major

To officially declare and/or change a major, a declaration of major/change of major form, available in the Office of Educational Support Services, Decker Hall 258-C, must be completed. Students entering teacher education, social work, or nursing must also file applications for admission with those departments. This procedure constitutes the official declaration of a major and is necessary before the assignment of a faculty advisor from the department in which major work is intended.

Exam Schedule

View the current exam schedule online at anderson.edu/registrar.

Grade Appeal

At times, students might believe there is adequate reason for grade reconsideration. Students with such grievances have the right to make an appeal and receive a fair hearing. The following procedure outlines the steps in the grade-appeal process:

- Step 1: Students are expected to attempt to resolve the issue through consultation with the instructor. The grade-appeal process must be initiated by the student no later than 30 days after grades have been issued. Students who are no longer within the community may consult with the instructor by telephone, email or by letter. Extenuating circumstances are possible in which it would not be feasible or advisable to register an appeal with the instructor. In such unusual circumstances, students may present their appeal directly to the dean of the school in which the course was offered.
- Step 2: Students who are unable to reach a satisfactory agreement with the instructor or who, for reasons stated previously, have not conferred with the instructor, may file a petition (in person or by letter) with the appropriate school dean or director, requesting the dean or director review the appeal. Such a petition is to be filed within 15 days after the discussion with the instructor, or if the contact has been by letter, 15 days following the receipt of the instructor's reply. In filing appeals, students must state their appeal clearly, indicate the date or dates on which they consulted with the instructor, and state briefly their interpretation of the outcome of the discussion.

- Step 3: Upon receiving a petition for a grade appeal, the school dean or director might seek additional information from the student (through interview, email, or by letter) in an attempt to understand as fully as possible the nature of and the justifications for the appeal. The dean of the school will then confer with the faculty member and, at his or her discretion, might talk with the instructor and student together.
- Step 4: If the dean of the school is unable to resolve the issue to the student's satisfaction, he or she will ask the chairperson of the Appeals Committee to call a special meeting of the committee, to review all the information available, to give a hearing to the student (through interview, email, or by letter) at the discretion of the committee), and also to the instructor. The committee might consult with other students who are or were in the same course and also with the department chairperson or other faculty members in the instructor's department.
- Step 5: When the appeals committee has made a thorough review of the case and has reached a decision about the appeal presented, it shall make its decision and recommendations known, in writing, to the student, to the instructor of the course, and to the school dean or director. The committee may make appropriate recommendations regarding procedures to the instructor. If a semester grade is in question, the committee may recommend to the instructor that a change of grade be considered. In unusual circumstances, the provost and dean may initiate such a change if the instructor will not do so and there appears to be compelling reasons for such action. The decision of the committee is final.

Summer School

Summer school is a good time to catch up or get ahead on earning credit hours by taking advantage of reduced-fee structures and alternatives to traditional classroom sessions. Most courses are offered online; additionally, students may also arrange, with instructor permission, directed study opportunities. For more information, contact the director of summer school, at ext. 4339. The university does not provide housing to students who are enrolled in summer classes.

Transcripts

Students wanting transcripts of their university work can order them [online](#). A student may also come to the Office of the University Registrar to order and pay for a transcript that can be mailed to them or held for later pick-up, or pay for a rush order if intending to wait for their transcript. All financial obligations to the university must be arranged to the satisfaction of the university business office before transcripts will be released.

ALCOHOL AND ILLEGAL SUBSTANCES

Alcohol

The purchase, possession, distribution, or consumption of alcohol by any current traditional undergraduate student both on or off campus is prohibited. Providing a place for alcohol to be consumed by others is prohibited. Alcoholic beverage containers found in rooms, automobiles, etc. will be considered as evidence of consuming alcohol by occupants. Beverage containers, posters, and other items advertising alcohol are not permitted. The only exception to the alcohol policy is if the student is consuming alcohol under direct parental supervision away from campus.

Students who, as a result of alcohol consumption, are uncooperative or belligerent, are subject to the full powers of Anderson University Police and Security, and may be placed under arrest.

Illegal Substances

Illegal substance use, possession, manufacturing, or distribution is strictly prohibited both on and off campus. Use of these substances creates an environment that is not conducive for educational pursuits or for the type of community that AU strives to be. The use, possession, manufacturing, or distribution of illegal substances directly impacts the health and safety of the users and the larger community.

Drugs, drug paraphernalia, and/or any and all controlled substances producing altered states of consciousness — including but not limited to cocaine, amphetamines, heroin, marijuana, and hallucinogenic drugs — are not to be used, possessed, or distributed. Possession of prescription drugs not prescribed by the student's physician or paraphernalia (including vaporizers) associated with drug use will be considered evidence the student has engaged in a behavior that violates university expectations. Exceptions are medications currently prescribed by a physician and used as prescribed.

All individuals on the Anderson University campus are subject to the [Indiana Criminal Code](#) as it applies to the possession of drugs or alcohol.

Resources

Because of the considerable health risks involved with drug and alcohol use, the following are resources available to our students:

- AU Health Clinic: (765) 641-4222
- Narcotics Anonymous: narcotics.com/na-meetings/indiana/anderson/
- Alcoholics Anonymous: madisoncountyintergroup.org/
- Celebrate Recovery: madisonparkchurch.org/adults
- Anderson Center: (765) 646-8444

Good Samaritan Policy

In cases of alcohol and drug intoxication, our primary concern is the health and safety of the individual(s) involved. We strongly encourage students to call 911 for medical assistance for themselves or for another member of the community who experiences an acute reaction to substance use or abuse. Students who seek emergency medical assistance for alcohol or drug overuse will avoid disciplinary sanctions for the sole violation of using or possessing the substance or being in the presence of the substance. A conversation with a staff member from the Center for Student Life is required following the incident so that he/she can fully understand and help the student grow from the situation. Educational activities may be part of a growth contract with the university.

ANIMALS

Grounds (including outdoor athletic facilities)

Animals are not permitted on the university grounds unless they are under the control of, and accompanied by, their owners or others designated by their owners as having responsibility for the control and care of the animal. Animals must not present a risk to the physical campus or other members of the campus community. When animals are on campus:

1. Owners are fully responsible for any damage that may be caused by the animal while on campus and in buildings.
2. Animals must remain under control of the owner either by being caged, harnessed, or leashed. The leash may not extend more than six feet.
3. Owners must pick up pet waste immediately and discard in an outdoor dumpster or trash receptacle.
4. Animals may not be tethered to stationary objects (such as light poles, trees, benches, etc.) or left unattended on campus or in buildings.
5. Owners will be considerate of students/employees/guests with animal allergies and within reason avoid spaces where this has been made known.
6. The university retains the right to take action to remove any animal from university premises if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any animal and any necessary cleaning, repairs, and/or pest control will be done at the expense of the owner. The owner may also be subject to disciplinary action. This action may also extend to cases involving service and emotional support animals.

University Buildings (Except Residence Halls, Apartments, and Graduate and Professional Housing)

Written authorization is to be obtained before an animal may be brought into university buildings, except for service animals (please see *Service Animal* subsection below). Requests must be made to appropriate building managers to request written authorization. To identify the correct building manager, please contact Business and Auxiliary Services. Such authorization is to state the purpose and duration of the activity involving the animal. The authorization is to be in the possession of the owner or person in control of the animal during the time the animal is in the university building. Prior permission granted does not guarantee future permission will be granted. In addition to the Grounds policies listed above:

- Animals, except service animals, are prohibited at all times from any eating establishment on campus including but not limited to the area outside Create, Mocha Joe's, the Haven, and the Marketplace.

University Residence Halls and Apartments

Residents or guests are not permitted to have animals in their residence halls. The only exceptions are for service animals, university approved emotional support animals, and fish within a tank limit of three gallons or less. Students seeking to be approved for an emotional support animal should email the Office of Residence Life at housing@anderson.edu for more information. Violation of this policy may result in entering the conduct process.

Graduate Housing

Limited capacity for graduate student housing is available in York Seminary Village and Flagship Center. Pets/animals of any kind are prohibited in the Flagship Center. A limited number of York Seminary Village apartments are designated as pet friendly and pet friendly apartments are not guaranteed for graduate residents.

Service Animals

Anderson University defines a service animal as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a service animal. Other animals, whether domestic or wild, do not qualify as service animals. Examples of such work or tasks may include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

It is the policy of Anderson University to generally allow service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities, events, and other places to which the general public is invited where the animal is accompanied by a qualified individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to the individual that is directly related to his/her disability.

The university retains the right to take action to remove any animal from university premises if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any animal and any necessary cleaning, repairs, and/or pest control will be done at the expense of the owner. The owner may also enter the conduct process.

Emotional Support Animals (ESA)

Under the Fair Housing Act, individuals with disabilities may request an emotional support animal (ESA) as a reasonable accommodation to the University Animal Policy. Students may qualify for this accommodation if:

1. The student has a verified disability.
2. The animal is necessary to afford the student with the disability an equal opportunity to use and enjoy their dwelling.
3. There is an identifiable and documented nexus between the disability and the assistance the animal provides.

ESAs are allowed only in university-owned housing and only in the privately assigned individual living accommodations of the student who has been approved for this accommodation. ESAs are subject to the University Animal Policy outside of their individually assigned room. Animals are not allowed in other buildings on campus or in residence hall/university apartment common spaces. Dangerous, poisonous, illegal, live feeders, or any other animals posing a direct threat to the health and/or safety of the campus community will not be permitted as ESAs. Size restrictions may also apply.

A student with an emotional support animal must obtain approval before bringing the animal into the student's assigned university residence. Students seeking the accommodation of an ESA in university housing should read and complete the Anderson University Emotional Support Animal Policy and Application available by request by contacting [AU Housing](#). Decisions will be made on a case-by-case basis. An approved ESA will be permitted to live in a student's personal residence provided it is in compliance with the university's policies regarding such animals.

AUTOMOBILES

Anderson University is viewed as a walking campus. Students may find automobiles unnecessary. The City of Anderson Transit System (CATS) provides regular bus service through campus and makes several stops in the campus area.

All students must register their vehicle(s) with Police/Security Services and comply with parking policies. Permits may be purchased [online](#) or in the office in the bottom of Hardacre Hall. Parking locations are designated for residential, commuter/off campus, and faculty/staff. Parking violation fines begin at \$20. Fines rise to \$30 upon receipt of a sixth parking ticket. After 10 tickets the fine is \$40, and after 15 tickets, the fine rises to \$50. Students receiving five or more tickets are considered habitual offenders and are subject to enter into the conduct process from the Center for Student Life.

Police/Security Services also encourages bicycle owners to register their bikes free of charge. Just fill out the form with a description of the bike and the serial number. This information will aid officers in returning found bicycles to their owners.

BEREAVEMENT

Anderson University seeks to provide support and assistance to students who have experienced the loss of a family member (parent, sibling, spouse, child) or significant person (grandparent, close relative, guardian), ensuring they are granted the reasonable necessary time and resources to grieve and manage their affairs while minimizing academic disruption. Students that experience loss during the course of the academic year are encouraged to notify the Dean of Students office as soon as possible and provide appropriate documentation (death notice, obituary, etc.) to verify the loss. The office of the Dean of Students will discreetly notify the student's professors and will ask that they work with the student to accommodate the disruption for a period of time, generally between 3-5 academic days. All information shared with the office of the Dean of Students will be navigated with appropriate sensitivity to the student's privacy and confidentiality. The university provides free counseling services support for students navigating disorientating circumstances and student's who experience a loss are highly encouraged to schedule an online appointment with a university counselor.

BICYCLES, HOVERBOARDS, AND MOTORIZED VEHICLES

Bicycles may be kept in rooms or in bicycle racks. They may not be left in stairwells, halls, storage rooms, balconies, or entryways in residence halls. Students will be charged for damage caused by bicycle storage in residence hall rooms and damage to common areas such as hallways or entryways. Bicycles are not to be ridden in the hallways or stairwells. Any bikes left in bike racks at the end of the year will be removed by Police/Security Services. Possession and/or use of hoverboards on campus property is prohibited. Motorized vehicles may not be used or stored in the residence halls, with the exception of those needed for accessibility purposes.

CAMPING

All forms of overnight on campus camping are prohibited in order to maintain the safety, security, cleanliness, and hospitality of the campus environment for the benefit of all members of the community and university guests. This policy applies to all students, faculty, staff, and visitors. Overnight camping is defined as residing on campus, overnight (between the hours of 8pm and 8am) outside of University residence halls in any form, including but not limited to: recreational vehicles, tents, make-shift shelters, vehicles, or any other temporary shelter. Exceptions to this policy may be made on a limited basis for university sanctioned events and organizations with the written approval from Anderson University's Dean of Students or designee. Failure to comply with the university's prohibition of overnight camping may result in referral to the university's conduct process for adjudication.

CHAPEL ATTENDANCE POLICY

Anderson University's chapel is a sacred space for worship, spiritual growth, and cultivating a sense of belonging and community and is, therefore, significant to Anderson University's Christ-centered identity. Chapel provides integral and distinctive communal opportunities to be transformed for a Christ-centered life of faith and service. To affirm the importance of chapel to the community and students, all full-time traditional undergraduate students (12 credit hours or more) are required to meet the chapel/convocation requirement of 18 chapels per semester unless granted an exception or required to do more as a result of being on chapel alert, warning, or probation.

- A credit is earned by attending and being counted present at a Tuesday or Thursday chapel/convocation session or a special opportunity to which chapel credit has been assigned..
- Attendance is recorded by checking in and out using the iAttended app..
 - Credit is earned when a student successfully scans the QR codes provided for a qualified chapel event with a personal device. Any student who encounters difficulties scanning the provided QR codes may check in/out at the chapel attendance desk or use the sign-in sheets, also provided at the chapel attendance desk, at the beginning and end of each chapel event.
- Attendance will not be counted for credit after check-in/out has ended.
- Attendance will not be counted for credit if the student's check-in/out has not been recorded in the iAttended app.
- Scanning the QR codes at the beginning of chapel must be done by 11:10 am and by 12:00 pm at the end of chapel.
- Students are responsible for knowing the number of chapel/convocation attendance credits they have earned.
 - The official chapel attendance records held by the Office of Chapel Attendance will be used to determine whether or not the attendance requirement is met.

- This official chapel attendance record is available through the iAttended app dashboard for all students and is updated in real-time.
- Questions regarding attendance records should be emailed to the Office of Chapel Attendance.

Chapel Attendance Exemptions

Chapel attendance is not supplemental to AU's academic pursuits, as such, exceptions are only made for extenuating circumstances beyond the student's control and are considered on a case-by-case basis for one semester based upon the information provided on the Chapel Exemption form found in AccessAU.

- Requests for chapel exemptions must be submitted by the end of the fourth week of classes. Requests will be considered based upon the date the petition is submitted. Approved exemptions will only apply to future chapel/events and will not be applied retroactively.
- Any student wishing to apply for an exemption must complete a chapel exemption form for any semester in which an exception is desired prior to the end of the fourth week of classes.
- Exemptions are not given to accommodate for employment. Students should plan for chapel as one would an academic class and avoid scheduling work during chapel times.
- Commuters who live more than 10 miles from AU's campus and do not have classes before 1 p.m. on Tuesdays or Thursdays are required to submit a chapel exemption form each semester, prior to the fourth week of classes, if they wish to be granted exemption.
 - It is the responsibility of commuters to ensure their iAttended records display the correct minimum chapel requirement.
- Students who drop to part-time during the semester will no longer be required to attend chapel during that semester.

Irregular Chapel Absences

- Irregular absences from chapel/convocation because of participation in institutional activities (i.e., field trips, athletic events, etc.) are not considered excused absences and students are still expected to earn 18 credits.

Failure to Meet the Minimum Chapel Attendance Requirement

- A student who fails to accumulate 18 chapel/convocation credits in any given semester will be placed on **chapel alert** for the following semester. While on chapel alert, a student's required number of chapel credits will be increased from 18 to 20. Additionally, any student who has earned 45 credit hours or academic credit or more will be charged a minimum fine of \$50.
- A student who fails to satisfy all chapel and community support requirements while on chapel alert will be placed on **chapel warning** for the following semester. While on chapel warning, While on chapel alert, a student's required number of chapel credits will be increased from 18 to 23. Additionally, any student who has earned 45 credit hours or more will be charged a minimum fine of \$100.
- A student who fails to satisfy all chapel and individual support requirements while on chapel warning will be placed on **chapel probation** for the following semester. The Center for Student Life may notify important stakeholders (academic advisors, coaches, parents, etc.) when a student is placed on chapel probation. While on chapel probation, a monetary fine will be applied to the student's account. The amount of the fine is based on the number of chapels attended and is as follows:
 - Students attending 0-5 chapels in a semester will be fined in the amount of \$250.

- Students attending 6-12 chapels will be fined \$150.
- Students who attend 13-17 chapels will be fined in the amount of \$100.
- A student who fails to fulfill the chapel/convocation attendance requirement the following semester after being placed on chapel probation may be suspended from the university for one semester unless an appeal is submitted and approved.
- A student may choose to appeal any change of chapel status by following the appeal process as outlined in the Chapel Standing notification email received at the end of each semester.
- Students who choose to appeal their status and are granted approval will be restored to their previous chapel standing. For example, a student whose chapel probation appeal is granted will be reinstated to a status of chapel warning.

COMMUNITY STANDARDS (STUDENTS)

See Appendix B for the full Student Community Standards

COMPUTER-USE POLICIES

The primary purpose of Anderson University's computer resources is to transmit and share information in support of education and research. The full technology policy statement can be found [online](#).

The university reserves the right to refuse service to anyone at any time for any reason.

