

UNION
COLLEGE
Experience the Spirit

Student Handbook 2018-2019

Union College
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Student Life
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Mission and Vision

Mission Statement

Union College is a thriving, Christ-inspired, Seventh-day Adventist faith community. We empower students through intentional mentoring and professional skills development to become highly-sought graduates who serve joyfully in God's calling.

Vision Narrative

Joyfully Living in God's Calling: We mentor every student & employee to develop a personal spiritual journey & live God's calling.

Student Mentorship: We make every student's success our top priority through mentors who believe in & champion them.

Highly Sought Graduates: We prepare every student to be a highly sought graduate through development of soft skills such as leadership, communication, teamwork, problem solving, creativity & grit.

Empowered Employees: We develop & support every employee as our most important asset.

Campus Life

Health and Insurance

Campus Health

Union College operates a campus clinic which is directed by Tammy Adams, a registered nurse, and Lorie Escobar, a licensed counselor. All counseling and health consultations are free to students. The school nurse schedules on-campus appointments with a nurse practitioner. Please contact Tammy Adams for these appointments. Students who are ill need to contact the nurse during office hours by calling 402-486-2554. Student health is located under the Rees Hall East Wing, next to the police substation. Please visit the Campus Health web page for complete hours.

Insurance

Students attending Union College are responsible for obtaining personal health insurance. The college requires that full-time students (those taking 12 or more hours) be covered by health insurance. Upon registration, students must furnish documentation verifying insurance coverage that is comparable to the school's insurance coverage, or they may elect to purchase a health insurance plan through the college. Though health insurance is not required for students taking 11 hours or less, it is highly recommended. International students are required, by law, to purchase the major medical insurance. Medicaid from a state other than Nebraska does not suffice. Contact Student Life if you have questions regarding health insurance.

Accidents

It is the student's responsibility to report any accident involving personal injuries occurring on campus or at a college-sponsored activity to the college nurse 402-486-2554. College accident reports should be turned in within 48 hours of the accident. ALL accidents must be

reported. Accident forms may be obtained from the school nurse.

Accidental Injury Coverage

All full-time students (those taking 12 or more hours) are automatically covered by a secondary accident insurance policy provided by Union College. Insurance claims should first be submitted to your personal carrier (primary insurer). Forms for filing claims with the secondary policy are available in Student Health, Human Resources and Student Life. Students taking 11 hours or less of course work are responsible for their own accident insurance coverage.

Worship

Campus Ministries

Campus Ministries is responsible for coordinating non-academic religious activities such as student missionary and taskforce appointments, chapel, vespers, Sabbath Experience, and Spiritual Journey Program, CABL, and SOS (Something on Sabbath). They also plan outreach and service opportunities to the community.

Student Missionary (SM)

Union College students have the opportunity to take six months to a year during their college experience to go to another country/culture to serve others. Short-term mission trips are also available. Contact Campus Ministries for details. Student missionary positions are similar to task force who do their tour in the United States, most often at an academy.

Religious Service Expectations

Students are expected to participate in the religious services provided on campus and are encouraged to take advantage of the outreach programs that are offered. Attendance at a specified number of services may be a condition of continued enrollment. Reminders will be sent to those who get behind in their religious service attendance. Religious services are not intended to replace private devotions, but enhance

devotions by providing a forum for Christian interaction and a positive focus for students. Due to the many options that are being offered, please plan your semester to meet your religious service expectations. Attendance totals may be called up on your computer. After logging onto the computer, select the "Student Information" option. Another menu screen will appear from which you should select "Worships." Religious service credit will be given when a student attends a service. The following services or programs are planned with your spiritual growth in mind.

Chapel, Tuesday 10:30 am	1 pt
Vespers, Friday 7:30 pm/8:00pm	1 pt
Power Pac/V2	1 pt
Wednesday dorm worship	1 pt
Other dorm/hall worships or approved services	1 pt
Regular attendance at approved small groups	1 pt

Expectations for each class is as follows:

	Residence hall students	Community Students
Freshmen	35	25
Sophomores	30	20
Juniors	25	15
Seniors	20	10

Worships are not required for married students, students with children, single community students 25 or older, community students taking five hours or less, students with a baccalaureate degree, and seniors in the final semester of a baccalaureate degree.

When groups travel on weekends representing the college, members will receive vesper credit (assuming lists of those traveling are provided). Students may request one worship credit from an approved leave upon return from that leave and if requested from the deans before Thursday at 12:00pm.

Three consecutive semesters of met worship credit expectations is required to live off campus at 21. Missing worship expectations for 2

consecutive semesters may result in having to reapply as a Union College student.

All residence hall religious services are open to non-residence hall students. Students who do not attend religious services regularly will be sent gentle reminders. Failure to meet these requirements may result in restriction of privileges and a registration hold.

Food Service

Facilities

Union College serves many people from varied backgrounds. Mom's cooking is the greatest, but people's tastes differ from family to family. That's why we offer a wide assortment of foods, flavors and fixings. In addition, there are vegan menu options as well as support for those with food allergies. Just ask for the Union Market director and they can help you with specific dietary needs.

Union's meal charge minimum is designed to supply students one meal each day per school calendar day. The minimum provides a hot entree, a vegetable, and a salad serving or something to drink. With many restaurants and snack options in Lincoln, Union Market and Cooper's Corner serve as a home base, a place to meet with friends, enjoy quick services, and relish nourishing, tasty food. There's no place faster or friendlier than Union Market and Cooper's Corner a few find at semester's end that they are not able to fully use the cafeteria minimum. Please feel free to contact the dining service director to help you arrange desired purchases to fulfill the minimum requirements.

Serving Hours

Serving hours are for school-in-session only. Special event, holiday, registration, break, and vacation schedules will be posted.

Union Market is the place to find a healthy meal or a quick snack. Features included extended hours, market-style food preparation and Inky's student lounge.

Weekdays: 7 a.m. - 10 p.m. service, except Friday the service area closes at 6 p.m.

Sabbath lunch: 1:15 p.m. – 2:00 p.m. Saturday night: 6 p.m. - 7 p.m.
Sunday: 10 a.m. - 10 p.m.

