

Student Planner

Survival Guide

Policies:

Goshen College: An academic community of integrity

Goshen College expects all students, faculty and staff to practice high standards of morality and integrity. In our academic work, we encourage the following values:

Honesty – *The quest for truth and knowledge cannot move forward without intellectual and personal honesty in learning, teaching, research and co-curricular activities.*

Trust – *Mutual trust encourages the free exchange of ideas and collaborative work, enabling all members of the academic community to reach their highest potential.*

Fairness – *Clear standards, practices and procedures create a good working environment that expects fairness in all interactions.*

Respect – *Students and faculty show respect for each other by actively engaging in the teaching-learning process and honoring a wide range of opinions and ideas.*

Responsibility – *Even when it is difficult, action must be taken against wrongdoing. The community takes responsibility to help each other create life-long habits of integrity rather than dishonesty.*

At Goshen College, academic dishonesty will be treated as a serious violation of the GC commitment to community standards.

Q: What is academic dishonesty?

A: Any act that involves misrepresentation of academic work or interference with the academic work of others.

Academic dishonesty includes:

- Plagiarism, which is “giving the impression that another person’s words, ideas, images, or data are your own” (*Easy Access* by Keene and Adams, p. 378).
- Cheating on assignments or exams
- Falsification of data
- Submission of the same (or substantially the same) paper in more than one course without the prior consent of all instructors concerned
- Depriving others of necessary academic sources
- Sabotaging another student’s work
- Aiding another student’s academic dishonesty

Q: What are the consequences of academic dishonesty?

A: Consequences are based upon the severity of the offense, course expectations and other variables.

1. Re-doing the assignment
2. Lowering the assignment grade permanently
3. No grade or credit for the assignment
4. Lowering of the course grade
5. Failure of the course

Faculty members will report incidents of academic dishonesty to the associate dean's office. If more than one incident occurs, the associate dean will contact the dean of students, place a report in the student's permanent file, and initiate processing by the Judicial Board. Consequences may include:

6. Suspension for one or more semesters
7. Dismissal from the college (for a severe infraction or recurring pattern of dishonesty)

Privacy Rights of Students

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post-secondary students enrolled at Goshen College are hereby notified of their rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, vice president for student life, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to prohibit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including security personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Goshen College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605. FERPA further provides that certain information concerning the student, designated as "directory information," may be released by the College unless the student has informed the College that such information should not be released.

Directory information includes:

- name
- permanent address*
- local address*
- telephone number*
- email address
- ID photo*
- verification of birth date supplied by inquirer
- dates of attendance
- full or part-time status
- date of graduation and degree received
- major field(s) of study
- classification
- participation in officially recognized activities and sports
- height and weight of athletes

*Goshen College distributes the information marked with an asterisk, but less publicly than the other items:

- The Campus Telephone Directory is printed and made available to Goshen College students, faculty, and staff. It includes name, class, local address, phone, and e-mail address.
- Your local address, phone number, student ID photo, and permanent address are available on Goshen College's website, but only to people using a computer connected to Goshen College's on-campus network (physically connected to the network or remotely connected with a valid Goshen College username and password.)
- Goshen College does not provide student email lists to public or private entities.

Any student who desires that any or all of the above listed information not be released may contact the registrar's office or complete the form found at <http://www.goshen.edu/registrar/privacy>. Such non-disclosure must be requested within the first seven days of the semester to be excluded from printed directories. Online listings can be blocked at any time.

Questions about this policy may be directed to Stan Miller, registrar, or Bill Born, vice president for student life.

Goshen College Commitment to Community Standards

A Spirit of Hospitality

Goshen College is dedicated to fostering a spirit of hospitality on our campus, including all students, faculty and staff and college guests, as part of maintaining a healthy living and learning community. We welcome all students as God's creation regardless of color, gender, religion, ethnicity or nationality, sexual orientation and social or economic class. In order for a diverse community to thrive, we must recognize our differences and seek understanding and integrity in our relationships. Students and faculty at Goshen College are expected to support an environment of mutual respect and accountability, to care for the personal dignity of others and to have integrity in their conduct and communication.

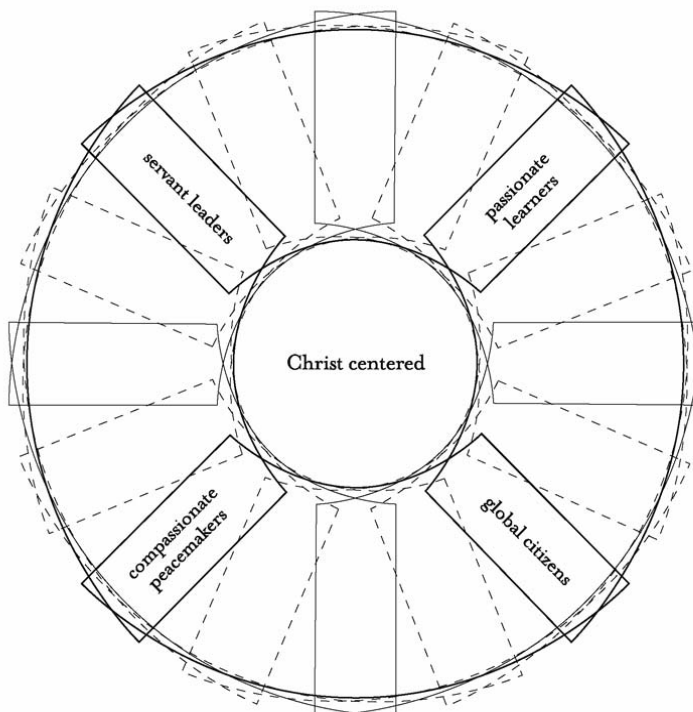
The spirit of respect and hospitality at Goshen College reflects our character as a Mennonite-Anabaptist liberal arts community of scholarship, teaching, learning and service. We believe that the expression of hospitality is best understood in the life and character of Jesus Christ, who welcomed the Gentile and the Jew, women and

men, the poor and the wealthy, the slave and the free, the sick and the healthy. The Mennonite Church promotes a community founded on love and justice in which all persons possess inherent dignity as children of God. Our search for truth and our understanding of complex modern challenges is informed and transformed by the life and teachings of Jesus and the tradition of Anabaptist Christians to be accountable to each other in the context of the church.

Rights and responsibilities: Individual Commitments Within Community Life

Invitation to Christian community

Goshen College is committed to encouraging students in intellectual, spiritual, social, and moral growth. Students are invited to engage in a dynamic and life-giving community here and to mature as individuals through respectful relationships in the classroom, the local community, in the broader Christian church and in among other cultures. All are expected to demonstrate sensitivity and concern for others' convictions, perspectives and struggles. Within the context of a Christ-centered community, we seek to become:



- passionate learners;
- global citizens;
- servant leaders; and
- compassionate peacemakers

Expectations

Members of the Goshen College community are expected to demonstrate individual responsibility by showing consideration for the beliefs and feelings of others; abiding by federal, state and local laws; and demonstrating exemplary conduct. When a student's behavior has direct implications for others and/or the well-being of the campus community, there is cause for community involvement, regardless of where the situation occurs (e.g. home or abroad.)

▪ Academic honesty

As an academic community that expects integrity, we seek for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service. As an academic community of integrity, we uphold personal accountability and take action against wrongdoing. Examples of academic dishonesty include, but are not all inclusive of, the following: plagiarism, cheating on assignments or exams, falsification of data, sabotaging the work of another and aiding in academic dishonesty of another. The Academic Dean's Office holds students accountable for their academic work.

▪ Alcohol and illegal drug use

Goshen College is an alcohol and drug free campus. The use of alcohol is illegal for minors, and alcohol and illegal drugs also may create dependencies, invite an unhealthy escapism, waste money and abuse health and take lives, as well as generate behavior offensive to other people. Alcoholic beverages and illegal drugs are prohibited from the campus and all college-related functions. Students will be held responsible for any alcohol, drugs or drug paraphernalia found in their presence.

▪ Firearms-fireworks

The possession or use of firearms, including pellet, bb or air guns is prohibited on campus. Fireworks are also a safety concern and are not permitted.

▪ Fire & safety equipment – Tampering with any fire and safety equipment on campus is unacceptable.

▪ Fraud & theft

Students are expected to respect the identity and property of others. Examples of fraud or theft include, but are not all inclusive of, the following: dishonesty on timecards, theft of and other misuse of personal or college property.