Anderson University reserves the right to access a student's email account at any time if there is a reasonable cause to believe information held therein is a necessary part of a Title IX, Title VII, or student-conduct investigation. We ask all users of Anderson University computer resources to honor the following guidelines in spirit and intent:

- Campus email: Along with the campus Mail Distribution Center, the campus email system is a primary means of communication among the campus community. Students are expected to check their campus email daily.
- Respect for the privacy of others: Do not seek information about, obtain copies of, or modify electronic information about others.
- Respect of a shared resource: Do not deliberately or unintentionally act in such a way as to degrade or disrupt system performance or to interfere with the work of others. This includes mass emailing of messages.
- Respect for community standards: All use must be consistent with Anderson University's community standards(see Student Community Standards).
- Use of social: Be cautious of the information you share online in order to protect your safety and identity. A student may be subject to university sanctions if the university becomes aware of material on a student's social that incriminates them in violation of the university's lifestyle expectations or federal, state, or local laws, on or off campus.

We encourage students to use their years at Anderson University to become adept at interacting with technology and modes of communication. The university is committed to maintaining the quality of campus computer resources. We ask students to commit to using technology in ways that protects and honors all members of the Anderson University community.

DAMAGES

Students are responsible for engaging university shared facilities, property, and equipment with care. Damaging property that is not yours could result in a fine and/or a charge for the total cost of the cleaning, repair, or replacement of the property.

Vandalism or careless destruction of property negatively impacts shared environments and experiences and is, therefore, a violation of Anderson University's community standards. Damages to housing common areas, hallways, restrooms, stairwells, laundry rooms, or lounges may be prorated to all residents of the floor or the hall unless those responsible have been identified and assessed.

Roommates are jointly responsible for room damage. Charges will be shared equally unless one occupant is known to be responsible. Room damage and items needing repair should be reported immediately to the residence hall staff. Students are encouraged to submit a report in writing to their Area Coordinator, Residence Hall Coordinator, or RA when damage occurs. Residence hall staff can inform students of the proper reporting procedure for their halls. The residence hall staff reserves the right to check the rooms for damages.

Care must be taken when attaching pictures, pennants, and bulletin boards to walls or doors. Only white poster putty or command strips should be used. Nails should not be used, and students will be charged for repairing and repainting nail holes. Wallpaper, contact paper, and duct tape are not permitted anywhere in the room, door, hallway, or bathroom.

DATING BEHAVIOR

Dating conduct, in both public and private, should reflect responsibility, honesty, and good taste. Public displays of affection on campus are not viewed to be in good taste, may infringe on the rights of others, and can be a source of embarrassment both to those involved and to others.

DRONE USAGE

Any university employee, student, vendor, visitor, or other party who seeks to operate an Unmanned Aircraft System (Drone) on or above university property or at a university-sponsored event must obtain approval in advance (at least three business days from the date of operation) from Police/Security Services. Any operation that is not approved in advance is prohibited.

EMERGENCIES

Report all emergencies to Anderson University Police by dialing (765) 641-3333 or 911.

FINANCIAL AID POLICIES

Satisfactory Academic Progress

To receive financial aid, students must meet satisfactory academic progress. The satisfactory academic progress policy for Anderson University can be found [online](#).

Financial Aid Appeals

Students wishing to appeal a decision regarding their financial aid may do so by contacting the [Office of Financial Aid and Scholarships](#) to request an appeal form.

Changes in Financial Situation

Students whose family's finances change — affecting their ability to meet college expenses — should see a counselor in the Office of Financial Aid and Scholarships. An adjustment in the award based on the new financial information might be possible. A student or parent can request a review due to special circumstances [online](#).

Reduction in Credit Hours

Most financial aid awards are based on full-time enrollment. If the number of hours for which a student is enrolled is reduced, the amount of aid could change. The Office of Financial Aid and Scholarships can determine whether a reduction in hours would reduce the amount of aid. Reduction in credit hours to less than six prohibits eligibility for the student employment program.

Financial Aid Deadline

Students can start filing the **Free Application for Federal Student Aid** (FAFSA) on Oct. 1 of each year for the following academic year. For Indiana residents to be eligible for state aid, the FAFSA must be received by April 15.

Grants, Scholarships, and Loans

Questions regarding participation in any one of the federal, state, or Anderson University aid programs should be directed to your counselor in the Office of Financial Aid and Scholarships.

Electronic Financial Aid Notification Policy

All financial aid notifications from the Office of Financial Aid and Scholarships will be sent to you via electronic means to your Anderson University student email account. Notifications may include, but are not limited to:

- Financial aid notifications
- Missing information letters
- Loan disclosure notices
- General application for summer school
- Exit loan counseling notices due to graduation
- Title IV refund calculation
- Student loan acknowledgment notices
- Other financial aid business-related notices

Each notice will identify the information required to be disclosed. Upon request, individuals are entitled to a paper copy of the notice. If you do not want your financial assistance information sent to you electronically, please visit the Office of Financial Aid and Scholarships to request a copy of any forms or documents.

Financial Adjustment For Withdrawal From Classes

Registration constitutes a contractual agreement between the university and the student. You may be entitled to a reduction in your tuition, fees, and room and board charges if you withdraw from some or all of your classes. The reduction in your charges will depend on when you withdraw and whether or not you withdraw from all of your classes, or from just one or more. When you withdraw from classes, you will be entitled to a reduction in your tuition and fees based on the following schedule, assuming classes are all a full semester in length. For classes not lasting a full semester, a proration of the following schedule will be used:

<u>Withdrawal by end of</u>	<u>Tuition/fees adjustment</u>
First week of classes	90% reduction
Second week of classes	80% reduction
Third week of classes	60% reduction
Fourth week of classes	40% reduction
Fifth week of classes	20% reduction
Sixth week of classes	No adjustment

Return of Funds

Students who are eligible to receive federal student aid (Title IV funds) and who withdraw from Anderson University during the first 60% of an enrollment period are deemed not to have earned all of their aid. The date the student last attends classes as documented by the Registrar's Office is used to determine the 60% enrollment period. The unearned portion of their federal student financial aid, based on the percentage of the enrollment period the student was enrolled, must be returned to the federal student aid programs.

Federal student aid funds will be returned in the following order:

1. Unsubsidized Federal Direct Stafford loans
2. Subsidized Federal Direct Stafford loans

3. Federal Direct PLUS received on behalf of the student
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG Program aid
7. TEACH Grants

Institutional financial aid is adjusted based on the same percentage used in the reduction of costs for tuition.

The official withdrawal date is the date that contact is made with the Dean of Students. In extenuating circumstances, students may officially withdraw from all classes by phone or letter to the Dean of Students; the official withdrawal date shall be the date such correspondence is received.

Reductions are based on tuition and room and board charges made to the student and not the amount paid on the account. There is no reduction of any charges to students who are dismissed or suspended for disciplinary reasons. Questions concerning the policy for complete withdrawal should be directed to the dean of students. Questions related to financial adjustment for reducing the number of semester hours to one or more should be directed to the Office of Financial Aid and Scholarships.

Estimated tuition, student fees, and housing rates/fees for the 2023-24 academic year are on AU's website. Instruction for all or part of the Academic Year 2023-24 may be delivered remotely. Tuition, fees, and housing rates have been set regardless of the method of instruction and may not be refunded in the event that instruction occurs remotely for any part of the Academic Year. In the event of school closure or a shortened term due to external mandate (state or federal government action), weather, pandemic or other natural or man-made disaster, university housing may remain open for students. In the event university housing remains open, campus residents may be responsible for the costs assigned through their Housing Agreement.

FINES

Fines for policy violations and property damage will be added to the student's financial account.

FIRE EXTINGUISHERS, SMOKE DETECTORS, AND FIRE ALARMS

Be familiar with fire regulations and know the locations of fire extinguishers, which are located throughout campus facilities. Any of the following actions may result in a fine, disciplinary action, and any appropriate charges for cleaning, repair, and replacement:

- Unauthorized use of fire extinguishers
- Tampering in any way with the smoke detectors
- Damage or misuse of other safety equipment or exit signs
- Failure to leave a building when fire alarm sounds
- Illegally activating a fire alarm

Possession and/or use of halogen lights, candles, incense, oil lamps, and other flame-producing lights is prohibited. Cooking with an open flame, grills of any kind, electric skillets, or any appliances without automatic shut-offs are not permitted. Possession and/or use of any type of space heater is prohibited.

FIREWORKS

Anderson University prohibits the use of fireworks by students on campus property. Students are expected to respect the rights of others on and off campus by recognizing and abiding by this regulation. The use of fireworks inside a campus building or throwing fireworks through windows may result in immediate dismissal from the university.

GAMBLING

Gambling by Anderson University students, including online gambling, is prohibited both on and off campus. Students should not be present in locations where gambling is the primary reason for gathering, such as horse tracks and casinos (see Student Community Standards, 4.15).

HAMMOCKS and SLACKLINES

Regulations of hammock and slackline usage are established to ensure the safety of students and staff and to protect facilities of Anderson University. These practices as defined and all associated equipment are regulated by this policy for property controlled or maintained by Anderson University.

Definitions

Slackline — an activity in which the participant walks on a span of nylon webbing tensioned between two anchor points with the ground below.

Hammock — a sling made of fabric, rope, or netting, suspended between two anchor points, used for swinging, sleeping, or resting.

Assumption of Risk

Participants and spectators assume any and all risk associated with this activity that carries certain inherent risks. For participants, the risks include but are not limited to minor injuries such as scratches and sprains; major injuries such as fractures and concussions; and catastrophic injuries, which include paralysis and/or death. Participants and spectators take full responsibility for following best safety practices within this activity.

Regulations

- 1) All slacklines or hammocks may be affixed on a temporary basis while in use by a responsible person and must be removed when not in use. The owner of the slackline equipment or hammock is responsible for setting up and taking down the equipment and may not leave equipment unattended at any time. Unattended slackline equipment or hammocks may be removed and stored without notice.
- 2) All equipment associated with the practice of slacklining or use of a hammock should be maintained in an operable and safe condition. This is the sole responsibility of the participants.
- 3) Lines may only be affixed to hammock stations or appropriately sized trees and in the manner set forth below:
 - a) Only trees greater than eight inches in diameter may be used as anchor posts and no branches shall be broken or removed to facilitate location of lines.
 - b) A clear and soft landing surface such as grass must be present under the full length of the slackline.
 - c) Trees and/or landscaped areas showing any damage from slack lining or hammock use activities may be restricted from future use at the discretion of Anderson University personnel. If damage is detected, the participant may be responsible for the replacement value of the tree.
 - d) The slackline may not be elevated to a height of more than three feet at the center of the span and hammocks may not exceed the user's height at the center of the span.
 - e) Slacklines or hammock ties may not exceed a length of 40 feet.
 - f) Memorial trees or other trees posted by sign may not be used as anchors for this activity.
 - g) University officials may direct that equipment appearing to be unsafe or improperly set up be removed.

- h) Slacklines or hammocks may not be set up within a special event zone.
 - i) Slacklines or hammocks may not be affixed within 10 feet of sidewalks, buildings, roads, streets, bikeways, water features, sport courts, bike racks, handrails, art objects, fences, or light poles.
 - j) Lines may only be attached to hammock stations or approved campus trees as noted above and may not be affixed to any other campus fixture, including but not limited to buildings, bike racks, handrails, art objects, fences, or light poles.
 - k) Activities such as stunts or tricks involving flips are not permitted.
- 4) This policy may be enforced by university officials for the safety of the campus community and to maintain the functions and processes of the university. Violations of this policy may result in both university sanctions and/or criminal prosecution. At any time upon the direction of university officials, for any reason, the activity could be asked to be curtailed and all equipment removed immediately.

HARASSMENT

The university defines harassment as discriminatory, unwelcome conduct that is so severe, pervasive, and objectively offensive that it so undermines and detracts from a student's educational experience or creates a hostile environment and essentially denies a student equal access to the university's resources and opportunities. Conduct over social media that rises to this level is prohibited. Harassment, as defined above, is not protected by the First Amendment. Also see the Anderson University Student Community Standards Section 4.30 Acts of Harassment/Discrimination/Intimidation.

An Anderson University student who commits discrimination and/or harassment is subject to disciplinary action. Students who are allowed to remain in the university community, in addition to disciplinary sanctions, may also be subject to educational and/or growth plans.

Conversely, since the university takes such charges of discrimination and harassment seriously, should the results of an investigation reveal a frivolous or groundless complaint of discrimination or harassment, the complainant may be subject to disciplinary action.

HEALTH INSURANCE

All students are encouraged to have health insurance to cover the cost of medical care not provided by Health Services. Normally, group medical coverage through a parent's employer is adequate. However, many HMO, preferred provider, and managed-care plans limit payment of medical services when away from home. International students are required to carry approved health insurance coverage. The university does not provide student health insurance or healthcare services other than those as listed previously under Health Services. If a student does not have insurance, they are encouraged to visit government exchange at www.healthcare.gov.

Anderson University and its directors and officers are not liable for any injuries, illnesses, claims, damages, charges, bills, and/or expenses related to health or accident issues while involved in a university-sponsored activity.

IDENTIFICATION CARD

Every student must carry a student identification (ID) card while on campus. The student ID card serves as a meal card, library card, entry key into residence halls and Wellness Center, and admission card for campus events. The ID card must also be shown upon request of Police/Security Services and other university personnel. Replacement ID cards may be purchased for \$20 at the Police/Security Services office. Students should not punch holes in or damage cards, as this causes them to deactivate.

MEDICAL LEAVE OF ABSENCE

Medical leave is available for students who, due to a professionally documented unanticipated physical or emotional illness, need to leave the university. Medical leave is intended to enable a student to pause their studies while maintaining their status as a student for up to one academic year. Students can access a leave of absence request in AccessAU. Students on medical leave are not regarded as having permanently withdrawn from the university and need not apply for readmission; however, students must be approved for fitness to return to campus. Medical leave must be approved by the Dean of Students in coordination with the university Registrar. To qualify, students must be in good standing both academically and financially. Due to Visa restrictions, international students are not eligible for academic leave and should consult with the Center for Intercultural Engagement. This policy does not determine a financial refund to the student but rather defers to the tuition refund schedule. More information regarding the tuition implications for a medical leave of absence can be found [online](#).

MISSING STUDENT

Definition of a missing student: any person who is a student of Anderson University who resides in university owned, operated housing and is reported missing from his or her residence.

A referral to Police/Security Services should be immediately made if it is believed that a student is missing. Anderson University police officers are trained in the investigation of missing persons.

Reporting Procedure

- Dial 911 and/or
- University Police at (765) 641-3333
- Student Life at (765) 641-4070 (only available during business hours)

Upon notification of a missing student, Student Life will provide notice to Police/Security Services.

Missing Student Procedure

- Upon receipt of information concerning a possible missing student from any department on campus, Police/Security Services should be notified.
- Immediate attempts will be made to locate the student.
- Officials will attempt to determine the last known whereabouts of the student using resources available to them, including but not limited to:
 1. Questioning roommates, friends, family, and/or faculty/staff.
 2. Calling and/or texting the student's "local" number.
 3. Determining the location and time of the most recent use of the card access system.
 4. Determining the most recent log in to electronic campus services.
 5. Vehicle location: Checking of parking registrations, tickets, etc.
 6. Instagram, Twitter, and other social media may also be utilized when available.
- The Dean of Students will decide when members of the president's cabinet will be notified.
- Police/Security Services will follow any information that may lead to determining the current location of the student.
- Notification will be made to the student's designated emergency contact within 24 hours of determining the student is missing.
- For those students who are under age 18 and not emancipated, the institution will notify the custodial parent or guardian, in addition to any additional contact person designated by the student, as soon as it is determined that the student is missing.
- Police/Security Services will notify the Anderson Police Department, the Madison County Sheriff's Department, and the Indiana State Police no later than 24 hours after determination of a missing person from campus.
- Once the student has been located, notification will be made to those university departments involved, as well as any additional law enforcement agencies made aware of the missing student. Appropriate care and information will also be provided to other community members, including

students, who were aware of the situation.

Students have the option to provide an emergency contact person and a missing contact person. The missing contact person may be the same or different from the emergency contact person. The missing contact is the person who will be contacted within 24 hours of the report, in the event the student is reported missing. Students may designate their emergency contact person and their missing contact person via their admissions documents or by contacting the office of the Dean of Students at (765) 641-4070. This information will be registered confidentially and the information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement individuals in furtherance of a missing person's investigation.

PLANNED DEMONSTRATION/PROTEST

It is clearly inevitable, and indeed essential, that the spirit of inquiry and challenge that the university seeks to encourage will produce conflicts of ideas, opinions, and proposals for action. The university community recognizes its responsibility to provide effective channels for internal communication, free discussion, and rational persuasion as the normal and preferred means of airing and reconciling such differences. On occasion, recourse to public demonstration and protest may become, for some, a necessary and justified means of supporting their cause or position.

In such cases, the university must seek to ensure a fair and reasonable balance and coordination between the two sets of rights that are brought into conflict with one another. The first is the right of the members of the university community freely to pursue their academic and vocational objectives without unreasonable obstruction or hindrance. The second is the right of the members of the university community freely to communicate, by lawful demonstration and protest, the positions that they conscientiously espouse on vital issues of the day.

The university endorses both sets of rights and believes that each can be fully exercised without serious damage to the other. The use of the university forum does not imply acceptance or endorsement by the university of the views expressed.

PRIVACY AND DISCLOSURE

Student Right To Know Act

Anderson University complies with the Student Right to Know Act, which requires the university to disclose graduation or completion rates annually for the student body in general and athletes in particular. All current students and prospective students (individuals who have contacted the university requesting information concerning admission) may request general information on graduation rates.

Notification of Rights under the Family Educational Rights And Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is designated to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for correcting inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Compliance Office concerning alleged failures by the institution to comply with the act.

Public Notice Designating Directory Information

AU may release without written consent the following items which have been specified as public or directory information for current and former students: name, address and telephone number, date and place of birth, enrollment status, class level, dates of attendance, participation in officially recognized activities and sports, height and weight of athletic team members, degrees and awards received, and the most recent educational agency or institution attended by the student.

Under the provisions of FERPA, students have the right to deny the disclosure of directory information. The decision to withhold directory information should be considered carefully. Instructing Anderson

University not to release directory information means future requests for such information from non-institutional individuals or organizations will be refused.

Request forms prohibiting release of directory information are available in the Registrar's Office. To ensure information is not released to non-institutional individuals and organizations, requests to deny disclosure of information must be submitted to the Registrar's Office before the end of the second week of each academic term.