Housing

Right of Entry

The college reserves the right for Student Life staff or their representatives to enter and inspect rooms and vehicles on campus when deemed necessary. Inappropriate items will be confiscated. Individuals may be searched with probable cause.

Housing Policy

Union College is primarily a residential college requiring residence hall housing of its students. Exceptions are:

- Students who are 22 years of age at the beginning of a semester.
- Students taking five semester credit hours or less (other than first-year freshmen).
- Students living with parents whose primary residence, as verified by their income tax statement, is Lincoln.
- Students living with close relatives who are 25 or older, having established homes.
- Students who are married, divorced, separated or widowed.
- Students who are 21, have senior standing, a 3.0 GPA, and three consecutive semesters of meeting worship credits, excellent citizenship, and have been approved by Deans' Council.
- Student living with an approved, non-related family. 20 Year old Senior Policy
- They have a 3.0 cumulative GPA.
- They have three consecutive semesters of worship credit.
- They have good citizenship.
- They have 92 hours of credit
- They have spent 4 semesters in the residence hall.

Arrangements for moving off campus must be approved by Deans'

Council before signing any rental/lease agreement. Students showing financial need who are offered free room and board with a family in exchange for labor may request approval to live with that family. Questions or requests regarding the housing policy should be directed to the vice president for Student Life or residence hall dean.

Separate residence halls for men and women are maintained at Union. When visiting the residence hall of students of the opposite sex, use only the front entrance and confine visits to the lobby areas, not the living areas. Entering the living areas is not allowed.

Housing for non-Union students

Under certain conditions, students taking classes at a local college/university may apply to the vice president for Student Life for on-campus housing.

Housing for Union students

For info on residence halls, contact the Dean of Students for Student Life at x2530. For off-campus housing information, call the business office at x2502

Guests

Each residence hall is a private campus home where guests are welcome to visit. All guests of the opposite sex who are not members of the immediate family may visit only in the residence hall lobbies. Residents must arrange with a residence hall dean for guests to reside overnight in student rooms. Guests are to register at the appropriate hall desk and will be expected to abide by general campus and residence hall regulations. Visits should be limited to one or two nights. Otherwise, arrangements must be made with the dean and a charge of \$10/night may be placed on the resident's account. If a student fails to register his/her guest, a \$10 charge per night may be assigned. Guests are not to smoke while on campus or bring/consume alcohol/drugs while on campus. Students are responsible for the conduct of their guests.

Dress

Dress and appearance expectations at Union College are based upon Biblical standards of modesty, morality, good taste, and Seventh-day Adventist social convention. The college defines modestly dressed students as those who wear clothing which is not revealing, tight fitting, transparent, or too brief. Clothing should be appropriate for the event or activity being attended. Appropriate grooming at Union includes natural looking make-up and well-groomed hair and beards. Conservative swimsuits are required for both women and men participating in water sport activities. Dress when attending religious services should reflect and recognition of the spiritual atmosphere. While working or representing the college students must dress appropriately. In various employment areas/departments dress policy requirements may differ from this policy.

Motor Vehicle Regulations

Vehicle Registration

All residence hall and community students are to register vehicles within five days of arrival of the vehicle in Lincoln. Vehicles not displaying a Union College parking tag will be fined. A tag is not transferable between students. The college reserves the right to enter, remove or immobilize vehicles parked in violation of college motor vehicle regulation. The college permits all licensed students to operate a motor vehicle, providing the student is in good and regular standing. In permitting campus parking, the college assumes no liability in the event of damage to or loss of the vehicle or its contents. Keep vehicles locked for safety. Each driver agrees to absolve the college of all responsibility in connection with the vehicle and its use and to adequately insure his vehicle. Tickets may be paid in cash, or charged to the student's account.

Basic Vehicle Regulations

1. Do not obstruct traffic or parking. Any car parked in such a way as to obstruct, either partially or completely, the normal flow of traffic, any car parked in an area assigned to others (\$20 fine);

blocking access to fire lanes/sidewalks, posted visitor spaces (\$20 fine) or handicap spaces (\$50 fine), driveways, loading zones, “no parking” areas (\$20 fine); any car parked along a curved curb in the oval in front of Prescott Hall, the west side of the drive or the oval, the south end of Rees Hall lot, handicap or visitor stall or other tow-away zone may be ticketed (\$50 fine or tow away fee), towed away, or immobilized.

2. The motor vehicle must be in operating condition with current licensing, insurance and on-campus registration. Vehicles not meeting the conditions listed below will be considered abandoned and will be towed at the owner’s expense. Vehicles parked on campus must:
 - a. have current license plates and current Union College registration tag properly attached and proof of insurance.
 - b. be used regularly and be kept in operating condition.
 - c. be registered even if the vehicle is owned by an employer.
3. No driving is allowed on lawns/sidewalks. (\$30 fine)
4. Drive safely, avoiding reckless driving and speeds over 10 miles/hour on campus (\$50 fine). Be aware of pedestrian and vehicular traffic.

Parking

Students may park in campus lots except areas indicated for faculty or guests only. Rees Hall parking is yellow permit only, Prescott Hall/Culver Hall parking is green permit only, faculty and staff parking is red permit only, and village parking is blue permit only. If you have questions regarding parking please stop by Student Life and pick up a parking brochure. Motorcycle parking is allowed only on the cement slab east of Prescott Hall and in the courtyard of Rees hall. \$20 fine for parking in other areas. Prescott Hall roundabout has four stalls in front of the dorm for loading/unloading only. The spaces directly behind Rees Hall are for the Deans and loading and unloading only. There is no student parking in this lot.

Campus parking regulations are intended to make parking as convenient for students and staff as possible. It is understood, however,

that not everyone can park immediately outside his/her room or office. Should you choose to park your registered vehicle on public streets, please be aware that there is a city ordinance concerning cars parked longer than 24 hours without moving. Those cars are subject to ticketing and/or towing by the Lincoln Police Department. During the winter, snow parking bans are announced on local radio stations and published in local newspapers.