- Racism

Racism is a set of attitudes or beliefs that hold particular racial or ethnic groups superior to others, often resulting in justification of discriminatory treatment or other racist acts. Racism denies the humanity of others and denies the truth that all human beings are made in the image and likeness of God.

Goshen College creates a social and academic environment where students develop awareness of issues of race, sensitivity to minority populations and intercultural understanding. The campus reflects God's world: multicultural, multiracial and multiethnic. We believe that racist attitudes and actions do not example the love of Christ, and violate the inclusive intention of the mission of Goshen College.

As an institution of the Mennonite Church, Goshen College believes that racism is contrary to Christian theology and is inconsistent with the life and teachings of Christ. Therefore, we will resist the pervasive racism of our society by identifying and confronting its evidence.

- Sexuality

We believe that sexuality is an integral part of our personalities, reflecting who we are as individuals. We believe the clear intent of New Testament Scripture is to place sexual intercourse within the covenant of marriage. To care for another person includes honoring and respecting that person as a sexual being. Sexuality cannot be separated from the other dimensions of our lives.

Sexual misconduct includes, but is not limited to discrimination, coercion, exploitation and abuse. These destructive behaviors are detrimental to both relationships and to individual self-esteem; these also violate the caring nature of our community. Goshen College is firmly opposed to sexual discrimination, sexual harassment, sexual exploitation and sexual abuse.

The goal of confrontation in these matters, as in all others, will be for well-being, reconciliation, correction, forgiveness and redemption. Our counseling and health-service personnel are available to students wishing to discuss issues regarding sexuality or sexual behavior. These conversations will be held in strict confidence.

- Tobacco use

The use of tobacco imposes a serious and unnecessary burden upon the health of the user and community. It also constitutes a fire hazard in some cases. Use of tobacco in any form is prohibited on campus or at any off-campus official college activity and strongly discouraged elsewhere.

- Violence or threats of violence

The threat of violence against another individual, whether verbal or physical, is unacceptable.

- Vandalism

Any vandalism on campus will be considered offensive behavior. Responsibility for restitution will be expected.

Serious Intent

While it is difficult to determine a framework of community standards that completely matches the ideals of each individual, clear expression of commonly held expectations is vital to productive, positive life and work together in a diverse campus setting. Every Goshen College student is expected to show serious intent to live according to these standards.

Values inform our work

As a community of higher education, Goshen College seeks to center its campus life on the Core Values. Christ-centered, passionate learners, servant leaders, compassionate peacemakers, and global citizens are what we seek to become and emulate in our relationships with each other (goshen.edu/aboutgc/values.php). Similarly, values and principles inform program, policy and relationships within Student Life.

Five Ethical Principles in Student Life

Student development theory reflects the typical developmental tasks commonly engaged by young adults during the point in their lives when most students decide to pursue higher education. Most are making decisions and investing in relationships that will impact them for years to come. Student development theory provides a framework for empowering students in these life tasks.

The five ethical principles that inform our work as student life professionals are 1) Autonomy, 2) Prevent Harm, 3) Do Good 4) Justice 5) Fidelity. In the goal of **autonomy**, we recognize the need for students to become increasingly independent. With a more salient view of Self, students develop an increased sense of

confidence and self-direction. Students must answer the question, “What does it mean to become independent and responsible? Secondly, within this increased sense of autonomy, we must **prevent harm**. Safety policies (e.g. Community Standards) are designed to prevent harm to individuals and groups; safety plans (e.g. fire drills) are in place to respond to harmful situations should they occur. However, avoiding harm is not an end in itself; we want to provide the opportunity to **do good**. Student Life promotes positive modeling, direction and leadership opportunities. Student groups, clubs, and events provide opportunities for students to contribute to a life-giving campus life. Interacting within a campus context, we treat each other with equity. Student Life professionals value **justice**; recognizing that individuals are different, we retain objectivity in our perception of each other. We also understand that trust is critical for developing relationships. **Fidelity** is reflected in our commitment to confidentiality, professionalism and knowledge of our abilities and limitations. To be most meaningful, trust and confidentiality is embraced by both faculty and students when engaging sensitive issues.

Response process for violation of Standards

The response process is a positive, restorative means of assisting individuals in achieving their goals by developing a greater sense of Christian responsibility and maturity. In short, the goals are personal growth, resolution of the problems and reconciliation where alienation has occurred. If an individual does not change behavior, then separation from the community may result. The process is designed to assist individuals in monitoring their own behaviors, rather than relying on external rules and regulations.

What should happen when individuals violate a Standard? Violations against Community Standards are indicators of offenses against people, relationships and the community. A witness to the violation should confront the violator or violators and together work out a resolution in keeping with the standards. If the violators refuse to work out an agreement, then a member of the Residence Life Team will be brought into the discussion. One of these persons will process the allegation to determine the facts and present them before the appropriate response team (Resident Director, Residence Hall Council or `Standards Response Team)

The Resident Assistant and Resident Leader play an important role in confronting, listening to and supporting those involved in standards violations. RAs & RLs serve to repair the relationship and integrate those involved and the community as much as possible.

Residence Hall Council

The Residence Hall Council (RHC) is comprised of three members: one senior resident director, a teaching faculty member appointed by the Vice President for Academic Affairs and one student appointed by the Student Senate. As members of the broader community, the Residence Hall Council meets with students who are involved in select violations of college standards and makes decisions about appropriate disciplinary responses.

Decisions made by the Residence Hall Council are shared with the Vice President of Student Life. Any decision made by the Council can be appealed to the Vice President for Student Life in writing within 48 hours of communication to the student. The appeal ruling is final.

Standards Response Team

The Standards Response Team is comprised of three members: the Associate Dean of Students, one teaching faculty member appointed by the Vice President for Academic Affairs and one student appointed by the Student Senate. As members of the broader community, the Standards Response Team meet with students who are involved in specific violations of college standards and makes decisions about appropriate disciplinary responses. Standards violations addressed by the Standards Response Team tend to be more serious in nature, resulting in more serious responses. Such responses may include but are not limited to fines, parental notification, community service hours, restitution, disciplinary probation and dismissal.

Decisions made by the Standards Response Team are shared with the Vice President of Student Life. Any decision made by the Standards Response Team can be appealed to the Vice President for Student Life in writing within 48 hours of communication to the student. The appeal ruling is final.

The Vice President for Student Life has overall responsibility and authority for the campus response system for violations of campus standards.

Violations

It is hoped that students will self-manage and resolve conflicts on an individual level. Student Life professionals are available to empower students to deal cooperatively and constructively with conflicts, disputes and offenses.

For those incidences that are not resolved individually, or there is a lack of responsibility for the violation, the situation moves to a more formal process. The following categories provide a framework of understanding in response to the violations of the Community Standards. Factors such as safety, impact on others, and personal responsibility within community, influence the category and in turn the response team that meets with the student. The categories assist in defining and clarifying the risks as well as possible consequences for certain behaviors. The framework grew out of a process informed by focus group discussions and data from Student Satisfaction Inventory.

Category 1 - Student(s) meet with a Resident Director or the Residence Hall Council.

- Violation of quiet hours
- Violation of open house hours
- Student in presence of alcohol on campus
- Fire hazards (candles, lighters, tampering with equipment)
- Smoking in residence halls (first offense)
- Academic dishonesty (heard by Associate Academic Dean's office)
- Actions of sexual misconduct (to be addressed by the Sexual Misconduct Response Team)

Possible responses to Category 1 violations:

- Written Response
- Brief Alcohol Screening and Intervention for College Students (BASICS) process
- Parental notification in incidents related to alcohol use
- Fines (\$25-\$100),
- Community service (up to 10 hours)

Category 2 - Student(s) meet with Residence Hall Council

- Illegal drug use
- Drinking on campus
- Returning to campus while intoxicated
- Unintentional vandalism (e.g. unauthorized roof access, etc.)
- Disorderly conduct while under the influence
- Fraud or theft
- Racism, Harassment, Discrimination
- Academic dishonesty (second offense heard by the Associate Academic Dean's office)

- Actions of sexual misconduct (to be addressed by the Sexual Misconduct Response Team)
- Any repeated category 1 violation

Possible responses to category 2 violations:

- Written response
- Brief Alcohol Screening and Intervention for College Students (BASICS) process
- Parental notification in incidents related to alcohol use
- Group discussion with members of housing unit.
- Fines (\$50--\$250)
- Community service (5-25 hours)
- Restitution
- Referral for addictions evaluation. Cost of evaluation and follow-through is the responsibility of the accused.
- Research project related to chemical use/abuse.
- If alcohol is involved, parents are notified if student is less than 21 years of age according to the Parental Notification Policy found online in the student handbook at http://www.goshen.edu/gcdocs/student_life/StudentHandbook.pdf
- Disciplinary probation (withdrawal from participation of co-curricula's and leadership positions for next semester.