Notification Of Parents

Anderson University's policy on notification of parents is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The university seeks to help students in their development as responsible individuals in all aspects of life. Our policy is to communicate and work directly with students in all matters related to student life at Anderson University. Communication with parents or legal guardians will be in accordance with the following guidelines and will be sent only to parents or guardians of students as defined above.

- Academic Matters: The Provost and Dean, or a designated academic officer, may correspond with students and parents after the midterm and the end of each of the first two semesters of study at Anderson University if students are not maintaining good academic standing as defined in the Anderson University undergraduate catalog. All midterm and final grade reports will be available on AccessAU.
- Disciplinary Matters: The Dean of Students or other designated staff members may notify parents of disciplinary matters.
- Personal Health Matters: Students will first be encouraged to contact their parents/guardians or allow a staff member to do so on their behalf. However, if the student is not able to communicate or if the situation is an emergency as identified by a university authority, the student's designated emergency contact person will be notified.
- Financial Matters: Upon written request from students, parents, or guardians, specific information about student financial accounts will be sent to parents, guardians, or other appropriate individuals or organizations. In addition, the accounts receivable manager, at his or her discretion, may notify parents, guardians, or other appropriate individuals or organizations regarding the status of student financial accounts at Anderson University.

RACIAL HARASSMENT POLICY

Purpose

The purpose of this policy is to help ensure all members of the Anderson University community understand the prohibition against racial discrimination and/or harassment. All members of the university community are encouraged to reflect upon the issue of discrimination and harassment as it might affect the lives and conduct of others. Further, anyone who may be the victim of racial discrimination or harassment should be aware of the procedure for reporting such incidents.

Philosophy

Anderson University asserts that all members of the university community are entitled to and shall be afforded an environment devoid of both overt and subtle racism. Therefore, members of the Anderson University community will not tolerate racial discrimination or harassment in any form. The increased incidents of racial discrimination and harassment on college and university campuses nationwide suggest information alone has not abolished this behavior. Consequently, a more aggressive stance must be assured. To this end, Anderson University has adopted a policy addressing racial discrimination and harassment that applies to all members of the community.

Policy

Behavior constituting racial discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act, including but not limited to racial/ethnic slurs, coarse jesting with racial and/or ethnic overtones, and

other forms of communication resulting in disparagement or intimidation. Also, see the Anderson University Student Community Standards Section 4.30 Acts of Discrimination/Intimidation.

Reporting Procedure

A reporting form may be found [online](#). The form will go to the chair of the MOSAIC Committee and will be investigated in a timely manner. Read more about the MOSAIC team [online](#). Also, the Dean of Students, the director of the Center for Intercultural Engagement, the director of Residence Life and student conduct, and any Area Coordinators and Hall Coordinators stand ready to help you. They can walk through the process with you. Please know you may also contact any faculty or staff member whom you trust to walk with you throughout the reporting process.

MOSAIC Team Procedure

Upon notice being received by the Dean of Students or by the director of residence life and student conduct that an act of racial discrimination or harassment has taken place, an investigation will be launched with members of the MOSAIC team to investigate the claims and to issue a report of findings and recommendation to the Dean of Students.

Consequences of Violation

An Anderson University student who commits racial discrimination and/or harassment is subject to disciplinary action, including disciplinary probation up to dismissal from the university. Students who are allowed to remain in the university community, in addition to disciplinary sanctions, may also be subject to educational and/or developmental requirements.

Conversely, since the university takes such charges of discrimination and harassment seriously, should the results of an investigation reveal a frivolous or groundless complaint of racial discrimination or harassment, the complainant may be subject to the same disciplinary action as described in the previous paragraph.

RESIDENCE LIFE POLICIES

Residency Requirements

Anderson University recognizes the experience of living on campus as a valuable part of every student's University experience. The residential experience at Anderson University provides students with opportunities to experience and participate in the development of valuation and self-reflection, decision making, problem solving, leadership competencies, and personal faith. All students are required to live on-campus unless they meet one of the following criteria:

- Local Residency Requirements:
 - **All New Students starting in Fall 2024 or later** - Student(s) physically residing with parent(s) or legal guardian(s) who live within a 20 mile radius of the main campus
 - **All Returning/Current AU Students who started PRIOR to Fall 2024** - Student(s) physically residing with parent(s) or legal guardian(s) who live within a one-hour radius of the main campus

OR

- Age - Student(s) is over the age of 23 at the start of the academic year (Fall semester)
- Age AND Status - Student turns 21 years of age AND has 88 completed credits prior to the start of the academic year (Fall semester)
- Family Status - Student(s) who are currently married or custodial parents (must provide copy of marriage license or child's birth certificate)
- Minimal Hours - Student(s) enrolled in fewer than 12 credit hours. If residents change their status from full-time to part-time, they must have permission from the housing office to continue living in campus housing.
- Military Service - Student(s) who have served at least two years of continuous active military duty (must provide DD-14 or discharge paperwork)

- Medical/ADA Concern - A student has a documented medical/ADA concern submitted and verified through the Accommodations office

Please be aware that many scholarships are granted based on residing on campus, so be sure to check with a Financial Aid representative to ensure no loss of scholarship will occur if a student is approved to reside off campus.

Students commuting to campus who are not eligible will be subject to disciplinary action for non-compliance with Anderson University's Residency Requirement and will be charged for the current value of two semesters of on-campus housing.

On campus housing is not provided to undergraduate students who are 23 years of age or older at the start of the academic year (Fall semester) and undergraduate students under the age of 18 will require parental permission to apply for on campus housing.

Applying to Live On Campus

Each year residents who desire to live on campus must apply for housing. Students can apply for housing [here](#). AU Housing will communicate when the next academic year of housing application is available.

Applying to Commute to Campus

Commuter Students must complete the [Commuter Application](#) each year. Students who meet the Local Residency criteria must complete the [Commuter Application - Local Residency and Living with Parent-Guardian](#) form.

Students who are at least 21 years old and have 88 completed credit hours must complete the [Commuter Application - 21 Years Old AND 88 Credit Hours](#) form.

A student who believes they have extenuating circumstances that warrant consideration for commuting to campus must also complete the online Housing Appeal Application prior to seeking or agreeing to off-campus accommodations. The Housing Appeal Application is available by request by contacting [AU Housing](#). The student applicant will be contacted by the AU Housing after the Housing Committee has reviewed and adjudicated the application.

Online Course Policy

Residence Life acknowledges that students may need to balance online and in-person classes. Residents have the option to enroll in online courses; however, they must also be enrolled in a minimum of 9 credit hours of in-person courses and a total of at least 12 credit hours overall. Residents who do not meet these requirements must obtain permission from the housing office to continue living in campus housing.

Furniture Provided by University

- Twin XL Bed
- Desk with chair
- Dresser
- Wardrobe
- Blinds
- Thermostat
- Ethernet Port
- Microwave*
- Refrigerator*
- Oven*
- Dishwasher*
- Sink with garbage disposal*
- Couch*

- Kitchen table and chairs*

*Fair Commons Apartments only

Suggested Packing List:

- Pillow, bed linens and blanket (not electric)
- Mattress pad
- Laundry basket
- Toiletries
- Fan
- Shower shoes
- Towels and washcloths
- Flashlight
- First aid kit
- Umbrella
- Power strips
- Extension cords

Prohibited Items

The following items are prohibited from all University owned housing:

- Candles
 - Incense
 - Hot plate candle warmers
 - Wallflowers
 - Wax warmers
- Air/Heat Appliances
 - Roll away/ freestanding air conditioning unit
 - Space heaters
 - Clothes iron + (must be used w/ board)
 - Electric bed warmers
- Decor and lighting
 - Empty alcohol bottles for decoration
 - Use of acetate, cellophane, tissue paper, or other combustible materials over or in light fixtures is forbidden by fire regulations
 - Led 1 / smart lighting (strips)
 - Nails or screws glue
 - Paint
 - Tapestries - cannot cover more than ½ of the wall, cannot cover outlets
 - Carpet tiles/Welcome Mats
 - Rollaway table in halls
 - Foam/Batting wall hangings
 - Partitions
 - Inappropriate content not in line with institutional Community Standards
 - Subwoofers
 - Lava Lamp
- Kitchen Food
 - Grills
 - Panini or sandwich press *
 - Toaster Oven
 - Toaster *
 - Coffee maker +

- Microwave + (must be 800 watts or less)
- Instapot
- Air Fryer *
- Steam cooking appliance *
- Griddles*/grills
- Crockpots
- Rice-cookers *

*Can have if used in kitchen area

+ Conditional- must be auto-off product

Fire Regulations/ Safety Tips:

<https://www.nfpa.org/Public-Education/Staying-safe/Safety-in-living-and-entertainment-spaces/Campus-and-dorm-fires>

Babysitting/Minors

Babysitting is not permitted in the residence halls. Guests, with the exception of sanctioned university programming, must be 16 years of age or older.

Change in Room or Hall

No room or hall changes are to be made without prior approval. Students without roommates by the third week of the semester may be asked to consolidate or to pay the buyout rate for the room. Students will be provided opportunities to change rooms at designated times. A student may not submit a request on behalf of their roommate or another student. Students will be responsible for paying the appropriate rate for their new room.

Early Room Change - Students are eligible to apply for a room change near the start of each semester. Students must submit their application to change rooms prior to the communicated deadline. AU Housing will provide moving dates and instructions to approved applicants.

Mid-Year Change - Students are eligible to apply for a room change between each semester. Students must submit their application to change rooms prior to the communicated deadline. AU Housing will provide moving dates and instructions to approved applicants.

Students requesting a room change outside of the predetermined time frames will be required to participate in a roommate mediation process prior to being given consideration for a room change. Moving rooms without prior approval will result in disciplinary action, including a minimum fine of \$200.

Check-in/out of University Housing

Residential students are required to complete room inventory/room condition forms indicating all pre-existing conditions, damages, and irregularities in the residence hall rooms. Detailed completion of this form will either validate charges for room damage or protect students from being charged for room damage for which they are not responsible. This form is used to determine damage to the room and the corresponding charges, regardless of whether the occupants move out during the year or at the end of a semester. Failure to complete and file a form will indicate that there were no pre-existing damages (see "Damages" under Residence Hall Policies).

Students who withdraw or leave school during the school year must review the room inventory/room condition form with a Resident Assistant (RA) or a Residence Life Coordinator (RLC) before leaving. Students changing rooms or moving to another residence hall must review the room inventory/room condition form with an RA or RLC before leaving and complete a room inventory/room condition form for the new residence hall room. The RLC will check the room after it is vacated. Failure to follow proper check-out procedures will result in a \$50 fine. Proper check-out procedures will be posted and distributed to students.

Cooking and Food Storage and Waste

Some food preparation is allowed in residence hall rooms; however, cooking with an open flame, hot plates, electric skillets, grills of any kind, or appliances that do not shut off automatically are not permitted. Care should be taken to ensure carpet or furniture damage does not occur as a result of cooking. Refrigerators no larger than four cubic feet and compact microwave ovens are permitted in the residence halls. Refrigerators must be removed from the residence halls during the summer. Keep food in tightly covered containers. Waste food and empty food containers should be securely wrapped before depositing in waste cans or dumpsters. Refrigerators must be empty, clean, and unplugged at least 24 hours prior to leaving for Christmas break.

Delivery Services

Delivery services, including services such as food, flowers, mail, etc. are not permitted to enter a residence hall. Students may meet the delivery service at the front door of the building and complete transactions there.

Packages or oversized mail can be picked up at the designated Mail Center, located at the Bottom of Decker Hall, during their hours of operations of Monday-Friday, 9 AM - 4 PM. The Mail Center is closed on weekends and will not accept packages or mail outside their hours of operation. To ensure packages are delivered correctly, please do the following:

Include your First Name and Last Name

Use the following delivery address: 1100 E 5th St, Anderson, IN 46012

Include the following delivery instructions: Do not deliver on weekends, do not deliver past 4 PM, deliver package to Decker Hall

The Mail Center will not accept perishable deliveries such as groceries, GrubHub, Uber Eats, DoorDash, fruits, and meal delivery kits. The Mail Center is not able to refrigerate these items and, therefore cannot accept such deliveries.

Emergency/Urgent Move-Out

In the event of school closure or a shortened term due to external mandate (state or federal government action), weather, pandemic or other natural or man-made disaster, students may be required to leave campus prior to the end of an academic term. This may include moving out of campus housing. In such a case, Instruction for all or part of the academic year may be delivered remotely. Tuition, fees, and housing rates apply regardless of the method of instruction and may not be refunded in the event that instruction occurs remotely for any part of the academic year.

In the event of school closure or a shortened term due to external mandate (state or federal government action), weather, pandemic or other natural or man-made disaster, university housing may remain open for students. In the event university housing remains open, campus residents may be responsible for the costs assigned through their stay.

Entrance Restrictions

Students and guests are not to enter residence living units of the opposite sex without permission of an RA or Residence Life Coordinator except during open house hours. Violation could result in disciplinary action and a fine for the occupant and visitor.

Extension Cords

Only extension cords with surge protectors may be used.

Furniture

Furniture should be arranged so as to allow unobstructed visual access to the room. Furniture may not be removed from the residence hall room or apartment. Furniture in public spaces may not be removed. Furniture moved or reconfigured for an event must be replaced at the end of the event.

Health

The residence hall staff is concerned with students' health and reserves the right to confront students regarding serious health problems or potential problems. The university reserves the right to deny housing to students whose health needs have not been or cannot be satisfactorily met and if such action is determined to be in the best interest of the university, the occupants of the hall, and the student whose health should be addressed. Emergency/Urgent Move-Out

Keys

Students are responsible for room keys and for locking their room doors. The university does not assume responsibility for loss of money or valuables. If a key is lost or left in the room, contact the RA to have the door opened. There is a \$75 charge for lost keys. If a key is found and returned to the Housing Office within 14 days after the initial charge, then the student will receive a \$30.00 credit. Students are not eligible for partial or full credit if a key is found and returned after 14 days of receiving their new key.

Laundry

Vendors own and operate all washers and dryers in the residence halls. For service, notify the Business and Auxiliary Services at (765) 641-4131. Laundry facilities are intended for residents only. Do not leave laundry unattended.

Lofts

Personally built lofts are not permitted in the residence halls. Students may only loft a bed using the furniture and university provided supplies.

Lounges

Lounges are to be used by hall residents for educational endeavors and for relaxing, socializing, and entertaining visitors and friends. Individuals are responsible for cleaning up and throwing away their own trash. Movies and video games may not be shown or used in lounges unless approved by a RA or RLC. Students and visitors may not spend the night in the lounges. Non-residents must vacate lounges at 1 a.m. on weeknights and 2 a.m. on weekends.

Musical Instruments

Musical group or instrument practice in the residence halls is discouraged at all times and prohibited during quiet hours. The use of headsets, when possible, is encouraged. Residents are expected to regulate their noise level out of respect for others.

Objectionable Material

Offensive or questionable pictures, posters, videos, printed materials, clothing, or other items, as determined by the RA or RLC, are prohibited in the residence halls. Failure to remove such materials when asked could result in removal of the materials by staff and additional fines.

Open House

Residence hall room doors must be fully open when visitors are present during open house. It is the resident's responsibility to escort visitors out of the building when open house is over.

Open House Hours

- Residence Halls: Sunday through Thursday, 5-10pm; Friday and Saturday, 5pm-midnight.
- Apartments: (kitchen, living room, and dining room only): Sunday through Thursday, 5pm-midnight; Friday and Saturday, 10am-2am
- Lobby Hours (residence halls and Fair Commons): Sunday through Thursday, lobbies are open from 10am and close to non-residents at 1am; Friday and Saturday, lobbies are open from 10am and close to non-residents at 2am

Open house hours for all residence halls are suspended during the week of finals (last week of each semester) in an effort to cultivate a living environment that is conducive to studying and rest.

Overnight Guests

Guests are defined as any person(s) who is not a resident of the building he/she is visiting. Students are attempting to navigate study, athletic, and work schedules and the presence of overnight guests may be disruptive to other members of the residence hall. Overnight guests must be approved by the Residence Life Coordinator and requests must be submitted a minimum of 24 hours in advance. Residential students are eligible to host overnight guests twice per thirty day period and all guests are expected to honor our community standards during the visit. Overnight guests must be 16 years of age or older. Students hosting overnight guests approved for the purpose of admissions, athletics, or institutional programming are not counted toward the maximum number of overnight visits. Students hosting visitors are responsible for the actions of their guests. Students wishing to host a guest overnight must submit an overnight guest form a minimum of 24 hours prior to hosting their guest.

Former students who have been barred or who are not in good standing with the university for any reason are not allowed in the residence halls. The university reserves the right to deny any guests, including students living in another residence hall, if such action is determined to be in the best interest of the residents or the university.

Personal Belongings

Fire code dictates nothing be left in the hallways. Personal belongings are to be kept in your room. We encourage you to keep your room locked. Personal property left in the lounges, halls, study rooms, bathrooms, laundry rooms, or on stairways will be removed. The university assumes no liability and provides no insurance for damaged, lost, or stolen personal items. Students should check their parent's homeowner's insurance for coverage. The university recommends students purchase renter's insurance if not covered by their parents' homeowner's insurance.

Pets

Fish are the only pets allowed in the residence halls. Aquarium owners will be asked to remove aquariums left unattended during vacations or other times and to pay for damages occurring from improper use. The maximum allowable aquarium size is three gallons.

Please see the [Emotional Support Animal Policy](#) for details about ESA's.

Quiet Hours

Quiet hours are generally 11 p.m. to 9 a.m., though these may be extended by agreement of the residents of a hall or floor. All other times should be considered as courtesy hours, during which residents are considerate of those who are ill, studying, sleeping, etc. Students not honoring courtesy and/or quiet hours related to the use of electronic equipment may be required to use headphones. Students not honoring courtesy/quiet hours will be given a warning on the first offense. Additional violations could result in a fine or disciplinary action.