Activities

Student Life

This office deals with all aspects of student life that are not academic. This includes student problems (or solutions), residence halls, Saturday night activities, ASB, etc. The Student Life office is located on the first floor of the Dick Building. Visit them anytime - they are your advocate.

Associated Student Body ASB

ASB is responsible for student publications, social activities, spiritual leadership, planning and initiating changes on campus. ASB gives students opportunities for leadership and student government. Elections are held each year in the spring.

Student Senate

This organization is the students' legislative voice to the administration. This body discusses issues and makes recommendations for change and revision to various departments or policies. If you have a concern about an issue on campus please see your senator.

Adventist Colleges Abroad (ACA)

This program encourages a college experience in conjunction with Adventist colleges overseas. Academic-year programs are available at schools in Valencia, Spain; Braunau, Austria; Entre Rios, Argentina; Collonges-sous-Salève, France; Florence, and Italy. Summer programs are available in Valencia, Spain; São Paulo, Brazil; Athens, Greece;

Florence, Italy; Collonges-sous-Salève, France; Braunau, Austria; Newbold College in England; Hong Kong; Jerusalem, Israel; and Kiev, Ukraine. Other Adventist colleges, not a part of ACA, include Avondale College in Australia; and Helderberg College in South Africa.

Union Scholars

Every division chair and professor should know about this program and encourage students to participate. Call x2560 for more information.

Larson Lifestyle Center

You can swim, lift weights or participate in a variety of other life-prolonging activities. The Larson Lifestyle Center houses a 25 meter indoor swimming pool, weight room and jacuzzi. It also sports outside tennis courts. The LLC even offers classes like golf, tennis, aerobics, scuba diving, and swimming. Union College faculty, staff, and students use the facilities free.

Athletics

Union College athletics include the college men's and women's basketball teams, women's volleyball team, men's golf team, soccer team, or gymnastics team. Campus intramurals include floor hockey, flag football, slow-pitch softball, pickleball, volleyball, and basketball. Call the Larson Lifestyle Center for details, x2525.

Late Night

Students may play in the gym after 11:00 p.m. if they have a GPA higher than 2.0. GPA's will be calculated at mid-term and the semester. Semester grades will determine the ability to play the first half of the semester late night and mid-term grades will determine the ability to play the second half of the semester late night. This policy was established with the academic performance of the student in mind

Academic Resources

Career Center

Passion. Purpose. Calling. The Career Center is located in the lower level of the Atrium of the Don Love Building. It offers students assistance in career planning, internship information and help with the job search after graduation.

Teaching Learning Center (TLC)

The Teaching Learning Center is Union College's support and accessibility service provider. The TLC offers accessibility accommodations to Union students with disabilities. Integrated College Experience (ICE) is a one-year program for students who are accepted into the college with high school GPA and/or ACT scores(s) that fall below enrollment criteria. These students receive services that assist in transitioning into college life.

Personal Academic College Coaching (PACC)

This program is for any student who would like assistance and support with time management, organization, study strategies, and making academic or life decisions.

Ella J. Crandall Memorial Library

The Union College Library enhances Christian values and academic achievement by preparing students to think critically, pursue knowledge, and continue learning beyond their undergraduate experiences. The library's collection includes over 175,000 print, electronic, and media items. All electronic books, databases, and articles are accessible from any computer on campus including dorm rooms. Most databases may be accessed from off campus by logging in with a UC ID and password. Other services include interlibrary loan,

photocopy machine, microform readers and printer, laminator, and a small computer room. Librarians and staff are available to assist with reference questions on a walk-in basis as well as by scheduled appointment.

Studio for Writing and Speaking

This space offers assistance while preparing a paper or speech, brainstorming, or editing punctuation and grammar. The Studio is located on the first floor of the library. The capable student tutors work with student projects free of charge. Appointments can be made through Moodle. Walk ins welcome.

Computer Labs

Microlab

Rooms 305 and 306 in the Dick Building contain 41 PC's that operate in the Windows environment. It is managed by the Division of Business and Computer Science and is open over 75 hours per week while school is in session.

Graphic Arts Computer Lab

The lab has 21 Macintosh iMac computers, inkjet color photo printers, B/W and color laser printers, digital card readers, and a flatbed scanner. Software includes Adobe Illustrator (drawing), Adobe photoshop (photographs), Adobe InDesign (page layout), and Adobe web design software.

Campus Bookstore

The bookstore carries books, music, cards and gifts, clothing, personal items, food, office supplies, and more. It is open from 8 a.m. to 5 p.m. (M–Th) and from 8 a.m. to 3 p.m. (F). Purchases can be paid for with cash, check, credit card, or a staff/student i.d. card. The bookstore is also the campus mailroom, it is served by US Mail, UPS, DHL and

FedEx.

Office of Academic Administration

The services in this office include directing the academic council, giving raises to faculty, recommending new faculty, preparing class and exam schedules, and dealing with any student or faculty academic problems. The academic dean is also located in this office.

Student Records

Privacy of Student Records

Union College complies with the Family Educational Rights and Privacy Act of 1974. For the financially dependent student, grade reports will be available to parents or guardians. Students depending upon aid from sources other than parents or guardians may request grade reports to be available to their financial aid sponsor, or the sponsor, upon request, can receive a copy of the grade report. The college will share any information with parents that is deemed by college officials to be necessary for good communication, and in the interest of student progress.

Parental Notification Policy

In an effort to foster the well-being of the student and in compliance with the Family Educational Rights and Privacy Act (FERPA), Union College reserves the right to notify a parent/guardian when a student has been admitted to the hospital, has a serious health condition, violated any Federal, State, or local law or campus rule or policy governing the use or possession of alcohol or a controlled substance, or for any conduct that poses a significant risk to the safety or well being of that student, other students, or other members of the college community.

Directory Information

Union College has designated the following items as “directory information:” name, local address, e-mail address, local telephone number, birthday (month and day), class level and major, dates of attendance at Union College, degrees and awards received at Union College, photograph, institutions attended prior to admission to Union College, participation in recognized activities and sports at Union College. Those who choose to restrict the dissemination of their personal directory information must inform the records office.