Category 3 – Student(s) meet with the Standards Response Team

- Repeated behaviors from Category 1 or 2; violations that occur off-campus
- Illegal drug use
- Providing alcohol to minors
- Arrest by the police
- Firearms, weapons
- Intoxication with other violations
- Racism, Expressions of Hate
- Vandalism, intentional; misuse of college property
- Violence or threats of violence
- Threat of fire
- ITS code violations
- Academic dishonesty (third offense heard by Associate Academic Dean's office)
- Actions of sexual misconduct (to be addressed by the Sexual Misconduct Response Team)

Possible actions taken by the Standards Response Team:

- Written response
- Fines (\$50-\$250)
- Disciplinary probation (withdrawing from leadership and co-curricular positions for remainder of current and up to next 2 consecutive semesters.)
- Restitution
- Parental notification
- Faculty adviser involvement
- Community service (50 hours)
- Referral for addictions evaluation. Cost of evaluation and follow-through is the responsibility of the violator.
- Others elements depending on the needs of the individual, such as counseling or special projects.
- Suspension
- Dismissal

Policy and Procedures on Sexual Misconduct, Including Sexual Harassment and Sexual Assault

Goshen College Community Values

As explained in The Goshen College Mission Statement and the Commitment to Community Standards, Goshen College is a Christian institution in which "we begin with a vital concern for the welfare of all community members." In line with these values, which express our commitment to a quality of campus life for every member of our community, Goshen College affirms its commitment to providing equal opportunities in education and employment.

Toward this commitment, and in recognition of the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Indiana Civil Rights Law, Goshen College strives to provide an environment free of inappropriate treatment of individuals because of sex or sexual orientation. This policy applies to students, teaching and administrative faculty, staff, and all others, including visitors, vendors, guests, prospective students, and members of the public.

Outside contractors, vendors, and others who do business with the College or enter College premises are expected to comply with this policy and ensure that their agents comply with this policy; the College will take appropriate action if they fail to do so. The College, for example, may suspend or terminate a contract if the contractor fails to correct a sexual misconduct problem that appropriate college officials have brought to its attention. Furthermore, the College, if it determines that a contractor has failed to take appropriate action or has shown a tolerance for any activity which in the belief of the College constitutes sexual misconduct, may bar the contractor from holding future contracts with the College.

Statement of Policy

Goshen College does not condone and will not tolerate inappropriate conduct toward any individual based on the individual's sex or sexual orientation.

Such sexual misconduct includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This encompasses misconduct that does not reach the level of actionable sexual harassment, misconduct that is sufficiently severe and pervasive that it rises to the level of sexual harassment, and sexual misconduct that involves criminal penalties.

Examples of Sexual Misconduct

Examples of sexual misconduct include, among other actions:

Unwelcome comments and conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects);

Unwelcome demands or requests for sexual favors or social or sexual encounters;

Suggestions that submission to or rejection of sexual conduct will affect decisions regarding such matters as employment, work assignment or status, academic standing, grades, receipt of financial aid, or letters of recommendation, or receipt of a Goshen College benefit or service;

The use of submission to or rejection of sexual conduct as the basis for making, influencing, or affecting decisions that have an impact upon the terms and conditions of education, employment, or receipt of any other Goshen College benefit or service; and

Nonconsensual sexual contact.

Given the nature of this type of conduct and the serious effects such conduct can have, Goshen College treats alleged violations of this Policy seriously and expects all individuals to treat alleged violations in the same responsible manner.

Reporting Sexual Misconduct

(1) Reporting Sexual Misconduct by a Student:

Report sexual misconduct involving a student to one of the following individuals:

- Jeanne Liechty, Associate Professor of Social Work
- Dean Rhodes, Associate Professor of Spanish
- Lisa Guedea Carreno, Library Director
- Launa Rohrer, Associate Dean of Students
- Glenn Gilbert, Utilities Manager; Sustainability Coordinator
- Jewel Lehman, Associate Professor of Physical Education

Goshen College will promptly and equitably address any complaints of sexual misconduct by:

- (1) advising the person reporting the alleged inappropriate conduct ("the complainant") about available College and community resources, including health care services, counseling and other mental health services, and law enforcement authorities;
- (2) assisting the complainant in accessing college and community resources, including campus and local law enforcement authorities, when such assistance is requested;
- (3) making reasonable changes in living, working, or academic arrangements as appropriate;
- (4) carrying out a prompt and thorough investigation;

- (5) treating all complaints as confidential to the extent consistent with conducting a thorough investigation;
- (6) taking disciplinary or other corrective action where appropriate; and
- (7) advising both the complainant and the person about whose conduct the complaint is made ("the respondent") of the outcome of the investigation.

Student Expectations: Goshen College Response to Reports of Sexual Misconduct

<http://www.goshen.edu/studentlife/sexuality/>

Community Resources

- Goshen General Hospital Emergency Department: <http://www.goshenhosp.com/main.asp?id=17>
- Campus Wellness and Health Center: 535-7474
- National Sexual Assault Hotline: 1-800-656-HOPE

Retaliation

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the college sexual misconduct policy are violations of the policy and may be grounds for disciplinary action.

Supervisor/Supervisee and Faculty/Student Interactions

If there is a sexual or romantic relationship between a supervisor and someone he or she supervises or a faculty member and a student over whom she or he has authority, the supervisor or faculty member has the obligation to report the relationship to the administration immediately.

Goshen College discourages sexual or romantic relationships between individuals who have unequal power in educational and employment contexts at the College. Accordingly, faculty members (and others who make or affect decisions affecting student academic, career, or living circumstances) are prohibited from engaging in sexual or romantic interactions with students, whether consensual or otherwise. Goshen College likewise

discourages supervisors from engaging in such relationships with those they supervise.

This guideline is based on Goshen College's desire to protect students, to maintain equal opportunity in employment, and to preserve its professional and educational community. Because of the power differential that exists between students and faculty members (or others who make decisions regarding student conditions) and between supervisors and supervisees, even consensual romantic and/or sexual interactions between the two present a high risk of interference with the healthy Christian environment Goshen College seeks to maintain.

Disciplinary Actions

Sanctions for sexual misconduct may take different forms. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, appropriate action will be taken.

Consequences may include but are not limited to the following:

- verbal reprimands
- written reprimands and warnings
- monitoring or restriction of campus access, benefits, or services
- mandatory counseling and/or training
- suspension
- separation from the college

In those instances where a violation is found, documentation of the violation and the disciplinary action will be placed in the respondent's official Goshen College file.

Cases heard and decisions made by the Sexual Misconduct Response Team are shared with the Vice President of Student Life. Any decision made by the Sexual Misconduct Response Team can be appealed to the Vice President for Student Life in writing within 72 hours of communication from the Sexual Misconduct Response Team. The appeal ruling is final.

Intentionally Dishonest Complaints of Sexual Misconduct

Lack of corroborating evidence should not discourage complainants from reporting sexual misconduct to

Goshen College. However, charges found to have been intentionally dishonest or made maliciously without regard for truth may be subject to disciplinary action.

Commencement Dress Code

Commencement is a formal occasion with a long history in the academy. Many students and families have sacrificed to reach this milestone and all students have worked hard to earn their degrees. Commencement has both individual and community dimensions. What happens during commencement can add to the graduation experiences for all students and their families as well as for each of us individually. It is also possible during commencement to draw attention to ones self in a manner that diminishes the experience for others. Thus, while commencement is a special time to honor ones family and professors as well as be honored by the institution, it also has broader community implications.

Commencement dress and behavior throughout this significant day will determine if every graduate is equally recognized and respected. To help us achieve this objective, choose one of the following decorum dress possibilities:

1. Academic attire is strongly encouraged. If worn, it must be black.
2. For those who choose not to wear academic attire, business or dress clothes and shoes typical for this area are required.
3. If desired, international students may wear formal attire fitting with their country.