Recreation

For the safety of residents and to prevent damage to the facilities, rollerblading, riding scooters, or playing sports in hallways and common areas are not permitted. Dart boards are not allowed in the residence halls.

Room Assignments and Contracts

The Center for Student Life staff makes and coordinates room assignments and communicates move-in dates before each semester begins. Keys are obtained from the residence hall staff. Each resident is expected to complete a room contract and adhere to the conditions of residency. As a resident, you are expected to stay overnight in your own room. If residents change their status from full-time to part-time, they must have permission from the housing office to continue living in the residence hall. Residents who have stopped attending classes must vacate their residence hall room.

Room Entry

The university reserves the right to enter students' rooms to inspect for damages and to make repairs. The university also reserves the right to enter students' rooms or conduct room searches, given reasonable cause, to protect the health and safety of the residents (see university Community Standards).

Room Maintenance

Students are responsible for cleaning their own rooms and are expected to follow reasonable standards of cleanliness. All furnishings must remain in residence hall rooms. Furniture is not to be removed from lounges. Items may not be taken from storage rooms without permission. If a personal emergency or maintenance request makes it necessary for the RLC, RA, or maintenance personnel to enter a student's room, privacy and personal belongings will be respected; however, items appearing to be stolen (street signs, road signs and lights, etc.) or not consistent with university policy or standards may be confiscated by residence hall staff.

Safes

Students are permitted to have safes in their rooms and must be willing to open the safe in the case of a room search. Refusal to open a safe at the time of a search will be the equivalent of an admission of responsibility.

Shared Space Responsibility

Students are responsible for all activities and items in their living spaces, even if the student did not participate in the activity or introduce the item(s) into the room.

Solicitation

Selling, soliciting, and marketing in residence halls is prohibited without permission of professional residence life staff. This includes various kinds of demonstration parties. Questions regarding selling on campus should be directed to the controller, Decker Hall Room 28. Please report immediately to your RLC or to Police/Security Services any situation in which people are selling or soliciting in your hall.

Solicitation also includes advertising as a driver for ride-sharing services such as Uber or Lyft. Listing your room for rent on online marketplaces such as Airbnb or Craigslist is also a violation of the housing agreement and not allowed under the university's solicitation policy.

Storage Rooms

Storage space is limited and must be approved by the housing department. Storage is not available for extra furniture, lofts, bed parts, refrigerators, or bicycles. If storage items are not claimed within one year, Anderson University reserves the right to dispose of them. The university is not responsible for stored items; students store at their own risk.

Trash

Residents are expected to place their own trash in the dumpster outside their residence hall. Personal trash should not be left in the hallway or deposited in bathroom or kitchen waste cans. Leaving trash or any other personal items in residence hall hallways is a violation of safety codes.

Vacation Periods

Students may not enter closed residence halls after the stated dates or times or during vacation periods, unless approved for university purposes by the housing department. It is the student's responsibility to make travel arrangements or find accommodations during breaks. University apartments remain open all year and during all breaks. If a student from a resident hall wishes to stay at a friend's apartment during a break, the student must make those arrangements.

- Fall Break: All halls will remain open
- Thanksgiving Break: Apartments will remain open during break. All other halls will close the Wednesday prior to Thanksgiving at 10am and reopen the Sunday after Thanksgiving at 10am
- Semester Break (Christmas): Apartments will remain open during break. All other halls will close

- the day after final exams at 10am and reopen at 10am on the Sunday prior to classes resuming
- Spring Break: Apartments will remain open during break. All other halls will close the Saturday after the last day of classes at 10am and reopen the Sunday before classes resume at 10am
- Easter Weekend: All halls will remain open
- Year End: Rooms must be vacated by 10am on commencement day unless participating in commencement ceremonies. For those participating in commencement ceremonies, the residence halls and apartments will close at 10am the day after commencement

International students are eligible to stay on campus during academic breaks, excluding summer break. International students wishing to stay on campus during academic breaks must submit a request to the Housing Department at least two weeks prior to the start of the break period. Approval of requests is subject to the discretion of the Housing Department. Students approved to stay on campus during academic breaks are expected to adhere to all university policies and regulations. All campus dining options are closed during academic breaks. Students are responsible for coordinating their own meals. Students should call AUPD at (765) 641-3333 for any emergency or for room/building lockouts. International students are not permitted to stay on campus during the summer break period. Alternative arrangements must be made by students during the summer months.

Vending

Treat America owns and operates all vending machines on campus, including residence halls. For service, notify Business and Auxiliary Services at (765) 641-4131. Vending refunds are available by visiting the Mail Center.

Windows and Screens

Outside window ledges should be kept free of personal items. Stereo speakers placed on room window ledges must not face out. Nothing should be thrown out and no one should enter or exit through windows. Screens may not be opened or removed from the windows except in an emergency or by permission of the residence hall staff.

Please check to see screens are on windows and are properly attached. Damaged or missing screens will result in a charge for repair or replacement to the responsible individual(s). Damaged or missing screens in common areas such as restrooms, lounges, or hallways could result in all residents of the floor or hall being charged for repair or replacement. Record missing or damaged screens on the room inventory form and report them to your RA.

ROOFTOPS OF CAMPUS BUILDINGS

Students are prohibited from climbing on or accessing the rooftops of campus buildings. Students are also prohibited from climbing/rappelling the walls of campus buildings or any stairwells.

SELF-REPORT OF POLICY VIOLATION

Because one of the university's core values is integrity, students are encouraged to self-report all violations of university policies and the Community Standards. The student's willingness to self-report will be taken into consideration when sanctions are determined and generally result in a lesser sanction. This policy does not apply to violations that impinge on the wellbeing of others or repeated violations.

SEVERE WEATHER/TORNADO

When the weather service is predicting heavy storm activity and the possibility of tornadoes developing, the campus police/security officer on duty will direct the campus operator to notify all building managers of the weather conditions and advise them to listen to any Indianapolis news station for information and updates on the weather.

In the event of an approaching tornado, a "take cover" warning will be issued by Emergency Management and the Civil Defense siren near campus will be activated for two minutes. A second siren will indicate

there is a second tornado. There will be no siren for all-clear. In addition, building managers or designated individuals will alert people in their buildings either by word or by three short blasts on a safety whistle indicating to take cover.

When a warning to take cover is made, everyone is instructed to go indoors to basements, lower levels, and/or interior hallways, and to stay away from glass. These instructions may also apply during high winds, lightning, or hail. Do not leave the building until notified that all is clear.

PUBLIC POSTING AND DISPLAY POLICY

As a private Christian university, Anderson University operates under a clearly articulated Christian ethos and certain core values which include, integrity, excellence, servant leadership, generosity and responsibility. This policy is meant to contribute to and uphold these core values by providing guidance on the acceptable visual demonstration of civil discourse and learning.

Any visible postings, through any media, that violate the AU ethos, core values, or mission are not allowed. Examples include, but are not limited to, Confederate flags/symbols, Swastikas, Blacksun, Baphomet, Pentagrams, etc. This includes posting of signs, banners, symbols, on or in any building, or in any space that can be seen by the general public which violates the mission, ethos and values of the university.

Political content posting on university property, buildings, vehicles, etc. is not permitted.

Any posted material that incites reasonable people to violence; is harassing; threatens; intimidates; contains obscenity; and/or defames is prohibited. Individuals are not allowed to deface by posting materials in commons-areas (e.g., lounges, hallways, outdoors) that are visible to the public.

Failure to comply with this policy may result in conduct sanctions, as well as any applicable damage charges and restitution.

Signs and Notices

- Signs and notices are to be posted only on surfaces specifically designated for this purpose by the Student Communications Office.
- Painted and wood-paneled surfaces are not to be used for posting signs and notices.
- Glass surfaces such as doors and windows are to be kept free of signs and notices.
- All improperly posted notices and signs will be removed by university personnel.
- Individuals posting signs or notices are responsible for their content and may not post signs and notices objectionable in nature or not in keeping with Anderson University standards and expectations. Objectionable signs and notices will be removed, and those responsible could face disciplinary action.
- Sidewalk chalk should only be used on uncovered walkways that can be reached by rainfall. No chalk should be used on covered surfaces and breezeways. Do not write on campus sculptures, artwork, fountains, etc.
- All signs and notices must be in keeping with Anderson University core values and Student Community Standards.
- All materials posted in a residence hall must be approved by the Area Coordinator or Hall Coordinator.
- All postings that include a date must be removed no later than 48 hours after the event has taken place.

- All physical postings must have a physical stamp of approval, provided by the Student Communications Office. The Student Communications Office can be found in the SEO. Postings that are not stamped as approved will be removed.
- All postings that do not have a specific date, must be taken down by the end of the semester in which they were posted.

SOCIAL MEDIA POLICY

Anderson University uses social media as a communication tool to share institutional messaging, to disseminate information, and create opportunities for community engagement. The use of university owned and controlled social media is used to 1) promote the university's mission, values, and goals, 2) to share relevant information, 3) to develop relationships, and 4) to increase support from AU constituents..

AU recognizes social media as an important communication tool. It is a great way for schools, departments, and offices to develop relationships and interact with key stakeholders. Because each social media platform has its own unique audience and purpose, we must work proactively to ensure that they are used correctly and maintained properly in order to gain the most impact and protect the AU brand.

This policy encompasses all University owned and controlled social media platforms including but not limited to: Instagram, Twitter, Facebook, Tik Tok, Snapchat, and LinkedIn.

1. Authorization to create an AU affiliated social media account may be requested by submitting a [Social Media Consult](#) request in Raven Solutions.
2. All affiliate accounts that are created without prior authorization may be pursued to be deleted.
3. Do not infringe on the privacy of others.
4. AU values the inherent worth and dignity of every person, thereby fostering a community of mutual respect. We believe that in order to achieve these ideas, all AU, faculty, staff and students are expected to exhibit, and practice civil behaviors that exemplify integrity, servant leadership, excellence, generosity and responsibility. Social media posts on university-owned platforms that violate these values, may be removed.

STUDENT CONCERNS

While Anderson University attempts to operate with integrity and concern for the welfare of students, we also understand that, on occasion, events arise in which students have legitimate concerns. When these events occur, we want students to have a means for expressing and resolving those concerns. While not every resolution may turn out in the way a student might hope, we aspire to have a process to ensure a way for the concern to be heard and for resolutions to be sought. To this end, the following is suggested:

- If a concern involves academic issues outside of a student's perception of being unfairly evaluated in a course, such as concerns about academic advising, the student should address the complaint first to the faculty member, then to the chair of the department in which the course is listed, then to the dean of the school for which the course is listed and finally to the Provost if the issue has not been resolved.
- If the concern involves student life please contact the Dean of Students in writing via email.

Other specific concerns may be pursued as follows:

- If the concern relates to what students feel are unfair evaluations in courses, please follow the steps outlined in the "Grade Appeal" section of this student handbook, listed under Academic Policies.
- If the complaint relates to sexual misconduct or harassment, please follow the steps outlined in the Sexual Misconduct/Harassment Policy of this student handbook.

- If the complaint relates to race or national origin, please follow the steps outlined on the incident report of the [MOSAIC Committee page](#) of the university website.
- If you are not sure who to contact, please advise the Provost or the Dean of Students of your concern. Either would be willing to assist you in identifying the most appropriate way to navigate your concern.
- Anyone (students and non-students) may file a complaint with the Dean of Students, director of Residence Life and student conduct, or the director of Police/Security Services against any student or other member of the university community or student organization for conduct believed to be in violation of the Student Community Standards.
- Students are encouraged to choose a member of the faculty or staff to serve as an ally/advocate while navigating the process of registering a concern and working through resolutions.

FORMAL COMPLAINT

A formal complaint is defined as a complaint that is not able to be resolved by any other formal process outlined above. A formal complaint must be submitted in writing using the online complaint form to the assistant to the president within 60 days of the event that triggered the complaint. Submission of this form goes to the executive assistant to the Provost, who determines who will respond and address the written complaint. The designated person will be notified and will respond within five business days of receipt of the complaint with the response copied to the executive assistant to the Provost.

Written complaints must be submitted [HERE](#).

TITLE IX QUALIFIED MISCONDUCT

See full policy in Appendix A.

TOBACCO

The use or possession of tobacco and/or nicotine products, or any tobacco and/or nicotine related paraphernalia in any form (including e-cigarettes and vaporizers) is prohibited on campus, on streets contiguous to campus, and in conjunction with any university sanctioned event and/or activity. This includes smoking, chewing tobacco, dipping snuff or pouches, openly displaying tobacco and/or nicotine and tobacco and/or nicotine products, and advertising such products.

VA BENEFITS

Chapter 31 and Chapter 33 – Assessment of Late Fees

In accordance with Title 38 US Code 3679 subsection (e), Anderson University adopts the following provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Anderson University will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) or Change of Program or Place of Training Form 22-1905.
- All students must submit a VA Education Benefit Request Form for **each semester** they intend to receive VA payments. Students' classes won't be certified to the VA unless they are enrolled in the classes.

Students may find more information about VA benefits [HERE](#).

Return of Military Tuition Assistance Funds (TA)

TA is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. Anderson University will return any unearned tuition assistance (TA) funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. Refunds will be processed within 30 days from the date the withdrawal is posted. In instances when a service member stops attending due to a military service obligation, AU will work with the affected service member to identify a solution that will mitigate any debt a student might have had through the Return of Tuition Assistant Funds process. For more information contact the university registrar.

WEAPONS

Firearms, ammunition, and illegal or unauthorized weapons of any kind are not allowed on campus. Violations will likely result in immediate dismissal and/or criminal charges. Blades longer than three inches are prohibited from being carried on campus. Kitchen cutlery is permitted in campus apartments and residence hall kitchens. Pepper spray is allowed for self-defense purposes. Misuse will be considered a violation of the weapons policy.

BB guns, pellet guns, orbeez guns, paint guns, etc. are also prohibited on campus. Students who violate this policy will have their gun confiscated and will be subject to disciplinary action. The use of any item to harm or threaten another individual is prohibited.

APPENDIX A:

Title IX Sexual Harassment

ANDERSON UNIVERSITY POLICY

APPLIES TO: Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors

INTRODUCTION

Anderson University (AU, the university) affirms its commitment to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Sexual misconduct is damaging to this environment and a violation of law and university policy. The conduct standards and expectations for those who choose to be part of the Anderson University community are informed by the university's core values and our Church of God heritage (see the Anderson University Ethos Statement). Student, faculty, and staff handbooks contain specific conduct expectations and policies.

Members of the university community have the right to be free from all forms of sexual harassment that impede the realization of the university's mission of educating for a life of faith and service to the church and society. All members of the university community are expected to conduct themselves in a manner that maintains an environment free from sexual harassment. As such, AU does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the university is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy discrimination and sexual harassment — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Sexual harassment is defined broadly under this Policy. Sexual harassment includes sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual misconduct with a minor, child molesting, and sex discrimination, as defined below. Sexual harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of sexual harassment is brought to an appropriate individual's attention, and a respondent is found to have violated this policy, the university will issue appropriate sanctions to prevent future misconduct.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual harassment in order to protect the rights and personal safety of students, employees, and other members of the university community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of sexual harassment will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the respondent.

DEFINITIONS

The following terms and definitions apply to this policy.

TERM	DEFINITION
Actual Knowledge	Notice of sexual harassment or allegations of sexual harassment to a university's Title IX coordinator or any official of the university who has authority to institute corrective measures on behalf of the university. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the university with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the university. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX coordinator.
Advisor of Choice	The advisor for the complainant and the respondent may be of the students choosing. They are allowed to attend all meetings and hearings during a sexual harassment case. The advisor may not speak except during the live hearing to ask cross examination questions. If a student does not have an advocate, the university will assign one.
Appointee	An individual deemed to have an affiliation with the university in a non-compensatory capacity as designated in the applicable Human Resources Information System.
Complainant	Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether or not that individual makes a report or participates in the review of that report by the university, and regardless of whether or not that person is a member of the university community.
Consent	<p>Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.</p> <ul style="list-style-type: none"> A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. B. Consent may be withdrawn at any time. C. Previous relationships or prior consent cannot imply consent to future sexual acts; this includes "blanket" consent (i.e., permission in advance for any/all actions at a later time/place). D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.). <ul style="list-style-type: none"> i. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

	<ul style="list-style-type: none"> ii. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs. iii. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy. <p>E. It is the obligation of the person initiating the sexual activity to obtain consent.</p> <p>F. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.</p> <ul style="list-style-type: none"> i. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person. ii. Coercion: the application of pressure by the respondent that unreasonably interferes with the complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct. <p>G. A person who does not want to consent to sex is not required to resist or verbally object.</p> <p>H. Withdrawal of consent can be manifested through conduct and need not be a verbal withdrawal of consent (i.e. crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).</p> <p>I. Consent may not be given by an individual who has not reached the legal age of consent under applicable law.</p>
Decision Maker(s)	The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process. This may include a hearing panel, hearing officer, investigator, appeal panel, employed by the university and/or a person(s) hired by the university to investigate, oversee, adjudicate and make decisions of responsibility, sanctions, and appeal.
Designated Campus Advocate	These are persons who are confidential and are able to guide a student through the Title IX process, listen empathically, provide guidance and resources for the student. Speaking to a campus advocate will not trigger an automatic Title IX investigation.
Formal Complaint	A complaint filed by the complainant or the university that triggers the university's full investigation and hearing process under Title IX.
Investigator	An individual assigned by the Title IX coordinator to investigate the alleged sexual harassment and oversee the investigative hearing.
Respondent	Any member of the university community who is reported to have engaged in conduct prohibited by this policy.
Retaliation	<ul style="list-style-type: none"> i. Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual harassment. ii. Retaliatory behaviors include intimidating, threatening, coercing, hostility, harassment, retribution, or violence that occurred in connection to the making and follow-up of the report.
Sexual Harassment	A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

	<p>B. 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 recipient's education program or activity; or</p> <p>C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).</p> <p>All such acts constitute of sexual harassment under this policy.</p>
Student	<p>An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for 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 in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the university; "student" also includes registered student organizations. A student organization remains a "student" for purposes of this policy for one calendar year following the expiration of the organization's most recent registration.</p> <p>The university reserves the right to administer this policy and proceed with any process provided by this policy even if the student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.</p>
Title IX Coordinator	<p>The designated university official(s) with primary responsibility for coordinating the university's compliance with Title IX. This individual(s) provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the university responds appropriately, effectively, and equitably to all Title IX issues.</p>
University Community	<p>Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors.</p>
Witness(s)	<p>Any person who may have had been present to any action of sexual harassment. This person may also be the first person that the complainant or respondent first told about the sexual harassment.</p>

POLICY DETAILS

I. SCOPE

A. Medium

- i. This policy applies to alleged sexual harassment in any form. Sexual harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.