Access to Student Records

In the case of a crisis or a potential crisis that threatens the safety of students, faculty or staff of Union College; the vice president for Academic Administration and the vice president for Student Life have full access to all current student information. This includes: student contact information, parent contact information, student schedules, student disability diagnosis as well as treatment, and medication being taken by a given student whose records are on file. Physicians’ names and contact information may also be accessed when that information is needed.

Academic Integrity

Computer Usage

Union College operates a private computer system/network with access granted to users for a very specific use. Users are expected to maintain a high level of computer conduct.

It is NOT acceptable to:

- Login/access UC systems using anything but your assigned user.
- Add, examine, copy, modify or delete any files/data except to the areas assigned to you or to areas specifically indicated as public.
- Load/download any software on a UC computer without proper permission.
- Waste any resource such as using excessive disk space, creating unnecessary processes, printing unneeded printer output, sending junk e-mail, excessive Internet use, etc.
- Possess or use any software for the purpose of breaking security/passwords, snooping, monitoring any Union College computer/network.
- Attach a DHCP server to Union College network.
- Enable wireless access point including access points embedded on other devices such as printers and routers.
- Knowingly attempt to distribute a virus, Trojan horse, monitoring software, etc.
- Modify or configure any UC computer or network hardware/software
- Violate any lab guidelines.
- Use language or engage in conduct inconsistent with Union's policies and standards.
- Use UC computers/network to violate rules of non-UC computers/networks.
- Host services for connection from off campus.

- Harass, threaten or otherwise cause harm to specific individuals.
- Engage in any activity that is illegal by local, state or federal law.

All infractions will be reported to the vice president for Student Life. Unacceptable conduct will result in disciplinary actions such as but not limited to:

- Temporary or permanent loss of computer privileges.
- Temporary or permanent suspension from college.
- Fees covering expenses incurred by the college.
- Involvement of local civil authorities.

Please contact Information Systems if there is any doubt concerning proper conduct. Students needing help or documentation should contact Information Systems at ext. 2511 or E-mail cshelp@ucollege.edu.

Cyberbullying

Union College does not tolerate bullying, stalking, or harassment of any kind. As a Union College family we can keep each other safe by reporting bullying or harassment to the proper authorities. Anonymous cyberbullying is also reportable.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Steps to Take Immediately:

- Don't respond to and don't forward cyberbullying messages.
- Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this

evidence to report cyberbullying to web and cell phone service providers.

- Block the person who is cyberbullying.

Report Cyberbullying to Online Service Providers. Cyberbullying often violates the terms of service established by social media sites and internet service providers.

- Review their terms and conditions or rights and responsibilities sections. These describe content that is or is not appropriate.
- Visit social media safety centers to learn how to block users and change settings to control who can contact you.
- Report cyberbullying to the social media site so they can take action against users abusing the terms of service. For example, Facebook bullying and harassment should be reported to Facebook and to the police. Facebook posts have an X on upper right, click on it, and click on report/mark as spam; report as abusive, harassment, violent, sexually explicit, or hate speech; message page and/or report to Facebook.
- Let school officials know: Submit evidence (screenshots, emails, texts) to your RA, Dean or Vice President for Student Life, and Human Resources, For counseling contact the Counseling Center at extension# 2540 and/or Chaplain's office at extension# 2508.

Report Cyberbullying to Law Enforcement when cyberbullying involves these activities, as it is considered a crime and should be reported to law enforcement:

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where he or she would expect privacy.
- Stalking and hate crimes

Social Media Policy

Abuse of Union College's internet policy and student life agreement, harassment, identity theft, impersonation, misuse of the Union College name and brand, stalking, vulgarity, and other offenses are grounds for discipline, including expulsion and civil/criminal charges.

Drugs and Alcohol

Substance Use/Abuse

Union College is committed to a drug/tobacco-free environment for students. The unlawful manufacture, distribution, dispensing, possession or use of alcohol, tobacco, e-cigarettes, hookah or a controlled substance by a student while enrolled in Union College is prohibited and shall be viewed as an act of misconduct and shall be subject to disciplinary action, whether on or off campus. A controlled substance is any drug, except a prescription drug, that is used or possessed in the amount specified by a licensed physician. Alcoholic beverages such as beer, liquor or wine; drug paraphernalia and any substance represented to be a drug are included within the parameter of these guidelines. In addition, when these items are found in a student's room or vehicle, the occupants of the room or the owner of the vehicle will be considered to be in possession, and the substance abuse policy will apply.

Union College will periodically provide alcohol and drug-free awareness programs in an effort to keep students informed of the dangers of drug abuse. The college's responsibility in working with students involved in alcohol and drug use involves two areas: help in recognizing the existence of any drug abuse in their lives and help in maintaining an alcohol and drug-free atmosphere in order to enhance the scholastic environment.

When a student has been involved in substance use/abuse, an evaluation will be required at the student's expense. The recommendation from the evaluation must be followed for a student to remain at Union College. Educational classes, outpatient or inpatient counseling may be required as part of the follow-up process. A variety of counseling and treatment services are available through agencies in Lincoln. Local, state and federal laws prohibit the possession, sale or

distribution of drugs. An obligation exists to report activities of an illegal nature to criminal justice authorities. SELLING OR GIVING ALCOHOL TO MINORS IS ILLEGAL AND WILL BE REPORTED TO LAW ENFORCEMENT AUTHORITIES.

Drug Testing

Union College retains the right, in the furtherance of its drug, alcohol and tobacco policy, to require drug testing. Failure to submit to such testing may subject the student to disciplinary actions, including, but not limited to, expulsion.

Non Discrimination/Harassment

Nondiscrimination Policy

Union College was established by the Seventh-day Adventist church as an integral part of its teaching ministry. It is committed to equal education and employment opportunities for men and women of all races and does not discriminate on the basis of disability, age, sex, marital status, race, color, or national origin in its educational and admissions policies, financial affairs, employment programs, student life and services or any College-administered programs. To this end, the College is in compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended and in substantial compliance with Title IX of the Education Amendments of 1972 (34 CFR 106 et seq.), and does not discriminate against any employees or applicants for employment because they are disabled veterans or veterans of the Vietnam era.