Athletics Insurance Policy

- **All Athletes must carry insurance**, either the Goshen College student insurance package or a family insurance.
- The Athletic Department carries a **secondary** policy with Bollinger Insurance Company. This athletic insurance coverage is designed to cover expenses **not covered** by the **primary insurance carrier**, at no additional expense to the student or family.
- The college carries an additional “Catastrophic Athletic Injury Insurance” through the NAIA, that covers all costs **above \$25,000**. This catastrophic policy covers **ONLY intercollegiate athletics**.
- An athlete may elect to use the Goshen College student health plan or their own family insurance as the primary carrier for an athletic injury. It is the responsibility of the athlete to make sure that the family policy will cover any intercollegiate athletic related injury. When an athlete chooses to use their

own policy, it is imperative that they notify the Goshen College athletic department and provide all necessary billing and payment information.

- If you choose a medical provider outside of the secondary Bollinger athletic network, know that you will incur additional costs.
- Note that athletes using their own or family insurance take all responsibility for notifying their insurance company and obtaining any necessary pre-certification prior to receiving treatment for injuries.

WHEN AN INJURY HAPPENS

- All injuries must be reported to the coach and athletic trainer immediately!
- The athletic trainer will complete the “Injury Report Form” that states the date, description or the injury, practice or game and treatment. This is kept in the athletic trainers file.
- All insurance claims must be filed immediately. If the student does not carry the Goshen College policy, they must provide their own insurance information at the time of injury.
- All insurance information must be on file in the Goshen College Health Center prior to participation in athletics at Goshen College.

Rollerblading, skateboarding and scooter policy

Anyone is permitted to rollerblade on Goshen College campus sidewalks, roadways and parking lots.

Skateboarding and scooters are permitted only for Goshen College students who have signed a “waiver of responsibility” form available in the student life office. Pedestrians always have the right-of-way.

Rollerblades, skateboards and scooters may not be used or worn inside of buildings. Campus architecture (steps, ledges, benches, etc.) may not be used for stunts. Special maneuvers should be confined to unused parking areas away from the public. No special structures may be built for stunts or maneuvers.

Campus security has been asked to assist the college in enforcing these regulations.

Sidewalk chalking guidelines

1. Sidewalk chalking is restricted to Goshen College students.
2. Sidewalk chalking is for the sole purpose of announcing Goshen College events and is intended as a means by which individuals or organizations can announce those events to the wider campus community.
3. Chalking is limited to sidewalks at two designated areas: (on the sidewalk area at the northeast entrance to the Union Building and on the sidewalk area at the east entrance to Westlawn).
4. Persons responsible for chalking must identify themselves on the chalking announcement, either individually or as an organization. Those persons are also responsible for the removal of chalk after

the announced event has occurred or three days after the message is written, whichever occurs first.

5. Exceptions to the policy should be directed to the vice president for student life and dean of students. They will consult with Student Senate officers before making a final decision.

Posting of notices

Goshen College has a campus policy that notices may not be taped on doors, windows, or doors with windows. If notices are on these areas, the administration has directed custodians to remove them. Notices are to be put on bulletin boards.

College Policy Regarding Sales/Solicitations

Individuals on campus may not solicit or sell on campus for personal gain. Soliciting donations, making sales of goods/services, or recruiting are restricted on College property unless given prior approval from Student Life administration. The only vendors on campus are the regularly authorized college bookstore, food services, and vending machines. Student organizations such as clubs, Student Senate, Campus Activities Council and other student organizations may obtain permission to sell on campus through the Student Life office if their sales are for the educational benefit of the greater campus community.

Policies developed for the use of College facilities by ELC program activities must be approved by President's Council and are not excluded by this College policy regarding sales/solicitations.

Stopped train policy

Trains that are stopped on campus are a nuisance and create stress for students, faculty and staff that are trying to get to the other side. Faculty and staff are understanding of this inconvenience and the prospect of being late is not a reason to risk one's life.

Crossing stopped trains by crawling over or under them is a great safety risk and is not allowed on Goshen College campus under any circumstances. There is a \$100 fine for crossing a stopped train on campus. No warnings will be given.

Grievance Policy & Procedure

Copies of the grievance policy are available in the student life office.

Critical campus issues

While the discipline process is designed for individuals who are struggling with or rejecting the standards, the following steps help the larger campus mend the hurt when offensive or negative behavior tears at the fabric of

community life.

If campus leaders begin to see trends of negative behavior – for example, patterns of sexual offenses or alcohol use among students – they will work to break the patterns through preventive measures. This might mean educating students or other approaches. The dean of students will work with the appropriate committee and curricular structures – Student Senate, campus health and wellness (CHAW), collegiate studies, residence hall programming, advisers, parent council, faculty, academic dean, etc. – to develop an approach to the specific problem.

Sometimes negative behavior causes repercussions throughout the campus community. The administration will seek to address feelings such as outrage or fear that result when controversial behavior becomes a campus wide issue. The dean of students will consult with the president to determine appropriate procedures for campus wide process. The president may choose to have all or selected president’s council members involved in deciding the best approach.

Affirmative action

Goshen College welcomes and seeks a student body that is diverse and inclusive as a way of affirming our own equal worth in Gods eyes. Therefore, Goshen College does not discriminate on the basis of gender, race, color, disability or national origin in its policies or programs. It does not deny any student on the basis of gender, race, color, disability, age or national origin any right, privilege, program or activity generally accorded or made available to students in Goshen College.

Confidentiality of student records

Student records consist of the permanent academic record in the registrar’s office, a semi-confidential file of academic and personal data in the offices of academic advisers, a confidential file of personal data in the student life office and placement credentials in the education offices.

Certain facts in the student records are public information and will be given to any inquirer. Such data are whether or not an individual has ever attended Goshen College; the date of attendance at Goshen College, the date of graduation and the degree received, the student’s birth date and local and/or parental home telephone numbers, any honors or award received, participation in officially recognized activities and sports, verification of birth date supplied by inquirer, and email address.

Permanent academic records and confidential folders may not be seen or copied by any outside inquirer. A copy of the academic record will be released only if the student grants written permission. Disclosure of information to private agencies or prospective employers will be given only at the written request of the

student.

Faculty and administrative members who have a legitimate interest in the material and demonstrate a need to know may view the permanent academic record and semi-confidential file of a student. Other teaching or administrative faculty may examine the confidential folders only with the consent of the student.

Students may review their permanent academic records in the registrar's office at any time and may obtain an unofficial copy of the record upon request. Students may also view the semi-confidential folder in their academic adviser's office. They may examine their confidential folders in the student life office. Student life maintains student confidential records for seven years. The time period begins when the student leaves Goshen College (graduates, withdraws or does not return to GC). If, upon examining educational records, a student believes inaccurate, misleading or otherwise inappropriate data are contained there, the student may request a hearing to consider the correction or deletion of such data.

Liability

Goshen College is not liable for the loss from any cause, hazard or peril of any person's private property, money or valuables. This includes property of resident and nonresident students and their guests. Students are strongly encouraged to purchase renters or personal property insurance if their belongings are not covered by their parent's homeowner's policy. Students are responsible to secure their personal belongings from theft and are encouraged to keep vehicles and personal valuables locked at all times when not in use.

Making the grade

Adding/dropping courses and changing grading plans

All changes must be processed during the first week of the semester. Add/drops can be done online; grade plan changes must be done in registrar's office.

Course withdrawal

Withdrawal (with a grade of W) is possible after the first to the ninth week of the semester (after the second to the ninth day in the May term). All drops must be done on forms obtained in the registrar's office and signed by both the academic adviser and course instructor. After the ninth week, all registrations are final and will be graded.

Changes in depth credits are permitted through the 12th week of a semester (through the 12th day of the May term).

Withdrawal from Goshen College

Students who need to withdraw from Goshen College during a semester need to begin the process with the associate dean of students who will explain the necessary procedures to take before withdrawal can become official. Any reservist called to active military duty, should see the registrar for withdrawal policies.

Course requirements

Each course will have regularly scheduled weekly class time – normally 50 minutes per credit hour. Students are also expected to prepare assignments and study for approximately two hours before each class session of 50 minutes. A full-time student will have about 40 hours each week for academic responsibilities (12-18 hours in class and 24-30 hours outside class). Teachers will define requirements (including attendance expectations) at the beginning of each course, normally with a printed syllabus.

Class attendance

Students who expect to succeed academically must attend all classes regularly. Individual professors usually state their attendance policy in the course syllabus. Professors design a variety of activities during class time to address different learning goals for their class, and many of these activities require active participation of all students.

However, students sometimes have good reasons that prevent them from attending class. Students are responsible for taking the initiative to make up all work missed during absences. Students should notify professors in advance whenever possible, even if the absence is for a “good reason.”

A “good reason” for class absence might be:

- Illness
- Absence on college business (including athletic events)
- Attendance of field trips
- Emergency situations, such as the death or very serious illness of a close relative, an accident or mechanical failure of a vehicle en route to school, or seriously hazardous travel conditions.