B. Jurisdiction

- i. The university has a compelling obligation to address allegations and suspected instances of sexual harassment when it has actual knowledge that this policy has been violated. The university must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary.
- ii. The university's disciplinary response may be limited if the respondent is a visitor or other third-party or is not subject to the university's jurisdiction.

C. Location

- i. This policy applies to alleged sexual harassment that takes place in a university's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the university exercised significant control over both the respondent and the context in which the sexual harassment occurred.
- ii. This policy also applies to alleged sexual harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a student organization that is officially recognized by the university., sexual misconduct between students outside the educational program or activity.
- iii. In situations not covered above, but where the sexual harassment undermines the security of the university community or the integrity of the educational process or poses a serious threat to self or others, other applicable university procedures for general misconduct may be applied.

- D. This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of the university community who exercise their legitimate First Amendment rights.

E. Policy Maintenance

- i. This policy is managed by the Dean of Students and the Title IX coordinator(s).
- ii. This policy and the associated procedures will be reviewed and revised as necessary by the above stated parties on an annual basis.

II. RECEIVING SUPPORTIVE MEASURES

- A. Members of the university community impacted by sexual harassment are encouraged to use counseling and support services, listed in the resources section.

III. EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

- A. The university designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of sexual harassment conveys actual knowledge to the university.
- B. The following employees have been designated by the university as having the authority to initiate corrective measure on its behalf:
 - i. Title IX Coordinator(s)
 - ii. President of the University/Institution
 - iii. Provost
 - iv. Vice Presidents
 - v. Director of Athletics
- C. When one of the above employees learns of alleged sexual harassment, that employee must contact the Title IX coordinator in the Office of Work Life Engagement or Student Life as soon as possible.
- D. Employees may have additional reporting obligations provided by law and/or other university policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures

IV. EMPLOYEE DUTY TO REPORT

All university employees have reporting responsibilities to ensure the university can take appropriate action.

- A. All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault and/or harassment. Any employee who receives a disclosure of sexual assault and or harassment or becomes aware of information that would lead a reasonable person to believe that sexual assault and or harassment may have occurred involving anyone covered under this policy, must report all known information immediately.
- B. Employees are not required to report disclosures of information regarding sexual harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the university's professional counselors:
 - i. At public survivor support events including, but not limited to: Take Back the Night, candlelight vigils, protests, and survivor speak-outs
 - ii. To student-employees when they are operating outside of their official work capacity.
 - iii. During an individuals' participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.
- C. Employees with a duty to report should refer to the chart in Reporting Allegations of Sexual Harassment. Contacting the Title IX coordinator in the Office of Work Life Engagement or Student Life to share all known information will satisfy the employee duty to report.
- D. Employees may have additional reporting obligations provided by law and/or other university policies.

- E. The following categories of employees are exempt from the duty to report sexual assault and other sexual harassment, due to their legal or professional privilege of confidentiality or their designation by the university as a confidential reporter:
- i. Professional and pastoral counselors
 - a) A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the university community and who is functioning within the scope of that license or certification and their university employment.
 - 1. This definition applies even to professional counselors who are not employees of the university but are under contract to provide counseling at the university.
 - 2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a PhD counselor-trainee acting under the supervision of a professional counselor at the university).
 - b) A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the university.
 - 1. In this context, a pastor or priest who is functioning as an athletic director or as a student advocate would not be exempt from the reporting obligations.
 - ii. Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their university employment.
 - a) For example, a counselor/therapist with a dual appointment as a clinician and professor would be required to report instances of sexual harassment of which they become aware in the scope of their employment as a professor, but must keep such information confidential and privileged if learned in the scope of their duties as a counselor/therapist unless there is a mandatory reporting requirement under state law.
 - b) Designated campus advocates
- F. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

- A. Any person may report sexual harassment. By way example, this includes:
- i. Students
 - ii. Employees
 - iii. Parents
 - iv. Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- B. Reports can be made to the Title IX Coordinators in the following ways:

- i. In-Person: Reesa Smith, Director of Work Life Engagement (HR), Decker 117 or Scott Cagnet, Dean of Students, Decker 204
 - ii. Phone: 765-641-9433 OR 765-641-4219
 - iii. Email: rksmith@anderson.edu or smcagnet@anderson.edu
 - iv. Anonymous: <https://anderson.edu/hr/titleix/>
- C. Making a report to the university and to law enforcement are mutually exclusive events. Making a report to the University does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the University. However, individuals may request assistance from the Title IX coordinator or designee to notify law enforcement.

Agency	Contact Information
University Police	765-641-3333
City Police	765-641-6775 / 911
Madison County Sheriff	765-646-9285 / 911

VI. CONFIDENTIALITY AND PRIVACY

- A. The university recognizes the importance of confidentiality and privacy. See the resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate university functions, or when the university is required to provide information under the law.
- B. If an incident is disclosed or reported to the university and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX coordinator or designee will explain that the university prohibits retaliation and explain the steps the University will take to prevent and respond to retaliation if the individual participates in a resolution process. The Title IX coordinator or designee will evaluate the request to determine whether or not the university can honor the request while still providing a safe and nondiscriminatory environment.
- C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the complainant will be notified if such a decision is made. If the University proceeds with an investigation, the complainant is under no obligation to proceed as a part of the investigation.
- D. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

VII. RETALIATION

- A. Retaliation is prohibited by university policy and law. The university will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in an investigation of discrimination or harassment.

- B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a student, independent of the merits of the underlying allegation.
- C. Allegations of retaliation should be reported to the Title IX coordinator.
- D. Retaliation is defined as any adverse or negative action against an individual for an allegation, for supporting a reporting party, or for assisting in providing information relevant to an allegation. Retaliatory behaviors include intimidating, threatening, coercing, hostility, harassment, retribution, or violence that occurred in connection to the making and follow-up of the report.

VIII. INVESTIGATION AND RESOLUTION OPTIONS

- A. Initial Assessment
 - i. The Title IX coordinator(s) reviews all reports of sexual harassment under this policy for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the university's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the complainant to participate in an investigation or other resolution.
 - ii. Upon completion of an initial assessment, the Title IX coordinator or designee will determine the available options for resolution and will communicate the options to the parties.
- B. Informal Resolution
 - i. Informal resolution may be utilized in some circumstances if the University deems appropriate and both parties agree to it.
- C. Investigative Resolution

The Title IX coordinator(s) may resolve a report of sexual harassment through investigative resolution when the alleged sexual harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the university will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

IX. REMEDIES

- A. When the university makes a finding of a policy violation, it will take steps, whether or not individual or systemic, to stop the alleged sexual harassment, prevent its recurrence, and remedy the discriminatory effects on the complainant and others, as appropriate.
- B. Corrective Actions/Sanctions
 - i. When the respondent is a student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
 - ii. When the respondent is an employee, corrective actions may be taken pursuant to the Corrective Action/Termination Policy, Student Employment Policy, and/or Faculty Rules. Disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

- iii. Student employees may be subject to corrective action and sanctions under student and/or employee policies depending on the nature of the case. For instance, a student employee who is dismissed from the university may also be subject to termination or other corrective actions.
 - C. Any corrective actions or sanctions will not take effect until any appeals have been completed.
 - D. Interim Supportive Measures
 - i. Supportive measures will be made available to both the complainant and respondent whether or not a formal complaint is filed to ensure equal access to the University's education and employment programs and activities. The Title IX coordinator or designee will conduct an individualized assessment and will review requests from complainant and respondent to determine supportive measures that are appropriate and reasonably available at no cost to the complainant or respondent. Supportive measures may include, but are not limited to:
 - a. No contact directives issued to all parties;
 - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Academic support including extensions of time and other course-related adjustments;
 - d. Modification of work or class schedules;
 - e. Change in work or housing locations;
 - f. Change in reporting relationship;
 - g. Consideration of leave requests; and
 - h. Assistance with academic petitions.
 - ii. During the period of any investigation a respondent can be put on administrative leave if they are an employee of the university. If the respondent is a student of the university, they may be removed from educational activities following an individualized safety and risk analysis that determines that the respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.
 - iii. The Title IX coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other university employees with a need to know.
 - iv. The university will maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the university to provide the supportive measures.
 - E. Other Remedial Measures
 - i. When the university is unable to proceed with investigative resolution, such as lack of information in the report or 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 behavior occurred, but that the behavior did not rise to the level of a policy violation.
 - ii. Remedial measures may include and are not limited to:

- a. Providing training on sexual harassment;
- b. Increasing security in a designated space;
- c. Changing policy or procedure; and
- d. Conducting climate checks.

X. FALSE ALLEGATIONS

- A. It is a violation of this policy for anyone to make a false allegation of sexual harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of sexual harassment.
- B. The absence of a finding of a policy violation is not equivalent to finding that the complainant acted in bad faith.

XI. PROCESS ABUSE

- A. No member of the university community may:
 - i. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
 - ii. Make, in bad faith, materially false statements in or related to a process covered by this policy;
 - iii. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
 - iv. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

XII. TRAINING

- A. All faculty, staff, Student employees, graduate associates, and Students are required to take annual Sexual Harassment training as directed by the university.

PROCEDURE

I. INITIAL ASSESSMENT

- A. Upon receiving a report, the Title IX coordinator will provide information to the complainant on the availability of supportive measures, the right to file a formal complaint, and how to file a formal complaint.
- B. The Title IX coordinator reviews all reports of sexual harassment under this policy for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the university's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the complainant to participate in an investigation or other resolution.
- C. Upon completion of an initial assessment, the Title IX coordinator or designee will determine the available options for resolution and will communicate these options to the parties.

- D. If the complainant or the university elects to file a formal complaint, the Title IX coordinator will provide written notice to the respondent that includes:
- i. The actual allegations of facts that constitute sexual harassment and any evidence that supports this;
 - ii. That there is a presumption of innocence in their favor;
 - iii. That all parties are entitled to an advisor of their choice;
 - iv. That all parties can inspect and review evidence; and,
 - v. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

II. DISMISSAL OF A COMPLAINT

- A. In the event that prior to, or in the course of, an investigation, the university determines that the allegations fail to meet the definition of sexual harassment or did not occur while in the United States and under the university's educational program or activity, the investigation and formal complaint will be dismissed. Formal complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Community Standards.
- B. The university reserves the right to dismiss the formal complaint and stop the investigation if:
- i. The complainant notifies the Title IX coordinator in writing that they wish to withdraw their formal complaint;
 - ii. The respondent is no longer enrolled in or employed by the university; or
 - iii. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g., lack of participation in the investigative process by parties or witnesses).
- C. If the university dismisses the formal complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

III. INFORMAL RESOLUTION

- A. Informal resolution may be utilized in some circumstances if a formal complaint is filed.
- B. The usage of an informal resolution process is limited in a number of ways:
- i. Informal resolution is unavailable if the respondent is an employee of the school.
 - ii. Informal resolution may only be used if any and all parties to an investigation agree to it.
- C. In all cases, the University will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the complainant of options, including the option to begin the investigative resolution process.
- D. The university will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received special training in order to facilitate resolution of the formal complaint.
- E. Informal resolution can take any form that the parties agree upon. The Title IX coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:

- i. *Facilitated Dialogue*: A structured and facilitated conversation between two or more individuals, including, but not limited to the complainant and the respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.
 - ii. *Shuttle Mediation*: An indirect version of the facilitated dialogue.
 - iii. *Circle of Accountability*: A facilitated interaction between the respondent and university faculty and/or staff designed to provide accountability, structured support, and the creation of an educational plan.
- F. Depending on the form chosen, it may be possible for a complainant to maintain anonymity throughout the informal resolution process.
- G. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate university individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

IV. FORMAL RESOLUTION & HEARINGS

- A. The Title IX coordinator(s) may resolve a report of sexual harassment through its formal resolution process when the alleged sexual harassment, if true, would be prohibited under applicable university policy. In instances when informal resolution is inappropriate, when any party requests, or when the university requires formal investigation, the university will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.
- B. Investigation
 - i. Following the filing of a formal complaint, an investigator will be assigned to the case by the Title IX coordinator. During the investigation, the investigator will seek to meet separately with the complainant, respondent, and any relevant witnesses who may have information relevant to the incident. The investigator may also gather or request other relevant information or evidence when available and appropriate. Both the complainant and respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case. All investigations are done by a trained investigator.
 - ii. Although both the complainant and respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the complainant nor the respondent are required to participate in the investigation process. However, only information and evidence gathered during the investigation may be used by the decision maker(s) during the hearing process.
 - iii. Formal complaints of sexual harassment may be consolidated were the allegations arise out of the same facts or circumstances.
 - iv. During the investigation process, parties have an equitable right to:
 - a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
 - b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the procedure section below;
 - c. Present relevant information to the investigator, including evidence and witnesses;
 - d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;

- e. Have an advisor of their choosing, or through appointment by the university, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
 - f. Investigators who are adequately trained to resolve cases of alleged sexual harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- v. The university must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- vi. The university will not restrict the ability of a complainant or respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- vii. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- viii. Following the completion of the investigation, the investigator will complete an investigative report on the allegations contained in the formal complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The university must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least 10 days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.

C. Hearings

- i. All hearings are overseen by a decision maker(s). All decision maker(s) have received special training on how to be impartial and are assigned to cases by the Title IX coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the decision maker(s).
- ii. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.
- iii. The decision maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.
- iv. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- v. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the university will provide an advisor for them.
- vi. Questioning & Cross-Examinations
 - a. The decision maker(s) may question individual parties and witnesses.
 - b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any

questions determined not to be relevant by the decision maker(s) are not required to be answered.

- c. If a party or witness is absent from the live hearing or refuses to answer cross-examination or other questions, the decision maker(s) may not rely on any statement of that person in reaching a determination of responsibility. The decision maker(s) may not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.
- vii. If, at any point during the hearing, the decision maker(s) determines that unresolved issues exist that could be clarified through additional investigation time, the decision maker(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
- viii. Hearings may be conducted virtually through the use of technology at the University's discretion. However, if either the complainant or respondent asks to be in separate rooms, the university must grant this request and provide appropriate technology to allow for simultaneous participation.
- ix. All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

D. Resolution

- i. The decision maker(s) will communicate his or her decision to both parties, concurrently. The decision maker(s) will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the decision maker(s) will send the parties a final outcome letter at the conclusion of the hearing.
- ii. The decision maker(s) bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the preponderance of evidence standard: If the evidence indicates that it is more likely than not that the respondent committed the alleged act(s), then the respondent will be found responsible for violating this policy.
- iii. The decision maker(s)'s written decision must include the following information:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the university's community standards to the fact;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanction imposed upon the respondent, and whether or not remedies designed to restore or preserve equal access to the university's education program or activity will be provided; and

- f. The procedures and permissible bases for either party to appeal.
- iv. If the respondent is found responsible for violating this policy, the decision maker may consult with the Title IX coordinator(s) in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the decision maker(s)'s written decision.

V. APPEALS PROCESS

- A. If either party disagrees with the outcome of the decision maker(s)'s determination, they may file a written appeal with the Title IX coordinator within 5 days of receiving the decision maker(s)'s written decision.
- B. Appeals may be filed due to:
 - i. A procedural irregularity that affected the outcome.
 - ii. New evidence discovered that was not reasonably available at the time of the determination or dismissal.
 - iii. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the investigator(s) or decision-maker(s).
- C. The Title IX coordinator(s) will assign an Appeal Panel, not made up of personnel already involved in the case, to examine all evidence in order to determine if the appeal has merit. The Appeal Panel will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

VI. RECORDKEEPING

- A. The university shall maintain all records relating to formal complaints of sexual harassment, as well as all training materials used under this policy, for seven years.

RESPONSIBILITIES

Position of Office	Responsibilities

RESOURCES

SUPPORT RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
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Students	Provides assistance in process and resources available	Designated Campus Advocate	Title IX Coordinator(s)	Confidential
Employees	Provides life assistance for an array of personal, work-related, and daily living challenges for benefits-eligible employees and family members	Employee Assistance Program	Office of Work Life Engagement	Confidential
All Members of the University Community	Coordinates Title IX compliance; leads Title IX activities; provides education and training	Title IX Coordinator(s)	Reesa Smith, D-117 Scott Cagnet, D204	Non-Confidential
Anyone	Responds to criminal conduct on campus	University Police	x3333/911	Non-Confidential

MEDICAL RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Students	Outpatient facility; provides a variety of healthcare services	Student Health Center	(765) 641-4222	Confidential
Anyone	24/7 medical services	Emergency Room	911	Confidential

CONTACTS

Subject	Office	Telephone	Email/URL
Policy Questions	Title IX Coordinator(s)	X9433	rksmith@anderson.edu smcagnet@anderson.edu
To Make a Report	Title IX Coordinator(s)	X9433	https://anderson.edu/hr/titleix/
Title IX Questions	Title IX Coordinator(s)	X9433	rksmith@anderson.edu smcagnet@anderson.edu

QUESTIONS AND ANSWERS

Following are some commonly asked questions regarding the university's sexual misconduct policy and procedures.

What is the difference between a report and a complaint?

Any person may file a report of sexual harassment to the Title IX coordinator, which in turns triggers the university to respond to the report. A formal complaint means a document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the university investigate the allegation of sexual harassment and must be filed, in writing, by the victim of sexual harassment, or the Title IX coordinator.

Does information about a report remain private?