The College reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment, including but not limited to 42 USC Secs. 2000e-1, 2000e-2; Sec. 204(c) of Federal Executive Order 11246; 41 CFR Sec. 60-1.5(5); 20 USC Sec. 1681 (a)(3); 34 CFR Sec. 106.12; and the First Amendment to the United States Constitution. The College believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement without infringements on the religious teachings and practices of the Seventh-day Adventist church. The College expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist church. Pursuant to 34 CFR Sec. 106.12, the College claims exemptions from the provisions of Title IX set forth in 34 CFR Secs. 106.21, 106.31, 106.39, 106.40, 106.51 and 106.57.

Disability Accommodations

Union College honors section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which forbids discrimination against all individuals on the basis of handicap. Students with disabilities requesting any accommodations must submit a letter to the Department of Disabilities Services (see Teaching Learning Center) verifying the student's disability. Students with disabilities requesting dorm accommodations should also send their request to the Teaching Learning Center and in writing to the respective dean along with an explanation of the need for the request. Reasonable accommodations are determined by examining:

1. The barriers from the interaction between the documented disability and the campus environment.
2. The possible accommodations that might remove the barriers.
3. Whether or not essential elements of the program, service, or activity are compromised by the accommodations.

Sexuality

Union College endorses Biblical principles of morality. We believe Scripture supports virginity until marriage and outlines appropriate, heterosexual relations within the marriage covenant. As a Christian institution of higher learning, Union College believes healthy romantic and sexual relationships must be built on Biblical principles. In keeping with the Seventh-day Adventist understanding of those principles, we expect students to refrain from premarital and extramarital sexual relationships and any same-sex romantic relationships while enrolled at Union College.

We believe all people are God's children. Union College expects students, employees and guests to treat each other and the wider community with respect and dignity, and will not tolerate harassment. We all deserve a constructive learning and working environment. Realizing that one's actions affect the people around us, and given today's societal and health concerns, the college

feels a responsibility in furthering a student's understanding of healthy relationships. This goal can be achieved through residence hall worships, chapels, and classroom instruction.

The college may intervene with students whose behavior is out of harmony with Biblical principles of morality. As a result of a student's misconduct, he/she may be asked to seek counseling, education, or spend time away from campus with family/faculty/staff. Type or severity of recommended intervention may vary depending upon individual attitudes and circumstances. The purpose of intervention as it relates to Union College and its students is

- to help students live/ behave in a manner appropriate to Christians,
- to provide an educational setting to disseminate life-changing information,
- to provide a support system both within and outside the school setting to effectively address the problem.
- The goal of intervention is to assist students in developing their individual, intellectual, physical, emotional and spiritual capabilities to the fullest extent possible while completing their academic program.

Sex Offender Policy

Union College considers the protection of our community from sex offenders to be a matter of significant importance. The Nebraska Sex Offender Registration Act allows the college to provide notice to the campus community concerning sex offenders who are, or will be attending classes or working on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children residing near released sex offenders. The college is authorized to notify the community when information is received that a registered sex offender may be expected on or near the college campus, including off-site buildings and associated college activities. Information that is relevant and necessary to protect the public and to counteract the danger by a particular offender may be released pursuant to the Nebraska Sex Offender Registration Act.

Any student or employee of Union College that is a sex offender is required, in addition to residency registration, to register with the Lancaster County Sheriff disclosing his or her involvement or relationship with Union College. Such registration shall be completed on a form approved by the Nebraska State Patrol. Any student so registered is subject to the disclosure requirements of the Nebraska Sex Offender Registration Act which supersedes any expectation of privacy provided pursuant to The Family Educational Rights and Privacy Act. The extent and content of the disclosure of relevant and necessary information shall be related to:

- the level of risk posed by the offender to the community;
- the location where the offender resides, expects to reside, or is regularly found; and
- the needs of affected community members for information to enhance their individual and collective safety.

Additionally, further information about any registered sex offender can be found by searching the sex offender registry located at <http://www.nsp.state.ne.us/SOR/>. This policy is intended to comply with the Campus Sex Crimes Prevention Act.

Harassment

4.14 DISCRIMINATION AND HARASSMENT, OPR: President, 06/09 (E-26) Union College is committed to providing employees and students with an environment free of discrimination, harassment or intimidation. As such, employees, students, and other individuals working at the College, such as vendors, volunteers and contractors are prohibited from engaging in discrimination, sexual harassment, or any other unlawful harassment. Discrimination or harassment of co-workers or students is inconsistent with the College's faith-based principles and standards of acceptable Christian behavior, and will result in appropriate disciplinary action, up to and including termination or expulsion.

Discrimination

The policy of Union College prohibits unlawful discrimination against an employee or a student on the basis of race, color, sex, national origin, age, disability, or any other legally protected status under Nebraska or federal law, with respect to any conditions, benefits, aids, or services provided by the College.

Harassment

Union College wants its employees and students to enjoy an environment free of harassing conduct or conduct which, if not curtailed, has the potential of creating a hostile, intimidating or offensive working or school environment. As a result, it is against the policy of Union College for any employee, student, supervisor, manager, or independent contractor to harass another on the basis of race, color, sex, national origin, age, disability or any other legally protected status under Nebraska or federal law. Employees and students are encouraged to report incidents of harassment before they become severe or pervasive in order that Union College may address the conduct immediately.

Sexual Harassment

Sexual harassment involves unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or because of an intellectual or other disability.

Employee Sexual Harassment

Sexual harassment of employees occurs when unwelcome sexual advances, requests for sexual activity or any other unwelcome verbal, written, visual or physical conduct of a sexual nature occurs, and

1. Submission to or rejection of the conduct is used as the basis for an employment decision or action; or

2. Submission to the conduct is made, either explicitly or implicitly, a term or condition of employment, or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or offensive work environment.