Absences due to field trips will be announced by the dean’s office. The student life office will validate absences due to family illness, death or pressing personal matters. This office will also inform faculty of students who drop out of school or miss classes due to hospitalization or family responsibilities.

Change of examination

The registrar’s office arranges the schedule for final examinations in each course at the end of each semester.

The examination period is two hours for each course.

To process a change in the final exam schedule, students must first go to the dean's office in Ad 13 for the necessary forms, obtain the professors' consent/signatures, then pay the \$30 fee at the accounting office. There are four types of situations when the \$30 fee is not charged to the student for the special examination: 1) if there is a conflict on the final examination schedule, 2) if the student has three or more examinations scheduled on the same day, 3) if there are college-sponsored events scheduled at the same time, and 4) if the student was confined to the hospital because of illness or was absent because of a death in the immediate family.

Evaluation and grading system

Goshen College offers the following letter system of grading; with a grade average calculated for all courses:

A=4, A- = 3.7; B+ =3.3, B = 3, B- = 2.7; C+ =2.3, C = 2, C- = 1.7; D+ =1.3, D = 1; F

An option system of grading is available for student or instructor choice. The grades are CR (credit) and NC (no credit). The CR is defined as "C" level or better, which means that "C-" level and below are NC (no credit). You are limited to 12 hours in the entire college program (prorated for transfer students) or by the instructor/department for certain courses. CR/NC option may not be selected for courses in the General Education curriculum, including International Education, nor for courses in a student's major or minor, unless designated by the academic department. The student chooses at registration whether courses will be selected for the CR/NC option system.

Declaring a major or minor

To declare or change a major or minor, inform the registrar's office in person in Ad 06. You may want to discuss your decision with your academic adviser before you do so. After declaring, meet with your new adviser to set up a plan of study for your new major or minor.

Diplomas

Students are expected to pay all amounts due to the college before graduation. GC will not release diplomas to any student with an outstanding balance. Students will be allowed to participate in graduation ceremonies if academic requirements are met, but if there is an unpaid balance in their account they will only receive a diploma cover until the balance is paid in full. This policy applies to all students with outstanding account balances, no matter how small.

Transcripts

Students who want an official transcript of their records should file a written and signed request in the registrar's office. Students are entitled to transcripts only if they have settled all financial obligations with

Goshen College. One transcript is free; additional transcripts are \$4 each. This fee must be paid before the transcript is issued.

SST information

General information about SST is in the Goshen College catalog. SST registration information, along with a registration form, is available in the colloquium advising handbook and also in the registrar's office.

Standards for academic progress

Satisfactory progress depends on maintaining a minimum grade point average (GPA) and earning at least 12 hours of credit each full-time semester. Since graduation requires a 2.0 GPA, these intermediate goals must be met: in the first year (12-29 hours earned) a 1.50 minimum GPA; after earning 30 or more credit hours a 2.0 minimum GPA.

Academic probation

Any student not meeting these standards for a GPA or hours earned is placed on academic probation for the next semester. Some students may be admitted on academic probation when standard admission requirements are not met. Part-time students will also be placed on probation when showing a pattern of completing fewer than 75 percent of hours attempted.

All students placed on academic warning are notified at the beginning of the semester. The faculty adviser will be informed of the warning action and will be expected to help the student with special efforts to evaluate the academic work. Special referrals may also be made.

During the probation semester, the student will be expected to increase GPA or complete sufficient credit hours to have at least 24 hours in the two consecutive semesters. If these conditions are not met by the end of the semester, the student is subject to academic disqualification.

Academic disqualification

Disqualification is a one-year period (two semesters) of separation from Goshen College and is usually preceded by at least one semester of academic probation. This period away from college is intended to offer a breathing space for self-examination by the student and the opportunity to clarify educational goals while outside the academic context. Readmission to Goshen College is possible at the end of the one-year period upon application for readmission. If readmitted after disqualification, the student may not receive any financial aid for the first 12 credit hours of attendance.

A full-time student is subject to disqualification at the end of a semester of academic probation if specific conditions have not been met, or at the end of the first full year if the student has completed less than 24 hours or has not maintained the required GPA. Full-time students who pass fewer than five semester hours in any given semester of enrollment are also subject to immediate academic disqualification.

A part-time student is subject to disqualification at the end of a semester of academic probation if fewer than 75 percent of attempted hours are completed. Identification of students subject to disqualification is made at the end of the fall semester and May term. The registrar will notify all students subject to disqualification shortly after grades are released. This notice informs students of an appeal procedure that involves presenting a written statement to the Academic Appeals Board within two weeks or at the end of the first day of classes in the next semester, whichever comes first.

Exceptions to academic progress policies may be made by the Academic Appeals Board. Action will be communicated to the student verbally as soon as possible and in writing within several days. Interviews may often be part of the appeal and decision-making process. Committee decisions may be appealed in writing to the academic dean and dean of students.

Course repetition policy

Any course may be repeated once for a higher grade. The first entry will be marked on the transcript; the second attempt for the course will count in the GPA.

Academic bankruptcy

Academic bankruptcy is designed to assist the once-disqualified student to return to school under reduced handicap. Only selected students may be considered for bankruptcy status; to qualify the student will: a) have earlier been academically disqualified from Goshen, b) not be enrolled in any college study for at least two years, c) submit a written appeal to the Academic Appeals Board.

Academic bankruptcy can be granted only once for a student and results in the entire Goshen College record up to that time being re-evaluated as a transfer record. This means that: a) only courses with grades of C or better will be retained for credit at Goshen; b) the grade point average will be restarted with no computation for former work at Goshen; c) academic bankruptcy will be clearly marked on the academic record. Clear conditions of probation will be stated to fit the individual situation. Fully meeting these conditions and the maintenance of a minimum 2.00 GPA will be required to continue after academic bankruptcy.

Leave of absence

Goshen College students whose enrollment is interrupted by no more than two consecutive semesters may

apply for a leave of absence at the time of withdrawal. Formal requests for leaves should be made by completing a Leave of Absence Form, available from the registrar's office or online. Justifiable reasons for a leave may include medical or financial exigencies, or church-related service assignments. Students enrolled at the Indianapolis Peace House, Chicago Center, Oregon Extension, Washington Community Scholars Center or in BCA study programs are considered to be currently enrolled students at Goshen College. Students who interrupt enrollment for more than one academic year must apply for readmission or extension of leave of absence through the admission office.

Students on official leave shall enjoy all the catalog privileges of continuous enrollment. The offices of registrar, student financial aid, SST and residence life will communicate with students on leave in a timely manner to ensure student services commensurate with continuing students.

Students who interrupt enrollment for more than one academic year must apply for readmission through the admission office. All students who take courses elsewhere during their leave, and who want to transfer that credit to Goshen College, also must apply for re-admittance through the admission office.

Convocation and chapel requirements

Convocation is held each Monday and Chapel is held each Friday, 10-10:30 a.m., usually in the Church-Chapel building, but occasionally in Umble Center or the Music Center. Schedules are prepared, posted and sent to all students two times a semester. The schedule can also be found on the online events calendar.

Convocations and Chapels gather the campus community to focus on themes that connect with our personal lives and also to the world at and beyond Goshen College. Chapels are worship services. Convocations focus on the mission and core values of Goshen College.

Attendance requirement

Full-time students are required to attend about half of the convocation and chapel events of their choice as part of their General Education graduation requirement. Field trips and other occasional conflicts will not alter your attendance requirements. Exceptions cannot be made for work schedules. Because convocation or chapel attendance is a graduation requirement, deficiencies must be made up before graduation.

Attendance is taken by scanning students' ID cards as they enter the church chapel sanctuary. Students can monitor their attendance progress through GC Online or at <http://www.goshen.edu/chapel>.

Exemptions

Students who are parents of children living at home are exempt from this requirement as are students who have completed eight full-time semesters. Contact the Registrar at the beginning of each school year if you are

eligible for an exemption. Questions about attendance should be directed to the Registrar in AD06.

To make up attendance deficits

Convocation and chapel attendance is part of the graduation requirement at Goshen College, so diplomas and transcripts will not be issued unless this requirement is met. Students have several options to make up an attendance deficit.

- Attend additional events in subsequent semesters to reduce the deficit.
- If the deficit is too large to make up through extra attendance, meet with convocation coordinator Rebecca Horst to make alternative arrangements, such as a writing assignment or an extra class. If a student chooses to take an extra class to erase past convocation attendance deficits, it must be a class selected from the current list of General Education classes. The course may not be in the area of the student's major or minor and must be taken for a letter grade.