The privacy of all parties to a report of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. The university will not disseminate information and/or written materials to individuals not involved in the resolution process without the consent of both parties. Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by the university, though both parties are allowed to share

their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

In all resolutions of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy (e.g., the president of the university, provost, Dean of Students, director of Police and Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the university, and there is evidence a felony has occurred, local police may possibly be notified. This does not mean charges will be automatically filed or a victim must speak with the police. The institution must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual security report of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

No, not unless you tell them. Whether you are the reporting party or the responding party, the university's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student or in a life-threatening situation. If the responding party is found responsible and assigned a heightened disciplinary status, the parent may be informed, and if the responding party is a minor, the parent will be informed of the disciplinary status.

Will the responding party know my identity?

Yes, if the university determines there is reasonable cause to believe a violation has occurred and formally investigates the matter. The responding party has the right to know the identity of the reporting party. The reporting party is not required to confront the responding party directly.

Do I have to name the responding party?

Yes, if you want formal disciplinary action to be taken against the responding party. You can report the incident without the identity of the responding party but doing so may limit the institution's ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the reporting party. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the Center for Student Life, which can explain the university's procedures for addressing sexual misconduct reports. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.

Will I (as a victim) have to pay for counseling/or medical care?

No, if you are utilizing services provided on campus. If a victim is accessing community and non-university services, payment for these will be subject to the provisions of Indiana Code 5-2-6.1 and insurance requirements. A victim may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution.

What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because representation will be handled by the Madison County Prosecutor's Office. You may want to retain an attorney if you are considering filing a civil action or are the responding party. The responding party may retain counsel at their own expense if they determine they need legal advice about criminal prosecution. Both the responding party and the reporting party may also use an attorney as their advisor during the campus' investigation. Attorneys are subject to the same restrictions as other advisors in the process as described in the student handbook under section 8.13.

How is a complaint of sexual misconduct decided?

The university investigates allegations of sex/gender-based harassment, discrimination, or misconduct to determine whether or not there is evidence to indicate a policy violation is “more likely than not.”

What about changing residence hall rooms?

You may request a room change if you want to move. Room changes under these circumstances are considered emergencies. It is typically institutional policy in emergency room changes that the student is moved to the first available suitable room. If you prefer the responding party be moved to another residence hall, the request will be evaluated by the Title IX coordinator or the Center for Student Life to determine if it can be honored. Other assistance and modifications available to you might include the following:

- Assistance from university support staff in completing a room relocation
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance
- Taking an incomplete in a class
- Assistance with transferring class sections
- Temporary withdrawal
- Assistance with alternative course completion options
- Escorts to and from campus locations
- On- or off-campus counseling assistance
- Transportation assistance or support
- Other accommodations for safety as necessary

What should I do about preserving evidence of a sexual assault?

Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time.

If you believe you have been a victim of a criminal sexual assault, you should go to the hospital emergency room before washing yourself or your clothing. The Sexual Assault Nurse Examiner (SANE) is a specially trained nurse at the hospital and is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). The nearest local hospital with an appropriate SANE program is located in the Emergency Department of Community Hospital, 1515 N. Madison Avenue, Anderson, IN 46011; (765) 298-5141.

A student life professional from the university can accompany you to hospital and university police or local law enforcement can provide transportation. The hospital is not required to notify the police; it is the victim's option to have the police notified or not. Even if the victim chooses to notify police, she/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected appropriately will help to keep all options available to a victim but will not obligate her or him to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges should the victim decide later to exercise this option.

For the victim: The hospital staff will collect evidence, check for injuries, address pregnancy concerns, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic

containers do not breathe and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene — leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a victim be sanctioned if he/she has illegally used drugs or alcohol?

No. The seriousness of sexual misconduct is a major concern, and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. The university provides amnesty from any consequences for minor policy violations occurring during or coming to light as the result of a victim's report of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct resolution?

The use of alcohol and/or drugs by either party will not diminish the responding party's responsibility. On the other hand, alcohol and/or drug use is likely to affect the reporting party's memory and, therefore, may affect the resolution of the reported misconduct. A reporting party must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence, and/or witnesses to prove policy was violated. If the reporting party does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the responding party without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a responding party.

Will prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?

If you believe you have experienced sexual misconduct but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Title IX coordinator or dean of students (not confidential), or university counseling services (confidential).

DEFINITION OF TERMS

Advisor

The complainant and the respondent are each entitled to an advisor of their choosing. This advisor may be an attorney. Advisors are permitted to accompany the student at any meeting regarding a sexual harassment investigation. An advisor accompanying a student at any meeting may provide support, guidance, or advice only to the student during the meeting but may not otherwise participate in the meeting unless requested to do so by the university.

The advisor of choice will be allowed to ask cross examination questions during the live hearing. The university reserves the right to remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

If the complainant and/or the respondent does not have an advisor of choice, the university will appoint an advisor for the live hearing.

Clery Act

Also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, this rule requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of their participation in the Title IV, Higher Education Act programs.

Complainant

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Student

For the purposes of Title IX and VAWA (Violence Against Women Act), the university considers a student one who has registered for classes. The university reserves the right to hold an admitted student registered for classes accountable to conduct standards under Title IX and VAWA.

Third-Party Reporter

An individual reporting an unwelcomed behavior but is not the recipient of the behavior.

Title IX

Title IX means Title IX of the Education Amendments of 1972, Public Law 92-318, as amended, which is designed to eliminate discrimination on the basis of sex in any educational program or activity receiving federal financial assistance.

Victim

An individual who has experienced a sexual misconduct offense but has not yet filed a formal complaint of the incident.

Violence Against Women Act (VAWA) 2013

VAWA implemented changes to the Clery Act by requiring institutions of higher education to comply with certain campus safety and security related requirements, including compiling statistics for incidents of dating violence, domestic violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

Date of Adoption: Aug. 18, 2015

Updated: June 20, 2017

July 2020

July 2024

APPENDIX B:

Community Standards

INTRODUCTION

Anderson University's commitment to its Christian identity provides the foundation on which the University's *Community Standards* are constructed and frames the set of core values that shape the expectations for all members of the Anderson University community.

- **Integrity** - Anderson University students demonstrate honesty and trustworthiness and pursue truth in all interactions. Anderson University students are given and accept a high degree of responsibility accountability to self and to others.
- **Generosity and Excellence** - Anderson University students participate in the creation of a campus community that frees students to develop and contribute their best work.
- **Responsibility** - Anderson University students recognize Jesus Christ's call to love our neighbors. They honor the dignity of every person, understand and appreciate how their decisions and actions affect others, are just and equitable in their treatment of all members of the community, and act to discourage and challenge those whose actions may be harmful to and/or diminish the value of others.

Anderson University students are responsible for knowing the information, policies and procedures as outlined in this document. Anderson University reserves the right to make changes to this code as necessary and those changes are effective upon public posting and dissemination. Students are encouraged to check online for updated versions of all policies and procedures.

SECTION 1: PHILOSOPHY

The Anderson University community is committed to fostering a campus environment that is conducive to academic inquiry and respectful discourse. The community standards program is committed to establishing equitable educational and developmental processes that balance the interest(s) of individual students with the health of the Anderson University community.

Each member of the Anderson University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. Community standards proceedings are employed to assert and uphold shared expectations when members of the community fail to embody Anderson University's shared values.

The community standards process at Anderson University is not intended to punish students for punishment's sake; rather, it exists to protect and promote the interests of the community and challenge behaviors that are not consistent with Anderson University's shared values. Community sanctions are intended to challenge a student to consider new ways of seeing and interacting with the world around them so that they may make positive contributions to their community. The community standards hearing process may determine that access to particular privileges should be limited to those students who, through healthy decision-making and actions, make positive contributions to the community.

Students should be aware that the student community standards process is much different from criminal and civil court proceedings. Procedures and rights in the community standards process are fair and equitable but may not include the same protections and due process afforded by the courts. Due process, as defined within this document, assures that no student will found in violation of Anderson University's *Community Standards* without demonstrating that it is more likely than not (preponderance of evidence) that a policy violation occurred and any action will be applied proportionate to the severity of the violation and the cumulative conduct history of the student.

SECTION 2: JURISDICTION

Students at Anderson University are provided access to the *Community Standards* document electronically on Anderson University's website. The *Community Standards* are reviewed, revised, and made available to students annually but may be updated at any time.

The *Community Standards* and the student community standards process apply to the conduct of individual students, including: undergraduate, graduate, and dual -enrolled students, and all student organizations and clubs affiliated with and sanctioned by Anderson University. Anderson University considers an individual to be a student from the time a student has made an initial deposit to start the academic journey at Anderson University through the student's matriculation to graduation.

The *Community Standards* apply to behaviors that take place on the campus, at Anderson University-sponsored events and may also apply off-campus when the Chief Community Standards Officer (Dean of Students) or designee determines that the off-campus conduct substantially impacts Anderson University's interests negatively. A substantial Anderson University interest includes, but may not be limited to:

- Any situation where it may appear that the student conduct may present a danger or threat to their individual health and safety of the health and safety of others.
- Any situation that significantly impinges upon the rights, property, or achievements of self or others.
- Any situation that is detrimental to the educational mission and/or interests of the University.

Community Standards may be applied to behavior conducted online, via email, social media, or other electronic mediums. Students must know that online postings to blogs, websites, chat rooms, social networking sites, and/or other digital media are public, not private. Students may be subject to allegations of community standards violations if evidence of policy violations are posted online. The University does not regularly search for online violations but the University may take disciplinary action if/when such information is brought to the attention of University officials.

The *Community Standards* apply to guests of community members and hosts may be held responsible for the misconduct of their guests. Visitors and guests of Anderson University may seek resolution of violations of the *Community Standards* committed against them by members of the Anderson University community.

There are no time limitations on reporting violations of the *Community Standards*; however, it becomes much more difficult for Anderson University officials to gather reliable information and make determinations regarding alleged violations the longer a party waits to report an offense. Though anonymous complaints are permitted, doing so may severely limit the University's ability to fully investigate and respond to the complaint. Those who are aware of misconduct are encouraged to report as quickly as possible to Campus Security and/or the Department of Student Life.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state or local laws may be investigated and addressed under the *Community Standards*. When an offense occurs over which Anderson University has jurisdiction, Anderson University's conduct process may move forward notwithstanding any criminal complaint that may arise from the same incident.

Anderson University reserves the right to exercise authority of interim removal from the community upon notification of a student facing criminal investigation and/or complaint. Interim removals are imposed until a hearing can be held, typically within two weeks. The removed student may request an immediate hearing from the Dean of Students to appeal the removal. This hearing may resolve the allegation or may

be held to determine if the interim removal should be upheld. The interim removal may be extended if the student is determined to pose a danger to the Anderson University community and/or the University may be delayed or prevented from conducting a timely investigation. In such cases, Anderson University will only delay the hearing until it can conduct a thorough internal investigation or obtain sufficient information independently from law enforcement.

Students accused of crimes may request to take leave from Anderson University until the criminal charges are resolved. Anderson University's procedure for voluntary leaves of absence are subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully comply with, the campus conduct process and imposed sanctions.

SECTION 4: DEFINITIONS

1. The terms "University", "Institution", or "AU" mean Anderson University
2. The term "student" includes all persons enrolled in courses at Anderson University, both full-time and part-time, pursuing undergraduate, graduate or post-secondary education institutions other than Anderson University who might reside on the AU campus. A person who is not officially enrolled for a particular term but has a continuing relationship with the University is considered a "student" and an incoming student who has made a deposit to attend Anderson University is a "student".
3. The term "faculty member" means any person assigned by the Institution to conduct classroom activities.
4. The term "University Official" includes any person performing assigned administrative or professional responsibilities on behalf of the University.
5. The term "member of the University community" includes any person(s) who is a student, alumnus, faculty member, University official or any person employed by Anderson University. A person's status in a particular situation relative to this code shall be determined by the Chief Conduct Officer.
6. The term "University premises" includes all land, buildings, facilities, and other property in possession of, owned by, or in control of Anderson University.
7. The term "organization" means any number of persons who have complied with the formal requirements for recognition of an organization at Anderson University.
8. The term "Student Community Standards Body" means any person(s) authorized by the Chief Community Standards Officer to determine whether a student has violated the Anderson University Student Code of Conduct and recommended the imposition of sanctions.
9. The term "Community Standards Officer" means an Anderson University official authorized on a case-by-case basis, by the Chief Community Standards Officer, to impose sanctions upon students found to have violated the Anderson University Student *Community Standards*. The Chief Community Standards Officer may authorize a Community Standards Officer to serve simultaneously as a Community Standards Officer and the sole member or one of the members of a student community standards body. Nothing shall prevent the Chief Community Standards Officer from serving as a Community Standards Officer or authoring the same Community Standards Officer to impose sanctions in all cases.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the imperative sense.
12. The term "Chief Community Standards Officer" means an Anderson University official authorized by the President of the Institution to be responsible for the ongoing or temporary administration of the University's *Community Standards*.

13. The term ‘policy’ is defined as the written regulations of Anderson University as found in, but not limited to, the Anderson University *Community Standards* and *Student Handbook*.
14. The term “complainant” refers to the individual(s) who bring forth a complaint against another student. A complainant could be any member of the Anderson University community, including, but not limited to Residence Life professionals and Campus Security.
15. The term “respondent” refers to the student(s) accused of violating Anderson University's *Community Standards*.
16. The term “information” includes, but is not limited to, any and all pertinent records, exhibits, and written statements relating to an incident and/or violations of Anderson University's *Community Standards*.
17. The term “proceedings” refers to all activities related to a non-criminal resolution of an institutional conduct complaint, including, but not limited to, fact-finding investigations, formal or informal hearings and/or meetings.
18. The term “results” refers to any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.
19. The term “ally” refers to an individual who provides the complainant or respondent support, guidance, or advice. An ally may not participate directly in a community standards hearing, the hearing proceedings or the investigative proceedings beyond the student the ally represents.

SECTION 5: STANDARDS OF CONDUCT

Anderson University considers the behaviors described in the following subsections as inappropriate and inconsistent with the values of the Anderson University community. These behavioral expectations apply to all students and the University encourages community members to report all incidents that involve the actions listed below to University officials. Any student found to have committed, or to have attempted to commit, the following misconduct is subject to the sanctions outlined in section 7: Conduct Procedures.

1. Core Value: Integrity - Anderson University students demonstrate honesty and trustworthiness and pursue truth in all interactions. Anderson University students are given and accept a high degree of responsibility accountability to self and to others.

1.1 Dishonest Actions: including but not limited to the following:

- a) Cheating, plagiarism, or other forms of academic dishonesty. Acts of academic dishonesty are outlined in the University' Course Catalog
- b) Providing false information to any Anderson University official, faculty member or office
- c) Forgery, alteration, or misuse of any Anderson University document, record, or instrument of identification
- d) Tampering with the election of any AU-recognized student organization

1.2 Unauthorized Access: Unauthorized access to any Anderson University building (i.e. keys, cards, etc.) or unauthorized possession, duplication, or use of means of access to any Anderson University building or resource.

1.3 Collusion: Action or inaction with another person(s) to violate the Standards of Conduct.

1.4 Property Violations: including but not limited to the following:

- a) Attempted or actual theft of property of the University or other individuals on Anderson University premises, or other personal or public property.

b) Possession of stolen property.

c) Damage or tampering with Anderson University property or the property of individuals on Anderson University premises.

1.5 Failure to Comply: Failure to comply with the reasonable directives of Anderson University official(s) or law enforcement officer(s) during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

1.6 Conduct Unbecoming an Anderson University Student: Conduct on or off campus which reflects poorly on the mission and values of Anderson University, or other conduct, which does not represent the best interests of Anderson University and/or members of the Anderson University community.

1.7 Violation of Published Anderson University Policies, Rules, and Regulations: Violation of other published university rules, policies, standards, and/or guidelines. University rules, policies, standards, and/or guidelines include, but are not limited to those which prohibit the use of technology, health and safety guidelines, rules for student groups/organizations, residence hall regulations and academic policies and standards.

1.8 Violation of Federal, State, or Local Law: Violation of federal, state, or local law on or off Anderson University premises or at an Anderson University sponsored event or activity.

1.9 Passive Participation in Code of Conduct Violations: Any student, during a violation of the Standards of Conduct, may be found responsible for the violation even if the student was not actively participating in the violation of the policy.

2. Core Value: Generosity and Excellence - Anderson University students participate in the creation of a campus community that frees students to develop and contribute their best work.

2.1 Disruptive/Disrespectful Behavior: including but not limited to the following:

a) Disruption or obstruction of teaching, research, administration, student conduct proceedings, or other University activities, including its public-service functions on or off campus, or other authorized non-Anderson University activities when those activities occur on Anderson University premises.

b) Flagrant disrespect for a member of the Anderson University community or one of its guests.

2.2 Disorderly Conduct: including but not limited to the following:

a) Participate in a campus demonstration which disrupts the normal operation of Anderson University and infringes on the rights of other members of the AU community.

b) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement; either pedestrian or vehicular, on campus.

c) Conduct which is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on Anderson University's premises or at functions sponsored by, or participated in by, Anderson University.