Student Sexual Harassment

Sexual harassment of a student occurs when unwelcome sexual advances, requests for sexual activity or any other unwelcome verbal, written, visual or physical conduct of a sexual nature occurs, and

1. Submission to or rejection of the conduct denies, limits, provides different, or is used as a basis for the provision of a school-related benefit, aid, or service; or
2. Submission to the conduct is made, either explicitly or implicitly, a term or condition of a school-related benefit, aid, or service; or
3. The conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Examples of conduct which may constitute sexual harassment of an employee or student include, but are not limited to verbal or visual harassment or abuse (degrading sexual comments, unwelcome propositions, sexually offensive jokes, gestures, materials, objects, and tricks), unwelcome requests for sexual favors or activity, inappropriate touching or physical actions of a sexual or abusive nature (pinching, hugging, patting, repeated brushing against another person's body, sexual coercion, sexual battery, sexual assault, and rape), or a suggestion, threat, or action that makes the affected individual's employment or educational opportunities and benefits subject to submission to sexual demands, harassment, or sexually offensive conduct.

Harassment does not include occasional compliments or voluntary personal relationships between employees or students. However, some

conduct that may be appropriate in a social setting is not appropriate in our college environment.

Other Unlawful Harassment

Unlawful harassment may also consist of verbal, visual or physical conduct that denigrates, threatens, or shows hostility or aversion toward an individual or group because of his or her race, color, gender, national origin, disability or any other protected status under Nebraska or federal law, and has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

Examples of conduct which may constitute unlawful harassment of an employee or student include but are not limited to epithets, slurs, insults, negative stereotyping, threats, disparaging remarks, written or printed material of a disparaging or hostile nature, intimidation or hostile acts, or offensive jokes or tricks based upon or because of a person's protected status, including race, color, national origin, ethnicity, age, disability or any other legally protected status under Nebraska or federal law.

Communication of Policy

Unlawful discrimination and harassment violates Union College's employee and student policies and the Christian values upheld by the College. For these reasons, it is expressly prohibited. As a preventive measure, Union College will actively seek to educate all faculty and staff (through regular meetings, special seminars, etc.), about the prohibition of all forms of harassment and discrimination and the steps to report suspected violations. In addition, the College shall communicate its policy against harassment and discrimination to employees and students by publishing the policy within the College in a manner that faculty, staff, and students are aware of its content.

Reporting Incidents: Any employee or student who in good faith believes that he or she has been harassed or discriminated against in violation of this policy should immediately report the incident to one of the following:

Employees: Employees may report an incident of harassment or discrimination to any of the following persons, depending on the employee's comfort level.

The Sexual Harassment Compliance Officer is Kim Canine, 486-2507.

- His or her supervisor
- Vice-President over the department to which the employee reports; OR
- The Vice-President of Financial Administration; OR
- The College President, OR
- The Vice President for Academic Administration, OR
- The Sexual Harassment Compliance Officer, OR
- Multicultural Ombudsperson, OR
- Disability Compliance Officer, OR
- Any other member of College management with whom he/she feels most comfortable approaching

Students: Students may report an incident of harassment or discrimination to any of the following persons, depending on the student's comfort level.

The Sexual Harassment Compliance Officer is Kim Canine, 486-2507.

- His or her teacher; OR
- His or her faculty advisor; OR
- The Vice President for Academic Administration; OR
- The Vice President for Student Life; OR
- The College President; OR
- The Sexual Harassment Compliance Officer; OR
- Multicultural Ombudsperson; OR
- Disability Compliance Officer; OR
- Any other member of college management with whom he/she feels most comfortable approaching

If possible, the employee or the student should tell the person engaging in the inappropriate behavior that the conduct is offensive and should be immediately stopped. Employees and students are encouraged to report incidents of harassment or discrimination within 72 hours so that the college can undertake a prompt investigation.

Union College believes that it is every employee's and every student's

obligation to report complaints or incidents of possible discrimination or harassment. Employees or students who observe incidents of harassment, discrimination, or intimidation against others should report such conduct to their supervisor, their teachers, their faculty advisor, the vice president of their department, the Vice President of Financial Administration, the Vice President for Academic Administration, the Vice President for Student Life, or the President of the College. Any supervisor or member of management receiving a complaint of harassment or discrimination should immediately report it to the Sexual Harassment Compliance Officer.

Non-Retaliation

The College prohibits retaliation, discrimination, harassment, or intimidation, against employees or students for reporting, in good faith, suspected incidents of harassment, discrimination, or intimidation, or for cooperating with or participating in the College's investigation of such conduct. While the College urges individuals to report alleged harassment, discrimination, or intimidation, unfounded allegations can irreparably harm an employee's or a student's reputation and limit their ability to fulfill job or educational responsibilities. Employees or students who bring malicious, spiteful, or knowingly false allegations of harassment will be subject to discipline.

Investigations

The college will investigate all claims of harassment or discrimination in a confidential, objective, and thorough manner. The college will take all possible steps to maintain the anonymity of the complaining party, if requested, and will inform the complaining party if that anonymity cannot be maintained for whatever reason. Generally, within seven working days of a complaint, an appropriate officer (as determined by the college) will review the matter and determine the scope and nature of the investigation. The duration and extensiveness of the investigation will vary depending upon the allegations but will not exceed 60 days absent extraordinary circumstances. If the investigation cannot be completed within this timeframe, the college will inform the complaining

party of the delay and provide an updated timeline for completion. The involved parties will have an equal opportunity to present relevant witnesses and evidence, if deemed necessary by the college, as provided in the college's Grievance Policy.

Students and employees accused of campus misconduct may also face criminal charges arising from the same behavior. The existence of a criminal process or investigation does not relieve the college of the duty to investigate, and the college will proceed with its investigation in a timely manner. This may raise the issue for accused individuals that participation in the campus process may lead to statements that could incriminate the accused individual if campus records are admitted in court. Accused individuals who are concerned about the implications of such statements should consult with qualified legal counsel. The college has the expectation that accused individuals will participate in campus resolution processes (and does not permit students with pending conduct matters to withdraw until those matters are resolved). An individual who fails to cooperate in a campus investigation may face charges for failure to comply with the reasonable directives of campus officials, which may result in expulsion. Attendance at any interview, meeting or hearing is required when requested. When criminal charges are pending (or impending), the accused individual may elect not to answer questions that could lead to self-incrimination, but still must attend the meeting to assert that intention for any or all questions the college needs to ask.