Dining services

Resident dining

Goshen College offers a variety of Meal Plan Options to fit different schedules and lifestyles. Always feel free to contact Sodexho Services Dining Management for any of your questions or needs.

Hours of service:

Monday-Thursday	7:30 a.m.-2 p.m.	4:30-7 p.m.
Friday	7:30 a.m.-2 p.m.	4:30-6:30 p.m.
Saturday-Sunday	8 a.m.-2 p.m.	5-6 p.m.

Dining plan options

All meal plans are for the sole use of the individual who purchases the plan. Meals cannot be transferred or shared.

Carte Blanche

The best of everything; unlimited entry into the dining hall whenever we are open. Come for a full meal or just a snack...you never run out of meals. Includes \$30 Munch Money.

14 Plan

Gives you 14 entries into the dining hall per week. Your balance resets to 14 every Sunday morning. Designed for those who only have time to eat a few meals per day. Includes \$30 Munch Money.

80 Block

A perfect compliment for those who live off campus, in small group housing or on senior floors. Provides for

80 dining hall meals plus \$185 Munch Money per semester. Balances carry over from week to week until gone.

45 Block

Designed for students living in the Junior/Senior Apartments. Provides for 45 dining hall meals plus \$110 Munch Money per semester. Balances carry over from week to week until gone.

Munch Money

Munch Money can be used at the Leaf Raker Snack Shop, the Dining Hall, to buy grocery specials from our web site and at Java Junction. For those who do not need a meal plan, but still want to enjoy the convenience of campus dining. Munch Money can be purchased in \$25 blocks. Works as a debit card using your College ID...no need to carry cash. Munch Money users also enjoy discounted prices at the Dining Hall and pay no tax at the Snack Shop.

	Carte Blanc \$1725 (\$30 MM)	14 Meal Plan \$1625 (\$30MM)	80 Block Plan \$920 (\$185 MM)	45 Block Plan \$530 (\$110 MM)
KMY	X	X		
Kulp Jr/Sr	X	X	X	
SGH	X	X	X	
Apartments	X	X	X	X

ID CARDS

All Goshen College students are required to have an ID Card validated for the current school year. Campus Services requiring your ID card include;

-- Dining Hall - Your ID card must be presented every time you enter the Dining Hall. Should you lose or misplace your card, report it to the Dining Office immediately. A temporary card will be issued until a replacement card can be obtained. Your ID card can also be used in the Leafraker snack shop to purchase meals with Munch Money

-- Recreation/Fitness Center - ID cards with current validation are required to access the Rec / Fitness Center. In addition your card will be needed to check out specific athletic equipment

-- Library - Your ID card serves as your library card for the Harold and Wilma Good Library on campus.

- Convo/Chapel - Your ID card must be presented when attending chapels and convocations in order to receive attendance credit for those events
- Other Campus offices - Other campus offices may request to see a valid ID card before assisting you with specific services

Should you lose or misplace your card please contact the ITSMedia offices for a replacement. A fee will be charged to your account to cover the costs of replacing your ID. A replacement card fee will not be refunded should you find your lost card, as your old card is now invalid and will not work with any of the above listed campus services.

The ITSMedia offices are located on the South side of the Union building and can be reached by phone at 7727, by email "media@goshen.edu" or through the website at www.goshen.edu/itsmedia

Pack outs

Pack out meals may be available for Carte Blanche participants leaving campus to go on college-related activities. Groups must obtain authorization from the student life office to verify that it is a college-related function. Arrangements must be made three days prior to the day of the event (by Tuesday afternoon for weekend events).

Student Life

Residential Living Requirements

The residence halls are an integral part of campus life and contribute in many ways to the education students receive. Students live and work in groups in residence halls and get to know people of various backgrounds.

All full time students enrolled at GC must live in campus housing unless they meet any of these requirements:

- Have 112 or more credit hours
- Turn 23 years of age during a given semester
- live with parents or immediate family member

Residence halls

All full-time single students are welcome to live in one of three traditional residence halls. Kratz, Miller and Yoder Halls each house both men and women on separate floors. Additional housing options are available for students who have graduated from high school at least 2 years prior to the first day of classes, or who are 20 years old or older.

Small group housing

Students at least 20 years old or who graduated from high school at least 2 years prior to the first day of classes can live in small group housing. This program offers an opportunity to deepen friendships in a largely self-governing environment. Small groups are responsible for cleaning their own facilities. Students apply as a group during the spring semester for space the following year.

There are currently 10 units.

- Adelpian House (single gender), 7 persons
- Aurora House (single gender), 7 persons
- Avon House (single gender), 6 persons
- East Hall (co-ed or single gender), 12 persons
- Hospital House (single gender), 6 persons
- Howell House (co-ed or single gender), 12 persons
- Hymnal House (single gender), 5 persons
- Kenwood (co-ed or single gender), 10 persons
- Valesco House (co-ed or single gender) 12 persons
- Vita House (single gender), 5 persons

Junior/senior floors

Kulp Hall provides housing for juniors and seniors. This facility is designed to offer increased independence with the convenience of on-campus locations. Eligible students possess junior or senior classification (as defined by accumulated credit hours) or are a minimum of 20 years of age by the first day of fall semester. Students interested in these accommodations will make their selections in accordance with the residence life lottery system for room selection. See residential hall description of selection process in section entitled Room Selection.

Kulp/Coffman Suites

Students at least 20 years old or who graduated from high school two years prior to the first day of classes are eligible to live in the suites. Students live in self selected groups and select the suite through the residence life room selection process. Students are required to meet the capacity of the suite. The contact person will report to the KU/CO RD. There are 9 suites:

- Kulp West (single gender), 10 persons
- Kulp North (single gender), 6 persons
- Kulp South (single gender), 8 persons
- Coffman 2 north (single gender), 5 persons
- Coffman 2 south (single gender), 10 persons
- Coffman 3 north (single gender), 6 persons
- Coffman 3 south (co-ed or single gender) 10 persons
- Coffman 4 north (single gender), 6 persons
- Coffman 4 south (co-ed or single gender) 10 persons

Student Apartments

Apartments are available for students who are 20 years of age by the start of the fall semester or who graduated from high school at least two years prior to the first day of classes. Students must be enrolled a minimum of 9 credit hours. Each apartment is configured with a kitchen, living area, 1-2 baths and 2-4 bedrooms. The fourth floor features a loft area for additional lounge space. Apartments offer increased independence and flexibility within the proximity of campus. Students live in self selected groups and select the apartment through the residence life room selection process.

Room selection

The SGH process begins in January and involves self-selected groups completing an application and group interview. The \$200 deposit is refunded if groups are not selected. Find details at www.goshen.edu/studentlife/apply/SGH.php or call the Residence Life office at X7543.

In March all students planning to live within a residence hall including junior/senior floors, suites and student apartments, participate in a lottery for room selection. Students interested in junior/senior floor or traditional halls are required to pay a room deposit of \$50, refundable until July 15th. Student apartments require a \$200

non-refundable deposit. Find details for apartments at www.goshen.edu/studentlife/apply/apartments.php

For KU/CO Suites, the required deposit is \$200 and you can find details at

http://www.goshen.edu/studentlife/apply/KC_Intro.php

Selection order is as follows: Seniors select first in the order of their individual lottery number. Once seniors have finished their selections, students with junior status will follow in the order of their lottery numbers, and so on, in order of classification.

Student classification is determined by one's accumulated credit hours by the beginning of upcoming fall semester. Senior classification begins at 90 credit hours, Junior at 60 and sophomore at 30. There are extra fees associated with single or low occupancy arrangements.

If you do not have a roommate

At the beginning of a semester, a student may find that he or she does not have a roommate for several reasons: 1) the student failed to select a roommate, 2) the selected roommate did not return to school, or 3) no roommate was assigned by the residence life office. During the first week of the semester, students without a roommate are expected to move in with other students who are alone in a two-person room. The fee for living in a double room alone is \$500 per semester.

Roommates

Changes in room or roommate during the school year are discouraged. In the middle of a semester, this will only be done in situations of serious incompatibility. Resident directors are available to offer assistance and to ultimately approve any changes. An administrative room change fee is charged for any room changes requested during the course of the school year.

Policy on room changes

Rationale:

1. Residence life encourages students to select a room and/or roommate for the complete academic year. Students are urged to communicate about and resolve possible conflicts instead of moving to avoid confrontation. Remaining in the same room and with the same roommate can contribute to deepening

roommate and floor relationships, and lessen the confusion associated with moving belongings.