- 2.3 Unauthorized Entry:** Misuse of access privileges to Anderson University premises or unauthorized entry to or use of buildings, including trespassing, propping of or unauthorized use of alarmed doors for entry into or exit from an Anderson University building.
- 2.4 Trademark:** Unauthorized use (including misuse) of Anderson University or organizational names and images.
- 2.5 Damage and Destruction:** Intentional, reckless, and/or unauthorized activity that causes damages or destruction of Anderson University property or the personal property of others.
- 2.6 Technology Violations:** including but not limited to the following:
- a) Transmitting any material or engaging in any activity in violation of any federal, state, or local laws, including copyright laws.
 - b) Transmitting or accessing information containing harassing material. Technology harassment includes, but is not limited to:
 - i. Text images with the intent to harass, terrify, threaten, or offend another person
 - ii. Intentionally using technology to contact another person repeatedly with the intent to harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and/or where the recipient has expressed a desire for the communication to cease.
 - iii. Intentionally using technology to disrupt or damage the academic, research, administrative, or related pursuits of another.
 - iv. Intentionally using technology to invade, or to threaten the invasion, of the privacy, academic or otherwise, of another person.
 - c) Transmitting, receiving, displaying, or viewing offensive content, which includes but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comment that would offend someone based on age, sexual orientation, national origin, disability, gender identification, race, or socio-economic status. Displaying, sending, printing, or storing sexually explicit, graphically disturbing, obscene, pornographic, fraudulent, harassing, threatening, abusive, racist, or discriminatory images, files or messages in any campus facility or location.
 - d) Possession and distribution of copyrighted materials, including computer files, music, videos, articles, and software that violate copyright laws.
 - e) Forgery, or attempted forgery, of electronic messages (email, social media, etc.)
 - f) Physical or electronic interference with other technology users.
 - g) Any other practice or user activity that constitutes irresponsible behavior, promotes illegal activities, results in the misuse of technology resources or jeopardizes the operation of technology or network systems.
- 2.7 Weapons:** Unauthorized possession, use, storing, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, orbeez, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as: slingshots, bows and arrows, axes, machetes, nunchucks, throwing stars, metal knuckles, hunting equipment and knives with a blade longer than 2.5 inches in prohibited. In addition, any storage of such items in a vehicle parked on Anderson University property is prohibited. Items used aggressively or for violent purposes are prohibited and may constitute a violation of this policy.

- 2.8 Life/Safety Code:** Jeopardizing the public safety of others by tampering with safety equipment or safety features on campus such as, but not limited to: alarms, cameras, entry systems, and fire extinguishers. In addition, the propping of secured doors on campus, including residence hall doors, is prohibited.
- 2.9 Animals:** Animals, with the exception of animals that have been approved by the University to provide assistance (i.e. service dogs or approved Emotional Support Animals), are not permitted in campus buildings except as permitted by law.
- 2.10 Residential Policies:** These additional policies are applicable only to students who reside in on campus housing provided by Anderson University:
- a) Visitation: A student found to be in any residence hall room or any unauthorized area, except at times approved by the Institution, as well as any violation of Anderson University's open house/visitation policy.
 - b) Guest Behavior: Students are responsible for the actions of their guests including staying longer than approved by Residence Life.
 - c) Horseplay: Use of bicycles, skateboards, rollerblades, scooters, hoverboards, and similar items are prohibited inside Anderson University buildings and residence halls. In addition, residents may not play any type of sport or throw anything inside the residence halls that might harm or injure others or damage property.
 - d) Quiet Hours: Failure to maintain a reasonable level of noise during designated quiet hours.
 - e) Unauthorized Pets: Having any animal in the residence hall, with the exception of fish. All fish must be kept in an aquarium/tank no larger than 10 gallons.
- 2.11 Harm to Persons:** Intentionally or recklessly causing physical harm or endangering the health or safety of another person.
- 2.12 Abuse:** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, bullying, cyberbullying, and/or conduct which threatens or endangers the health or safety of any person.
- 2.13 Hazing:** Defined as an act that endangers the mental or physical health or safety of a student, or destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of membership (initial or continuing) in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, and/or failing to discourage, and/or failing to report acts of hazing may be a violation of the hazing policy.
- 2.14 Sexual Misconduct:** including but not limited to the following:
- a) Sexual harassment.
 - b) Non-consensual sexual contact and/or intercourse.
 - c) Sexual exploitation.
 - d) Stalking.
 - e) Interpersonal violence.

2.15 Sexual Impropriety: including but not limited to the following:

a) Public Display of Affection: Engaging in public displays of affection which are not in keeping with good taste and high moral standards.

b) Consensual Sexual Activity: Consensual sexual activity includes: participation in, advocacy for, or appearance of engaging in premarital sex, extramarital sex, or other sexual expression that may be in contrast with the Christian identity of Anderson University.

c) Possession, distribution, use or manufacture of pornographic materials including pornographic paraphernalia.

2.16 Inappropriate Language: The use of unhelpful lewd, obscene or vulgar language or expressions.

2.17 Gambling: Engaging in any game of chance or betting whether on campus or at an Anderson University related function in which the participants commit money, or anything of value, in order to participate in play. (Gambling may include raffles, lotteries, sports pools and online wagering).

2.18 Smoking, Vaping, and Tobacco Use: Anderson University is a tobacco-free campus. The use and/or possession of all tobacco and smoking products, which includes electronic cigarettes and vapor products, is prohibited on Anderson University premises and at University sponsored events and activities .

2.19 Alcohol: Violation of any other provision in the *Community Standards* or the Standards of Conduct while under the influence of alcohol is a violation of the alcohol policy. In addition to all state and local laws, prohibitions on alcohol include but not limited to the following:

a) The purchase, possession, distribution, or consumption of alcohol on or off campus by traditional undergraduate students, unless consuming alcohol off campus under the direct parental supervision.

b) Providing a place for alcohol to be consumed by others.

2.20 Drugs: Students are expected to comply with all federal, state, and local laws. The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, “designer”, or controlled substance, including the misuse of prescription medication, use of medical marijuana, or use of any substance with the intent of altering one’s state of consciousness is prohibited. Violation of any other provision in the *Community Standards* or the Standards of Conduct while under the influence of a controlled substance, while possessing a controlled substance, or in pursuit of securing a controlled substance is a violation of the drug policy. The possession of drug paraphernalia is also prohibited.

In cases where drug use is suspected, Anderson University reserves the right to require students to provide a hair sample to test for the presence of illegal substances at cost to the student. This decision will be made by the University Provost or Dean of Students. A positive result will serve as undisputed evidence of possession and use. If the test results come back negative, the Institution will pay the cost of the test. Students will be informed that the failure to provide a sample will also be considered a positive drug test and subject the student to the student conduct process.

3. Core Value: Responsibility: Anderson University recognizes that honoring the dignity of every person is mandated and demonstrated by God and is essential to creating and sustaining a flourishing University community. Students will understand and appreciate how their decisions and actions affect others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the value of others.

3.1 Discrimination: Any act or failure to act that is based upon an individual or group's actual or perceived status (gender, race, color, age, creed, nationality, ethnic origin, special abilities, veteran status, sexual orientation, religion, or other protected status) that is so sufficiently severe that it limits or denies the ability to participate in or benefit from Anderson University's educational activities.

3.2 Bystanding: including but not limited the following:

a) Complicity with or failure to (appropriately) address known or obvious violations of the law, *Community Standards*, or the Standards of Conduct.

b) Complicity with or failure of any organized group sanctioned by the University to (appropriately) address known or obvious violations of the law, *Community Standards*, or Standards of Conduct.

3.3 Abuse of Conduct Process: Abuse or interference with, or failure to comply in Anderson University processes including conduct and academic integrity hearings including but not limited to:

a) Failure to obey the notice from a Community Standards Officer or Anderson University official for a meeting or hearing as part of the community standards process.

b) Falsification, distortion, or misrepresentation of information before a community standards body.

c) Making a false complaint(s) against another member(s) of the Anderson University community.

d) Disruption or interference with the orderly execution of a community standards proceeding.

e) Knowingly initiating a community standards proceeding without cause.

f) Attempting to discourage an individual's participation in, or use of, the community standards process.

g) Attempting to influence the impartiality of a member of the community standards body prior to, and/or during the course of the community standards proceeding.

h) Harassment (verbal or physical) and/or intimidation of a member of a community standards body prior to, during, and/or after a community standards proceeding.

i) Failure to comply with sanctions imposed under Anderson University's *Community Standards*.

SECTION 6: STUDENT CONDUCT AUTHORITY

A. Authority

The Chief Community Standards Officer (Dean of Students) is vested with authority over student conduct by the President. The Chief Community Standards Officer oversees and manages the community standards process and may appoint administrative Community Standards Officers as deemed necessary

to efficiently and effectively supervise the community standards process. The Dean of Students (or a designated Officer) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there exists reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if the information is merely a credible witness or a complainant's statement. A complaint wholly supported by credible evidence will not be forwarded for a hearing.

C. Interpretation and Revision

The Chief Community Standards Officer will develop procedural policies for the administration of hearings that are consistent with the provisions of the *Community Standards*. Material deviation from these policies will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Chief Community Standards Officer may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Chief Community Standards Officer may make minor modifications to procedures that do not materially jeopardize the equity owed to any party. Any questions of interpretation of the *Community Standards* will be referred to the Chief Community Standards Officer, whose interpretation is final. The *Community Standards* will be updated annually under the direction of the Dean of Students.

SECTION 7: COMMUNITY STANDARDS PROCESS

A. Reporting

Any member of the University community may report any student misconduct. Reports should be prepared in writing and directed to the Chief Community Standards Officer or designee. Any reports should be submitted as soon as possible after the event(s) take place, preferably within five (5) business days of the incident. The report should include:

- a. Full name of the complainant(s), respondent(s), and witnesses and Student ID# for each party whenever possible.
- b. The specific policy and/or conduct violation (this may be determined by the assigned Community Standards Officer).
- c. The date, time, and location of the incident.
- d. A narrative report of the incident, describing in as much accurate detail what occurred.
- e. Copies of pertinent witness statements, police and/or housing reports, along with any physical information/evidence (photos, videos, written documentation, items, etc.).

Rights of the Complainant

Anderson University provides the following rights to the complainant. Complainants must notify the Chief Conduct Officer (Dean of Students), or his/her designee, at least two (2) business days prior to the scheduled hearing if they wish to exercise any of the following rights listed below:

1. To have his/her/their unrelated past behavior excluded from the hearing. The Chief Community Standards Officer, or his/her/their designee, will decide if such information is relevant. The past sexual history of the complainant is not relevant, unless deemed essential by the Chief Community Standards Officer, or his/her/their designee, to protect fundamental due process.

2. To attend an information session, during which time the complainant can view all of the information related to the case and receive instruction regarding the community standards process and the rights of the individual(s) involved.
3. To have one ally accompany the complainant when presenting information to the Chief Community Standards Officer, or his/he/their designee, the hearing board, and any other relevant meetings held throughout the community standards process. An ally may not participate directly in a conference and/or hearing process nor may an ally address any participant in the conference and/or hearing process other than the student the ally represents. Only in cases involving a violation of the Anderson University Sexual and Gender-Based Harassment and Interpersonal Violence Policy and/or where criminal charges or civil action are filed, pending or potentially pending, will an attorney be allowed to serve as an ally (If charges or actions are not filed, the Chief Community Standards Officer will have the final say in determining whether they are pending or potential).
4. To provide information, including presenting witnesses and/or signed written statements, as well as other relevant reports and documentary information.
5. To question the respondent and witnesses during a hearing. Questions to the respondent will first be proposed to the hearing board and the hearing board will determine if the questions are relevant and, if so, will proceed to ask the question.
6. To submit an impact statement to the Chief Community Standards Officer, or his/her/their designee. This information will be used only in the sanctioning phase of deliberations, if the respondent is found responsible for the charge(s). The respondent may request to view the impact statement. The request will be considered by the Chief Community Standards Officer, or his/her/their designee, in consultation with the complainant.
7. To request to speak in a separate room/virtually from the respondent during the hearing procedure, as long as the process does not unduly compromise the respondent's fundamental due process right to question the witness.
8. To request to be present throughout the entirety of a hearing, or portion thereof. This option will be considered by the Chief Community Standards Officer, or his/her/their designee, and the decision shall be final and not subject to appeal.

Rights of the Respondent

Anderson University affirms the following rights and privileges of respondents during the community standards proceedings:

1. To be informed of Anderson University *Community Standards* and their corresponding procedures.
2. To receive notice of alleged violations of Anderson University policy and/or breaches of the Institution's *Community Standards*.
3. To be given the benefit of opportunity to be heard by an impartial Community Standards Officer or hearing board in addressing an allegation(s) of violation of Anderson University policy.
4. To have one ally accompany the respondent when presenting information to the Chief Community Standards Officer, or his/her/their designee, the hearing board and to any other relevant meetings held throughout the community standards process. An ally may not participate directly in a community standards conference and/or hearing process nor may an ally address any participant in the community standards conference and/or hearing process other than the student the ally represents. Only in cases involving a violation of the Anderson University Sexual and Gender-Based Harassment and Interpersonal Violence Policy and/or where criminal charges or civil action are filed, pending or potentially pending, will an attorney be allowed to serve as an ally

(If charges or actions are not filed, the Chief Community Standards Officer will have the final say in determining whether they are pending or potential).

5. To view the list of witnesses participating in the hearing.
6. To examine any information, incident reports, or pertinent records to be used as evidence in a conduct proceeding. Incident reports serve as official documentation of incidents involving students. Incidents that are considered valid for review when the circumstances warrant, include, but are not limited to: alleged misconduct, actions that may be harmful to one's self or others, or actions that may cause potential damage to personal or Anderson University property. Students have the following rights regarding information on an incident report:
 - a. A student has the right to contest the information pertaining to him/her in the report.
 - b. A student has the right to present/provide information regarding his/her alleged conduct as stated in the report.
 - c. A student has the right to submit information to contest his/her alleged actions or involvement.

B. Investigation

Allegation/Report and Preliminary Investigation

Upon receipt of an allegation of a violation of the *Community Standards* or a University policy, the Chief Community Standards Officer, or his/her/their designee, will conduct a preliminary investigation to determine whether there is sufficient grounds to believe that a violation of the *Community Standards* occurred. The circumstances and facts of the report will be investigated to determine the identity of the individual(s) with knowledge of the matter. The investigation may include discussions with faculty, coaches, staff, and/or students. Interim actions/restrictions may be imposed during the time of the investigation. A student may be charged with additional violations of University policy, beyond those outlined in the initial notification communication, based on the information gathered through the investigative process. In all cases, Anderson University will seek to establish resolution within 60 calendar days of notice of the allegation, barring exigent circumstances. If exigent circumstances exist, the Chief Community Standards Officer, or designee, will provide notice to the respondent and the reporting party (if appropriate) of any delays or extenuating circumstances.

Interim Actions/Restrictions

Under the *Community Standards*, the Community Standards Officer, or designee, may impose restrictions and/or separation of a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Community Standards* when a student is perceived to represent a threat of harm to self or others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve Anderson University property and/or prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the Institution or participation in the community pending the scheduling of a campus hearing. In all cases, the subject of interim removal will be given an opportunity to be heard by the Chief Community Standards Officer, or designee, on the necessity of the restrictions within three (3) business days of issuing the restrictions. These actions may include, but are not limited to:

- **Interim Removal:** A student who is removed from campus and campus activity on an interim basis may be denied access to facilities, housing, and/or events. The student may have no contact orders established with specific individuals and/or any other restrictions deemed necessary by the Chief Community Standards Officer, or designee, to achieve the goals stated above. Additional restrictions may include the attendance of classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Chief

Community Standards Officer and with the approval of and collaboration with the appropriate Academic Dean(s), alternative coursework options may be pursued to ensure a minimal disruption as possible on the responding student. The University will not pay for or arrange alternative housing for any student removed from housing on an interim basis nor will the University refund any portion of the cost of room and/or board.

C. Notice of Allegations/Notice of Disciplinary Hearing

Notice will be given to the respondent once a determination is made that reasonable cause exists for a complaint to be addressed, investigated, or referred to a hearing. Notice will be provided in writing and may be delivered by one or more of the following methods: in person by the Chief Community Standards Officer or designee, mailed to the local or permanent address of the student as indicated by Anderson University records, or emailed to the student's Anderson University issued email account. Once sent, the notice will be presumed to have been delivered. The notice will include the specific alleged violation(s) of the policy(s) and the name and contact of the Community Standards Officer assigned to the review of the violation.

D. Student Community Standards Hearing

Administrative Hearing

An administrative hearing conducted by a single Community Standards Officer is the most common way a conduct case is adjudicated. The Officer investigating the case may be the same individual that conducts the preliminary investigation, if necessary, and will generally be the same individual that facilitates the administrative hearing. During the hearing, the student has the right to hear and present information related to the disciplinary process and the allegations. The Officer will make a finding of responsibility and assign sanctions, when appropriate.

The purpose of the administrative hearing is to provide the student the opportunity to review the alleged violation(s), to examine the information and reports, and to discuss Anderson University's *Community Standards* and the community standards process. Students who do not have a copy of the *Community Standards* will be given one during the hearing or will be directed to an online copy of the code.

Community Standards Board Hearing

The Chief Community Standards Officer, or designee, may deem it necessary to protect the best interests of the community and the student(s) involved to direct a student case to the Student Conduct Standards and Appeals Committee to make a determination of responsibility and for recommendation of sanctions. The Student Conduct and Appeals Committee consists of a represented group of trained University faculty and staff selected by the Dean of Students and, in selected cases, the student may have the right to hear and present information related to the disciplinary process and the allegations with this represented committee instead of an individual Community Standards Officer. The Provost and/or Dean of Students, or designee, will assign sanctions following the committee's decisions.

A conduct proceeding will be referred to the Student Conduct and Appeals Committee in cases that cannot be resolved in an administrative hearing and/or incidents which rise to Anderson University suspension or expulsion. Hearings involving the Student Conduct and Appeals Committee are designed for the complainant and the respondent to present their accounts of an incident.

1. The respondent shall be given written notice of the hearing to inform them of the specific charge(s), of their rights as a student, and the date, time, and location of the hearing.

- a. Generally, a student will be given a minimum notice of five (5) business days and a maximum of fifteen (15) business days before the hearing takes place. However, due to the nature of the academic year, the student's case will be heard as soon as a hearing can be scheduled if the incident occurs close to the end of the semester, or if the appropriate hearing board cannot be scheduled.
- b. Time limits for scheduling hearings may be extended at the discretion of the Chief Community Standards Officer or designee.
- c. Notice of a hearing shall be sent/delivered to the student's campus email address and/or local mailing address identified on the student's record, and shall be considered delivered two working days after the mailed letter had been sent and immediately upon an email being sent.

2. The purpose of a student conduct hearing is to determine if the respondent is responsible for a violation(s) of the *Community Standards* and to recommend any appropriate sanctions. A student is presumed to be not responsible until determined to be responsible in a hearing.