Upon conclusion of the investigation and consultation with the President, and based on a preponderance of the evidence gathered, the college will take whatever appropriate remedy or correction it deems necessary to stop any discriminatory or harassing behavior, up to and including termination of employment or expulsion from school. If required by the allegations made, the college may take immediate action to protect a complaining party from ongoing harassment prior to the conclusion of the investigation. The college will notify both parties, in writing, of the outcome of the complaint. If necessary, the college will take reasonable steps to prevent recurrence of any harassment.

Non-Employee

Any employee who believes that he or she or any other employee has been the subject of sexual or other unlawful harassment as defined in this policy by a non-employee or non-student, such as a client, vendor or visitor, during work or school time or in relation to the employee's work or the student's education at the college, should immediately report the incidents by following the procedure set forth above. An investigation of the complaint will be undertaken as stated above. If Union College concludes that a non-employee or non-student has sexually or otherwise unlawfully harassed any employee or student during work or school time or in relation to the employee's work or the student's education at the college, immediate and appropriate action, will be taken by the college, as feasible.

Complaints

In seeking to do what is right, Union College values student complaints as evidence of potential difficulties to be addressed. Most complaints are addressed informally, orally or electronically with the division chair, residence hall dean, work supervisor, or other responsible campus employee. However, if a student seeks further resolution of the problem and discussion with the appropriate vice president likewise fails to satisfy the student, a formal complaint is the next step and should be filed in writing or by e-mail with the appropriate vice president.

Formal complaints are defined as non-trivial complaints submitted in writing, dated, signed by the student, and submitted to the vice president with the responsibility to handle the complaint. Formal complaints are kept on file, and each vice president maintains a record of each complaint filed and its resolution.

It is the responsibility of the vice president to document evidence related to the case, and to propose a resolution of the case within three

weeks of receipt of the complaint. Unless the complaint is merely informative, and the student does not desire any corrective action, the student will be informed of the resolution of the case either orally or formally in writing.

If a formal complaint does bring a satisfactory resolution to the situation, a grievance may be filed with the president. Filing a formal complaint does not preclude use of the grievance procedures, but once a grievance is filed, that process will replace the resolution of the written complaint.

Grievance Policy

Union College attempts to follow Biblical principles when wrong is perceived by a student or employee. A student who feels treated unfairly or unjustly has the right to appeal according to approved procedures.

Informal Complaint Procedure

The following steps of the Informal Complaint Procedure must be followed in the correct order by the student desiring to utilize the grievance process:

1. Most misunderstandings and difficulties are settled to mutual satisfaction when the student discusses the issue with the course instructor, residence hall dean, or staff member.
2. A student who is not satisfied by discussion at this direct level, should appeal to the instructor's program director, division chair, head residence hall dean, or staff supervisor.
3. If the student is not satisfied with the result of the discussion of the complaint at the supervisor level, the next step should be to take the complaint to the Vice President for the appropriate area.

Formal Complaint Procedure

If not satisfied with the decision of the appropriate vice president, within seven working days the student should file a formal written complaint with the president of Union College requesting a grievance

hearing.

Filing a formal grievance is a serious matter and should be done thoughtfully. The Grievance Committee's recommendation will provide the underlying context of the president's decision, which will constitute final action by the college. The Grievance Committee, selected by the president, shall be composed of two students and the three faculty or staff members, as appropriate. Either party may suggest one member of the committee. The chair and secretary of the committee shall be elected by the committee members at the first meeting.

Both the student and the college employees involved in the case are invited to appear before the committee or to present a verbal statement of the case. The student shall also be allowed to present additional written statements about the case. At the student's request, one advisor (a parent, spouse, student, or college employee) may accompany the student to the meeting. However, the presence of legal counsel is not appropriate for the student or the college. The presence of the student's advocate is for the purpose for moral support. The advocate may speak when recognized by the chair and for the time allocated by the chair. The advocate may make requests of the committee but throughout the proceedings the committee will determine its own actions. The student and the student's advocate may attend the committee presentation of all evidence and any related matter considered by the Grievance Committee. They also have the right to present rebuttal to all evidence and reasoning. However, they may not attend the committee's final deliberation and vote.

The Grievance Committee may recommend that either the action taken should stand, that the matter should be reconsidered by the original deciding body, or a new action is warranted. The recommendations of the Grievance Committee shall be presented as a recommendation in writing to the President of Union college, who will determine final recommendation and will notify the student of the decision.

Withdrawal of Grievance

At any time during the grievance procedure, the student may withdraw the complaint in writing to the president. In addition, a failure by the student to appear for a requested hearing, without prior notification or evidence of extenuating circumstances, shall constitute withdrawal of the grievance or appeal.

Matters Not Grievable

Policies and regulations adopted by the college and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies but this dialogue is advisory and not grievable. In addition, the College may be substantially limited to act in matters involving patient and public safety, state requirements, hospital policies, and similar off-campus situations.

Campus Safety

Student Right to Know and Campus Security Act

Union College complies with the Student Right to Know and Campus Security Act of 1990. Federal law requires the college to issue a yearly report of on-campus incidents of murder, rape, robbery, aggravated assault, burglary and motor vehicle theft, as well as the number of arrests that occurred for liquor law and drug abuse violations and weapons possessions. Statistics reported are those brought to the attention of the vice president for Student Life. Incidents reported directly to authorities would not necessarily be included in that report. A copy of the policies and procedures followed by the college is available in the Student Life office and online.

Crisis Response Plan

Union College is committed to supporting the safety and welfare of all its students, faculty, staff and visitors. Preparing and maintaining an effective Incident Response Plan, as well as allocating the required resources to implement it, are among the ways the college maintains this commitment and mission.