2. Room changes have hidden costs by increasing labor for the resident assistant, resident director, residence life secretary, the accounting office and physical plant.

Therefore,

- A room change request fee of \$25 will be charged for each formal written request submitted by a student. The fee is not refundable if the student cancels the request at a later time.
- Requests will be received only during the official room change request period which coincides with the transition from fall to spring semester only:

Requests for room changes at other times during the school year will not be granted.
- Assignments for all room changes will take into consideration seniority by classification and age, date of request, and keeping with predetermined floor classification numbers.
- Residence life reserves the right to make all final decisions about changes and allocation of available space after discussing students' roommate situations and requests.
- The \$25 fee does not apply to students who move out of campus housing mid-semester or who consolidate after roommates vacate.
- Students leaving or returning from SST or a GC program, which takes them off-campus, are also exempt.

Procedure:

- Obtain a room change request form from the RA during the first week of December.
- Pay the \$25 room change request fee in the accounting office. Bring the receipt of the deposit and the completed room change request form to the RD during the room change request period.

Room deposits

Continuing students must make a room deposit to reserve a room for the following year. The deposit for residence halls and junior/senior floors will be applied towards your housing cost at the beginning of the fall semester. The deposit for small group housing, suites and student apartments serves as both a room deposit and a security deposit. It will be refunded after the school year has ended and the facilities have been found to be in satisfactory condition.

Residence halls and

Junior/Senior floor	\$50	Refundable until July 15th
Small group housing	\$200	Non refundable once contract is signed
KU/CO Suites	\$200	Nonrefundable
Student Apartments	\$200	Nonrefundable

Facilities

Kitchenette. Each residence hall has a least one kitchenette. Students are expected to use the equipment with care and to clean up after each use.

Laundry rooms. Coin operated laundry facilities are available in the connector of KMY and in the basement of both Kulp and Coffman Halls. Students are expected to keep the laundry rooms clean and neat. Unclaimed items left in the laundry room will be donated to a local charity. Laundry facilities are reserved for the residents of the building.

Telephones. Students must bring their own phones but voice mail is provided for each residence hall room. Students may establish an account to make direct-dialed long distance calls. Operator assisted calls can be made using a calling card or by reversing the charges, though no person-to-person calls can be charged to the extension. No collect calls are allowed to be received at residence hall room extensions. Other telephones for local and on-campus calls are located around campus. Student cell phone numbers are not published. Students are encouraged to regularly check voicemail as a primary mode of campus communication.

Television. The college provides television sets with commercial cable service in some of the public lounges. Personal televisions are permitted in student rooms and can be connected to the college cable system, which provides local channels, foreign language channels and on-campus educational programming. No external antennae are permitted.

Storage space. Storage space for small items (not including carpets, electrical items and furniture) is provided in KMY, Kulp, and Coffman storage areas. The college is not liable for loss or damage to personal possessions which results from water, fire, theft or any other cause. Students are encouraged to purchase rental insurance to cover their personal items in the event of a loss. Unmarked items or those left past the stated pick-up date will be removed and disposed. Special storage for bicycles is in Howell House basement.

Rooms and furnishings

The college does not provide or launder linens. Bring your own sheets and pillowcases for an 80" (extra long) single bed. Also, bring your own pillow.

Students are responsible for the condition of rooms and furnishings. College furniture may not be removed from student rooms. Mini-blinds may not be removed. Students are also responsible for the common living areas of their floor or house. If damage occurs in the hallway, lounge or kitchen areas, each student on the floor will be charged if the involved parties do not assume responsibility.

Some cleaning equipment is provided on each residence hall floor. Custodians are available if you need assistance in finding equipment or supplies. Promptly requesting help in cleaning a spill or stain may help to avoid room damage charges later.

Small group houses and Senior apartments are responsible for cleaning their own units. All students in campus housing are responsible for removing their own trash. Please place trash in the nearest dumpster. Custodians are not responsible for personal student trash.

Nails and other objects are not to be used in the walls, ceiling, or door. Guidelines are posted on each floor with details about how to hang things on the wall. Charges will be assessed for any damages to the room finishes or furnishings.

Appliances: Small refrigerators (three cubic feet/three amperes or less) are permitted in student rooms; small microwaves are permitted; George Forman type grills or appliances with coils are not permitted in student rooms.

Window screens. Screens must be kept on the windows at all times. A fine of \$25 per incident will be charged to occupants of rooms where screens are not in place during the year. As noted on the “Room Condition Report,” a fee up to \$55 will be charged for each screen that is missing or damaged at check out. Items may not be placed on the window ledge at any time.

Painting. The college assumes responsibility for painting student rooms, hallways and lounges. Students may not paint their own rooms.

Residence hall regulations

Attendance at Goshen College is a privilege, not a right, and carries with it the obligation to observe college regulations. While attending Goshen College, students are subject to the laws of Indiana and the city of Goshen. Violations to the laws of Indiana and the city of Goshen are considered a violation to the “GC commitment to community standards.” The standards of Goshen College are based both on Christian ideals

and on expectations that are necessary for cooperative group living.

Pets. Except for fish, pets are not permitted in any of the college-owned housing units. Fish must be removed over vacation periods when college housing is closed.

Street signs and alcoholic containers as room decorations

Alcoholic beverage containers and street signs are not permitted as decorations in student rooms. Alcohol containers in residence halls make it more difficult to enforce college policy on alcohol possession and gives mixed messages about college standards. Street signs have sometimes been stolen from local or home communities and their display can communicate disregard for the broader communities of which we are a part. Violations of this policy will result in confiscation and a \$25 fine for the first violation and a \$25 fine and meeting with the Residence Hall Council or Judicial Board for subsequent violations.

Fire safety precautions. The possession of halogen lamps, candles, incense or oil lamps in student rooms and lounges is prohibited. Flammable gases or liquids should not be stored in any residence housing building. Live Christmas trees are not permitted. No open-coiled appliances, such as hot plates or toaster ovens, are allowed. Any extension cords used in residence halls must meet the following criteria.

- Must be UL listed and be 14 gauge wire or heavier (it should say 14AWG on the cable)
- Must have a three-prong grounded plug
- Must be terminated with a single outlet OR a power strip with a maximum 15-amp rating and an integral circuit breaker.
- Cannot exceed 12 feet in length and should not be strung together with other extension cords
- Must not be frayed, spliced or have worn insulation
- Should not be strung under rugs or carpets, mattresses, or woven through bed springs

Any alteration of the electrical wiring, switches, or receptacles is prohibited. Multiple outlet devices without built-in circuit breakers, such as adapters or cubes are prohibited. Students are required to remove and replace any inappropriate extension cords or multiple outlet adapters at their expense.

In addition to being a federal offense, there is a \$50 fine for tampering with fire fighting equipment, fire extinguishers, smoke detectors, or sprinkler heads or sounding a false fire alarm. If the guilty person cannot be determined, all members of the housing unit may be charged.

There is a \$25 per item fine for the possession of candles, incense, or oil lamps, and a \$25 fine plus referral to Residence Hall Council for subsequent violations.

In cooperation with the Goshen City fire department, unannounced fire drills will be conducted periodically. All fire alarms should be treated as if they are actual emergencies. Residents should evacuate the building quickly, using the nearest exit, leaving their room doors closed and unlocked. In a crisis situation, residents of the KMY complex, apartments, or SGH east of the railroad tracks, are to gather in the Music Center; residents in Kulp, Coffman and SGH west of the railroad tracks should meet in the church chapel.

Air conditioners and electrical space heaters. Portable air conditioners and electrical space heaters are prohibited in residence hall rooms and small group houses. The residence life office may make exceptions for an air conditioner, if prescribed by a doctor for medical purposes. Appropriate documentation must be submitted to the residence life office.

Lounges. Students are not to remove furnishings from the lounges without permission of the resident director. A fine of \$25 will be charged for violation of this policy. Sleeping overnight in lounges is not permitted.

Courtesy hours. At the beginning of each semester, students on each dorm floor will meet to review the visitation hours and policy. Unless there is a desire for fewer hours, the following visitation hours will be implemented:

Monday-Thursday	Noon-11 p.m.
Friday, Saturday, Sunday	Noon-midnight

Members of the opposite gender are allowed to be on the dorm floors *only* during these hours. Students must have permission from the resident director before family members of the opposite gender may be taken to their rooms during non-visitation hours.