3. Hearings conducted by the Student Conduct and Appeals Committee shall be conducted according to the following guidelines:

- a. Hearings shall be conducted in private.
- b. Admission of any person to the hearing shall be at the discretion of the Chief Community Standards Officer or designee.
- c. In hearings involving more than one respondent, the Chief Community Standards Officer or designee may permit the hearings concerning each student to be conducted separately at his/her discretion.
- d. The complainant and respondent have the right to be assisted by an ally, according to the guidelines previously outlined in Anderson University's *Community Standards*.
- e. The complainant and respondent shall have the right to cross examine the other through supplying cross examination questions to the hearing board chair. Neither party will be permitted to directly address questions to the other party.
- f. The complainant and respondent shall have the privilege of presenting witnesses, subject to the right of cross examination by the hearing committee.
- g. Pertinent records, exhibits and written statements may be accepted as information for consideration by a hearing committee at the discretion of the Chief Community Standards Officer or designee.
- h. All procedural questions are subject to the final decision of the chair presiding over or conducting the hearing.
- i. After the hearing, the Student Conduct and Appeals Committee shall determine (by majority vote) whether the student has violated any section of the *Community Standards* for which the student(s) has been charged.
- j. The Student Conduct and Appeals Committee's determination shall be made based on whether it is more likely than not (preponderance of evidence) that the respondent student is responsible for violating the University's *Community Standards*.
- k. There shall be a single verbatim record, such as written notes or audio recording, of all board hearings. The record shall be the property of Anderson University and shall become a part of the disciplinary record.
- l. Except in the case of a student charged with failing to obey the request of a University official, no student may be found to have violated the *Community Standards* solely based on the failure to

appear for a hearing. In all cases, the information in support of the charges shall be presented and considered. The hearing board may accommodate concerns for personal safety and/or other witnesses during a hearing by providing separate facilities, by using a visual screen, and/or by permitting participation virtually where as determined in the sole judgment of the Chief Community Standards Officer or designee.

4. A hearing is structured such that the discussion proceeds in an orderly manner. Below is the order the hearing follows:

- a. Introductions
- b. The reading of the complaint/charge(s) by the hearing chairperson;
- c. The entering of pleas by each respondent. There are three potential pleas: Responsible, Not Responsible and No Plea, which indicates that the student does not know whether or not they are responsible, or means the student is unwilling to say and is allowing the hearing board to decide;
- d. Statement of complainant and introduction of the information and witnesses;
- e. Questioning of the complainant, the complainant's evidence, and the complainant's witnesses;
- f. Statement of the respondent and introduction of the respondent's evidence and witnesses;
- g. Questioning of the respondent, respondent's evidence, and the respondent's witnesses;
- h. Final questions by the hearing board, complainant, and/or respondent
- i. Closing statements, first by the complainant and then by the respondent;
 - Closing statements shall be specific to the incident and may include reiteration of previously stated facts and/or other comments related to the case.
 - Closing statements are the final opportunity for the respondent and the complainant to provide any additional information that may provide clarity for the hearing board's decision, including the recommendations for sanctions.
 - Closing statements may be limited to a specified time constraint at the hearing board and/or chairperson's discretion. Once the closing statements are concluded, the complainant, respondent, advisors, and the Community Standards Officer are dismissed.
- j. The hearing board deliberates;
- k. Recommendation of the hearing board to the Community Standards Officer

5. If a student pleads "Responsible" to charges in an administrative hearing prior to a conduct board hearing, a "Sanctions Only" hearing will be held so that the Student Conduct and Appeals Committee may recommend sanctions for the; violation of Anderson University's *Community Standards*. The order for a "Sanctions Only" hearing is as follows:

- a. Introductions
- b. The reading of the complaint/charge(s) by the hearing chairperson;
- c. The enter of pleas by each respondent;
- d. Statement of complainant and introduction of information and witnesses;
- e. Questioning of the complainant, the complainant's evidence, and the complainant's witnesses;
- f. Statement of the respondent and introduction of the respondent's evidence and witnesses;
- g. Questioning of the respondent, respondent's evidence, and the respondent's witnesses;
- h. Final questions by the hearing board, complainant, and/or respondent
- i. Closing statements by the respondent
 - Closing statements shall be specific to the incident and may include reiteration of previously stated facts and/or other comments related to the case.

- Closing statements are the final opportunity for the respondent and the complainant to provide any additional information that may provide clarity for the hearing board's decision, including the recommendations for sanctions.
 - Closing statements may be limited to a specified time constraint at the hearing board and/or chairperson's discretion. Once the closing statements are concluded, the complainant, respondent, advisors, and the Conduct Officer are dismissed.
- j. The hearing board deliberates;
- k. Student Conduct and Appeals Committee's recommendations of sanctions are provided to the Community Standards Officer

NOTE: Should a student fail to schedule and/or attend an administrative hearing or a board hearing, a determination is still made about the student's involvement without the student's input and the student's right to an appeal is forfeited. The disciplinary process may be condensed or expedited in order to ensure that student conduct cases are adjudicated in a timely manner during Fall and Spring final exams. Students are provided the right to a fundamentally fair process (i.e. notice, a hearing, a fair decision, the opportunity to appeal) but the adjudication process may be shortened into a few days.

E. Findings

Following the hearing, the Community Standards Officer hearing the case or the Student Conduct and Appeals Committee will submit recommended finding(s) and recommended sanction(s), if appropriate. The University will strive to reach a decision within sixty (60) business days of its receipt of an allegation of a violation of the *Community Standards*. The student will receive, in writing, the decision via Anderson University email, campus mail, or hand delivery. A hearing will conclude with one of the three following findings:

1. No Finding: In such a case, the Community Standards Officer or Student Conduct and Appeals Committee has made a determination that the respondent is in no way involved with a violation of policy. The respondent's name will be cleared from the case for purposes of third party reporting, but the record of the investigation will be retained. This finding is not subject to an appeal.
2. Not Responsible: In such a case, the Community Standards Officer or Student Conduct and Appeals Committee has made a determination that insufficient evidence exists for a finding of responsibility for any of the allegations. Parties may appeal the finding by following the appeal procedure outlined below. Upon a decision on appeal or expiration of the appeal period, the case is closed and a record of the decision is retained.
3. Responsible: In such a case, the Community Standards Officer or Student Conduct and Appeals Committee has made a determination that sufficient evidence exists for a finding of "responsible" for a violation of any University policy. Responsible parties may appeal the finding by following the appeal procedure as outlined below. Upon a decision on appeal or expiration of the appeal period, the case is closed and a record of the decisions is retained.

F. Group Violations

A student group or organization and its officers and membership may be held individually and/or collectively responsible when violations of the *Community Standards* by the organization or its member(s):

- Takes place at an organization-sponsored or co-sponsored event, regardless if the sponsorship is formal or tacit;

- Have received the consent or encouragement of the organization or of the organization's leader or officers: or
- Were known or should have been known to the membership or its officers.

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

G. Amnesty

1. For Complainants: Anderson University may extend an offer of amnesty to complainants who may be hesitant to report to Anderson University officials because they fear that they, themselves, may be accused of minor policy violations, at the same time as the incident. Educational opportunities may be explored, but no community standards proceedings or conduct record will result if amnesty is granted.

2. For Those Who Offer Assistance: To encourage students to offer help and assistance to others, Anderson University pursues a policy of amnesty for minor violations when students offer to help others in need. At the discretion of the Chief Community Standards Officer, or designee, amnesty may be extended on a case-by-case basis to the person receiving assistance. Educational opportunities may be explored, but no community standards proceedings or conduct record will result if amnesty is granted.

3. For Those Who Report Serious Violations: Students who are engaged in a minor violation(s) but who choose to bring a related serious violation(s) by others to the attention of Anderson University may be offered amnesty for their minor violation(s). Educational opportunities may be explored, but no community standards proceedings or conduct record will result if amnesty is granted.

The abuse of amnesty requests can result in the decision by the Dean of Students, or designee, to withhold the use of amnesty to the same individual repeatedly.

H. Safe Harbor

Anderson University has a Safe Harbor policy for students. The University believes that students who suffer from addiction are worthy of help. If any Anderson University student brings their own use, addiction, or dependency to the attention of Anderson University officials, outside of the threat of conduct or drug/alcohol testing, and seeks assistance, a community standards complaint will not be pursued. A written action plan may be used to track cooperation with a Safe Harbor program by the student. Failure to follow the action plan may nullify the Safe Harbor protection and the University community standards process may be initiated.

SECTION 8: COMMUNITY STANDARDS SANCTIONS

One or more of the following sanctions may be imposed upon any student for any violation(s) of the *Community Standards*.

1. **Warning:** An official written notice that the student(s) has violated Anderson University policies and that more severe conduct action will result should the student be involved in future violations while enrolled at Anderson University.
2. **Restitution:** Compensation for damage caused to Anderson University or any person's property. Restitution could also include situations such as failure to return a reserved space to proper

conduction (labor costs and expenses). This is not a fine, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

3. **Fines:** Reasonable fines may be imposed.
4. **Community/AU Service:** A student(s) may be required to complete a specific supervised service in the Anderson University or local community.
5. **Loss of Privileges:** The student(s) may be denied specified privileges for a designated period of time.
6. **Confiscation of Prohibited Property:** Items that are prohibited from being on Anderson University premises will be confiscated and will become the property of Anderson University. Prohibited items may be returned to the owner at the discretion of the Dean of Students, or design, or Campus Police.
7. **Mediation:** This includes required action that may include, but is not limited to: seeking academic intervention or counseling, writing a letter of apology, participating in conflict mediation sessions, or other specified action.
8. **Educational Program:** The student(s) may be required to attend, present, and/or participate in a program related to the violation that cultivates reflection and new learning.
9. **Housing Probation:** The student(s) may be given written notice of the prospective immediate removal from housing should further violations of the Residence Life or *Community Standards* occur during a specified period of time. Scheduled probationary meetings with Residence Life staff may also be imposed during the probationary period.
10. **Housing Reassignment:** An authorized member of the Residence Life staff may reassign a student(s) to another Anderson University residence hall room or building.
11. **Housing Suspension:** A student(s) may be removed from Anderson University housing for a specified period of time. Conditions for readmission to Anderson University housing may also be specified. A student is required to vacate Anderson University housing within 24 hours of receiving the notification of the sanction unless otherwise approved by the Dean of Students or designee. In addition, this sanction prohibits the visitation of other Anderson University housing during the suspension period. This sanction may be enforced with a trespass charge if deemed necessary.
12. **Housing Expulsion:** The student(s)s' privilege to live in, or visit, Anderson University housing is revoked indefinitely. This sanction may be enforced with a trespass charge if deemed necessary.
13. **Probation:** The student(s) is provided written notice of the prospective immediate suspension or expulsion should further violations of the *Community Standards* occur during a specified period of time. Regular probationary meetings may also be imposed.
14. **Eligibility Restrictions:** The student(s) is deemed "not in good standing" with Anderson University for a specified period of time. Specific limitations or exceptions may be granted by the

Dean of Students, or designee, and terms of this sanction may include, but are not limited to, the following:

- Ineligibility to hold any elected or appointed office in any student organization recognized by the University; or
- Ineligibility to represent the University to anyone outside of the Anderson University community in any way, including: participation in Tri-S programs, attending conferences, competing in intercollegiate athletic events as a player, coach, and/or team manager, or representing Anderson University at any official function sanctioned by the University.

15. **Suspension:** The student(s) is separated from Anderson University for a specified minimum period of time, after which the student(s) is eligible to return. Eligibility may be contingent upon the satisfactory completion of specific conditions noted at the time of the suspension. The student(s) is to vacate the campus within 24 hours of notification of the sanction. The student(s) is banned from University property, functions, events and activities without prior written approval from the Dean of Students, or designee, during the suspension period. This sanction may be enforced with a trespass charge as necessary. This sanction may also be noted as a "Conduct Sanction" on the student(s)'s official academic record/transcript.
16. **Expulsion:** The student(s) is permanently separated from Anderson University. The student(s) is barred from University property and the student(s) is prohibited from attending any University sponsored event or activity. This sanction may be enforced with a trespass charge as necessary. This sanction may also be noted as a "Conduct Expulsion" on the student(s)'s official academic record/transcript.
17. **"No Contact" Order:** A No Contact Order may be issued to students in cases of, but not limited to, abuse or harassment, which prohibits any communication via email, text, message, phone, social platform, through a third party, or any type of physical contact. All parties will be required to sign, agree to, and abide by the No Contact Order.
18. **Other Sanctions:** Additional or alternative sanctions may be created and assigned as deemed appropriate to the offense with the approval of the Dean of Students or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Community Standards*:

1. One or more of the sanctions listed above, and/or
2. Deactivation, de-recognition, loss of all privileges (including status as an Anderson University registered group/organization), for a specified period of time, and/or
3. Moratorium or permanent disbandment of the group/organization

A. Parental Notification

Anderson University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug related violations. Anderson University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or drug related violations. Parental notification may also be utilized at the discretion of administrators when permitted by FERPA or consent is given by the student.

B. Notification of Outcomes

The outcome of an administrative or board hearing is a part of the educational record of the responding student(s) and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain circumstances. As allowed by FERPA, Anderson University will inform the complainant of the final results of a hearing in writing when a respondent is found responsible for a violation that constitutes a “crime of violence” or forcible/non-forcible sex offense. This notification may only include the respondent’s name(s), the violation committed, and the assigned sanctions (if applicable).

Anderson University may also release information publicly and/or to any third party in cases where Anderson University determines, through the student conduct process, that a student(s) is responsible for violating a policy that would constitute a “crime of violence” or forcible/non-forcible sex offense. FERPA defines “crimes of violence” to include:

- Arson
- Assault offenses (includes stalking)
- Burglary
- Criminal Homicide - manslaughter by negligence
- Criminal Homicide - murder and no negligent manslaughter
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses
- Non-forcible sex offenses

C. Failure to Complete Community Standards Sanctions

All students, as members of the Anderson University community, are expected to comply with assigned sanctions within the timeframe specified by the Dean of Students or designee. Failure to follow through on the sanctions by the specified date, whether by refusal, neglect, or any other reason, may result in additional sanctions, and/or suspension from Anderson University (and may be noted on, or with, the student’s official transcript at the end of the semester). In such situations, residential students will be required to vacate housing within 24 hours of notification by the Dean of Students, or designee. A suspension will only be lifted when compliance with the sanctions is satisfactorily achieved. This determination will be made by the Dean of Students.

SECTION 9: APPEALS PROCEDURES

A. General Guidelines

- a. Any party to a complaint (the complainant or the respondent) may submit an appeal to the Dean of Students. The Dean of Students will assign an Appeal Officer that was not involved in the original investigation and/or administrative hearing.
- b. All sanctions instituted by the original Community Standards Officer are to be implemented while an appeal is pending; unless a request for a stay of sanctions has been requested in writing and that request has been approved. Requests for a stay must be submitted in writing to the Dean of Students.

- c. The presumptive stance of the Appeal Office is to be that the original hearing body was correct in the initial findings. The burden of proof is on the appellant to show error as outlined below in the grounds for an appeal.
- d. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or notes from the original hearing, and pertinent information regarding the grounds for the appeal.
- e. The Appeal Officer may, at his/her discretion, request the information from the original Community Standards Officer or board. In rare cases, the Appeal Office will interview the persons involved in the original hearing and investigation.

B. Grounds for Appeal

- a. A procedural error or omission occurred that significantly impacted the outcome of the hearing (i.e. substantiated bias, material deviations from established procedures, etc.)
- b. To consider new evidence, unavailable at the time of the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal. Refusal to provide responses during a hearing precludes use of this ground for appeal.
- c. The sanctions fall outside of the parameters of the institutional norms.

C. Procedures

Students should submit a typed letter of appeal to the Dean of Students within three (3) business days of the date on the decision notice. Students will have only one opportunity to appeal. Students who did not schedule and attend the original hearing forfeit the right to appeal a decision.

The appointed Appeals Officer, or designee, reserves the right to determine if an appeal will be presented to the Student Conduct and Appeals Committee or remain an administrative appeal. Upon review of the case, the Appeals Officer may:

- Affirm, modify, or reverse the findings of responsibility.
- Affirm or modify, either to increase or decrease the sanctions imposed.

D. Administrative Appeals Hearing

Administrative appeals hearings are most common and are adjudicated by one Appeal Officer. The Appeal Officer will endeavor to provide the student with a decision within thirty (30) business days of the receipt of the filing of the appeal. The decision will be communicated to the student through University email, a written letter addressed to the student, hand-delivered letter, or a combination of these mediums. The decision of the Appeal Officer is final.

E. Student Conduct and Appeals Committee

The Student Conduct and Appeals Committee consists of a representative group of University faculty and staff selected by the Provost and Dean of Students. The Student Conduct and Appeals Committee may establish rules and guidelines, as appropriate, for any given hearing but does not have the authority to interpret or modify University policy or the *Community Standards*. The decision of the Student Conduct and Appeals Committee is final.

F. Disciplinary Records

All conduct records are maintained by Anderson University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including housing) and those that fall under Title IX, which are maintained by the Institution indefinitely.

G. Approval and Implementation

The *Community Standards* were originally approved on September 24, 2021 by Anderson University's Provost and Dean of Students, implemented by the Institution on September 27, 2021, and reintroduced on January 3, 2023.

Section 10: Sexual and Gender Based Harassment and Interpersonal Violence

Anderson University is committed to cultivating and sustaining a learning and living environment that is free from sexual and gender based harassment and interpersonal violence. To that end and consistent with federal law (e.g. Title IX of the Education Amendments of 1972 and the Violence Against Women Act), Anderson University has developed a comprehensive Sexual and Gender Based Harassment and Interpersonal Violence Policy that is applicable to all students (undergraduate, graduate, and professional). All members of the Anderson University community are required to adhere to this policy. [Click Here](#) to review Anderson University's expectations and processes in regard to Sexual and Gender Based Harassment and Interpersonal Violence misconduct.

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NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.