This college will continue to support planning which does the following:

- Maximizes safety, health and environmental initiatives.
- Minimizes risk of injury and property loss.
- Cooperates with all external partners and agencies.
- Develops resilient pre-planning activities.
- Provides for a prompt and effective response to applicable incidents.
- Supports strategies for continuity of operations and restoration of normal activities promptly following an incident.
- Ensures appropriate communications and notifications within

- the College, the community and beyond.
- Supports Incident Management Planning internally and with external partners.

The Federal Emergency Management Agency (FEMA) and the State of Nebraska have both adopted this approach. The plan is consistent with this approach and is structured to integrate well with external authorities and their planning. Copies of the Crisis Response plan may be found in the offices of all administrators, deans, and department heads. The plan is also posted on the college website.

Safety Regulations

Fireworks, candles, open-flame lamps, incense, or any other items that produce flames have been designated as “fire hazards” and are not to be used in residence halls. A \$50 fine and/or replacement costs may be assessed for violation of this policy. Rees Hall has kitchenettes for cooking. Cooking appliances such as electric skillets are to be used in kitchenettes, not in student rooms. Irons should only be used in laundry rooms. Hot plates are not to be used in the dorms. Extension cords and multiple plug-ins are not to be used. The Fire Marshall recommends a fused multiple-plug safety strip. Due to recent fire hazard warnings, halogen lamps are not allowed.

Fire Drill and Equipment

Students should acquaint themselves with the fire exit route chart posted in each dorm room. When a fire alarm sounds, residence halls are to be vacated immediately. Close all windows, leaving the room door unlocked allowing the resident assistant to be certain that rooms are not occupied. If it is safe to do so, assist any fellow student needing help to the nearest exit. Follow the posted exit charts to designated meeting areas that will be announced for each wing/floor.

Remain in your designated area until the alarm ceases to sound or until an “all clear” announcement is made. Any student refusing to leave the dorm during a fire drill is subject to discipline and a \$100 fine.

Charges will be made for removal of fire escape signs posted in the student rooms or hallways. Fines may be levied for use of, or tampering with, fire protection equipment and security surveillance equipment. This includes removing batteries from smoke detectors. Such activity is a violation of campus, city, and state fire ordinances, and may be handled by the city authorities.

Vandalism

Vandalism to public areas of residence halls, e.g. holes in the wall, burns in the carpet, may be assessed to residents of the floor where such damage occurred, if individuals responsible for the damage are not discovered and charged. Vandalism to any part of campus will be charged to the person responsible.

Weapons

Weapons such as firearms, explosives, BB or pellet guns, 3” or longer knives, lasers or other weapons are not allowed at Union College and are to be left at home. These items will be confiscated when found in a student’s possession, and the local authorities may be involved.

Disciplinary Procedures

Union College prefers preventative measures which will help students avoid serious disciplinary problems. When possible, counsel, advice and minor restriction are given by administrators, residence hall deans, and/or Deans' Council before the need arises for more formal measures. Restrictions may be imposed which include, but are not limited to, the following:

- public appearances that represent the college,
- working late night off-campus,
- possessing and operating stereo, TV or video equipment,
- living off campus (when such arrangements have been approved),
- obtaining weekend leaves except to one's own home, and/or
- possessing and operating gaming devices, TV or video equipment,

When a student violates the rules and regulations of the college and/or civil law, a student may be:

- counseled,
- disciplined,
- or separated from the college for a definite or indefinite time.

Union College takes the position that students need to assume responsibility for their actions, thus illegal activities may be reported to local authorities. The vice president for Student Life is responsible for the administration and evaluation of student discipline procedures. Deans' Council serves in an advisory capacity to the vice president for Student Life. Recommendations for disciplinary actions may be made by:

- Any residence hall dean or
- Any college vice president.

Such disciplinary actions may become part of the student's record at the college. When college regulations are disregarded, disciplinary procedures will result. This discipline may involve suspension,

withdrawal (college request), dismissal, or other serious measures and may be referred to the Deans' Council, the vice president for Student Life, or college president. At the student's request, he/she may attend a Deans' Council and may be accompanied by parents, a faculty/staff member, or a fellow student. The Deans' Council members are the vice president for Student Life, deans, faculty representatives, and head resident assistants.

A letter of warning indicates that a student has been involved in a major violation of college policy. It automatically places the recipient on citizenship probation for a designated period of time.

Citizenship probation is a serious matter. During the probationary period, (or a specified period), any or all of the following conditions may apply:

- The student's status in the college shall be tentative.
- The student shall be disqualified from holding and/or seeking office in any college or student organization for a period equivalent to one semester.
- Public appearances may be limited.
- It is the student's responsibility to report one's limited status to individuals who request one's participation in activities not permitted by one's probationary status.
- Certain privileges may be forfeited including: working late night off campus, living off campus, obtaining weekend leaves except to one's own home, and leaving campus without specific arrangements.
- Consultations with a counselor/staff member may be required.
- Other restrictions as specified.

When citizenship probation is necessary and after its implications have been explained to a student, he/she may be asked to sign an agreement to faithfully carry out the terms of the probation or withdraw from the college upon failure to do so.

Letter of Suspension Suspension is of three types: separation from the college for (a) a definite time, (b) an indefinite time, or (c) until a specified condition is met, after which the student may apply for

reinstatement. If a student whose home is not in Lincoln is suspended and stays in the Lincoln area without permission during the suspension period, the student may be asked to withdraw from the college.

Letter of Withdrawal Serious misconduct, accumulated series of violations, or insubordination to the authority of the college may result in the student being asked by the president, vice president for Student Life, or Deans' Council to withdraw from the college. Students who withdraw under counsel for disciplinary reasons will not be considered for readmission to the college for at least one full semester following the semester of withdrawal. A student who has been asked to withdraw is no longer eligible for college housing.

Letter of Dismissal Serious misconduct, accumulated series of violations, or insubordination to the authority of the college may result in the student being dismissed from the college by the president, vice president for Student Life, or Deans' Council.

Letters listed above are not always sent in the order in which they have been listed. Cancellation of Readmission Suspension, citizenship probation, or a letter of withdrawal or dismissal cancel admission for the following semester. To be reconsidered, a student may reapply at the end of the semester during which the suspension occurred, but the admission decision may be deferred until the beginning of the next semester.