All floor members agree to respect the posted hours. Roommates are expected to come to an agreement on use of visitation hours. Each floor member is responsible to encourage others to observe the policy. Any violations will be reported to the resident assistant.

Closing hours. Residence halls are locked at approximately midnight. For security reasons, locked hallway doors must not be propped open. Students can use their keys to enter and leave when they choose.

Overnight guests. Invited guests are welcome in the residence halls. Students may host a friend or family member of the same gender in their room at no additional charge. Extended visits of more than three nights are not permitted. All guests are expected to observe residence hall visitation hours and all other campus regulations. The resident assistant should be informed of plans to host a guest.

Absences from campus. Students who plan to be gone from campus overnight should inform their roommates, resident assistants or resident directors and leave a phone number where they can be contacted in case of emergency.

Vacation periods. Students are expected to leave campus during Christmas break and summer vacation. However, students living in the apartments may have access over Christmas break. Students in other types of housing who need to stay in Goshen over Christmas break due to special circumstances will be accommodated in college housing for \$10 per night. Arrangements must be made in advance with the associate dean of students. Students living in the apartments are granted access to remain over the Christmas break.

Room checkout. When vacating a room, the RD or RA must check out each resident. It is the responsibility of the resident to properly complete checkout procedures and to leave the room clean, including vacuuming and dusting. All residents must check out within 24 hours after their last exam unless permission to stay longer has been granted. Charges will be assessed for damages to the room such as carpet stains, tape marks or residue on walls, etc. All room charges will be finalized and charged to the person(s) responsible by the resident director.

Health care

Basic services

The Student Wellness & Health Center (WHC) is located in the Roman Gingerich Recreation-Fitness Center. The WHC provides the following services: diagnosis and treatment of illness; physical exams, including pelvic exams; treatment of minor injuries; educational programs; prevention services; preparation for SST; referral to specialists when indicated; and health and wellness information resources to enable students to achieve personal goals of well-being

Staff

The Wellness & Health Center is staffed by a part-time registered nurse and a full-time nurse practitioner who work in collaboration with a physician. The nurse practitioner also acts as the director of the WHC. In addition, there is a full-time administrative assistant. All interactions with students are strictly confidential

Eligibility

A confidential health report must be on file before a student can be seen in the Wellness & Health Center. All

full-time students and all students who live in campus housing are eligible to use the WHC. A fee will be charged for most visits. Part-time students who take six hours or more and are not living in campus housing may obtain eligibility for the WHC by paying a per visit fee. Please contact the WHC if you have any questions about eligibility.

Hours

Regular hours for the Wellness & Health Center will be posted at the beginning of each semester. Changes in those hours will also be announced in the *Campus Communicator*. The WHC is closed on weekends and when classes are not in session. When the WHC is closed and assistance is needed, follow these steps:

- Contact the resident director/resident assistant
- Osolo Occupational Medicine, P.C., 2312 Eisenhower Dr., Goshen 537-1111
- For very urgent situations, go directly to the Goshen Hospital Emergency Department
- Student health insurance plan brochures can be obtained from WHC or online at the WHC website.

Health insurance

All full-time students and any part-time students living on campus are required to present documentation of an approved hospital and health insurance plan. Students may choose to continue with previously held personal or family health insurance coverage. The Goshen College Student Health Insurance Program is available at a reasonable cost. A brochure explaining the benefits, coverage and limitations is available at the Wellness and Health Center.

Process for returning to Goshen College following mental health or medical hospitalization

1. The student may not re-enroll or return to campus until official authorization and documentation have been received in the associate dean of students' office from the attending physician or psychiatrist. This means the student may not visit friends on campus, stay overnight on campus or visit the campus except for official business cleared through the dean of students' office.
2. The student must sign a release authorizing the release of information to the associate dean of students' office, Wellness and Health Center (i.e. director of counseling, or nurse practitioner.)
3. The student's attending physician/psychiatrist must contact the director of counseling at Goshen College to discuss recommendation on readiness to return.
4. Clearance authorization to Goshen College comes directly from the student life office, not from the student's attending physician/psychiatrist. The physician/psychiatrist only makes a recommendation to the associate dean of students' office regarding the student's readiness to return to an academic environment.

Counseling services

The Goshen College Counseling Office provides professional, short-term, on-campus counseling services to students on a free and confidential basis.

If it appears that the most effective intervention might involve longer-term therapy or a more intensive treatment program, referrals to community providers will be made.

Information shared during your contacts with the Counseling Office will be kept confidential, unless there is reason to suspect you are a danger to yourself or others.

The Counseling Office is located in the Wellness & Health Center (enter in the east end of the Recreation Fitness Center (RFC)). Please call the receptionist at 7474 to schedule an appointment.

Academic Support Center

The Academic Support Center (ASC) is here to facilitate the success of all GC students by cultivating the skills of new students and by expanding and enhancing the skills of continuing students. ASC also serves as an advocate for students facing academic challenges, by collaborating with students and faculty to develop individualized support systems and to facilitate special accommodations. ASC provides the following services: tutoring groups, assistance with reading strategies and study skills, and one-on-one mentoring throughout the writing process. Special accommodations for testing, readers, note takers, and other reasonable support systems for students with documented special needs are available. Students are encouraged to meet with the ASC director as part of developing an individualized assistance plan. Call extension 7576 to set up an appointment or to request more information.

Campus ministries

Goshen College is a great place to grow in your faith. You are welcome here as a person of new faith, deep faith, or uncertain faith. The community in which you find yourself is Christian, Mennonite Church-affiliated, seeking to create community with students of all backgrounds. We hope you will make your spiritual quest a priority during your college years, and use the resources of campus ministries to full advantage.

Campus Minister, Bob Yoder, and Assistant Campus Minister, Tamara Shantz, give spiritual leadership and are available to consult, counsel and collaborate with students. The Campus Ministries office is located in the

Administration Building and the web site is located at <http://www.goshen.edu/cmin/Home/> Three student leaders, who form the Campus Ministries Team, assist them, along with nine Ministry Leaders who serve in the Yoder, Miller, Kratz Residence Halls.

Opportunities for worship, service, and community at Goshen College include the following:

- Involvement in the life of a local congregation. The Union bulletin board gives phone numbers, service times and information about rides as well as the Campus Ministries web site.
- Small groups. At the beginning of each semester new groups forms. Groups meet for prayer, support, and Bible study and to share ideas or questions. A campus ministry student assistant supports group leaders and assists those who want to join a group.
- Community Voluntary Service (CVS) connects students with local needs such as literacy, youth advocacy and housing. During semester breaks students may travel to off-campus service locations.
- Table Grace is a faculty/staff- or upper-student- led small group for new students. These small groups welcome the new students into a mentoring community. They also provide a place where the students can meet with God and peers. This program is primarily offered during the Fall semester.
- Chapel services. At 10 a.m. each Friday, students, staff and faculty gather for a 30-minute worship service that includes prayer times, singing and preaching. It is situated within the broader mission of Goshen College and its core values, and its purpose is to tend to the Christian spiritual formation of our gathered community.
- The Quiet Place offers space for individuals and small groups to pray and meditate. It is located in the lower level of Coffman Hall, south side.
- Guest speakers come to campus to speak and to interact with students on a variety of topics related to spiritual life and Christian discipleship.
- Join Voices 'n Harmony, gospel choir, for weekly practices in Music Center and several performances each year.
- Consult with Campus Ministers Bob Yoder and Tamara Shantz, or one of the student leaders for special programs about other spiritual growth opportunities for which you see a need or have an interest.
- Two labyrinths are available for student groups to use as a prayer tool. Call Campus Ministries at 535-7542 to use the indoor labyrinth. The outdoor labyrinth is available on the lawn northeast of East

Hall.

- Campus Ministries is also home to three inquiry programs – Ministry, Service and Camping. These 11 week internships are offered during a summer or semester to encourage students to explore ministry with a congregation, service organization or camp.

Career services

Although graduation may seem far away, recent graduates will tell you that it arrives quickly. Many students delay career development until very late in their collegiate life, adding additional pressure to an already full schedule. With strategic, active planning over four years, your stress will be greatly reduced as graduation approaches, giving you the confidence and professional tools needed to transition to your first experience after college.

From choosing a major, writing an effective resume and cover letter, preparing for an internship and eventual employment, service or graduate school, the career services office in AD 14 can assist you with each step of your career development. Their office provides information via one-on-one consulting, group workshops and seminars, and through their extensive web site located at www.goshen.edu/careerserv. If you need career direction or assistance at any time during your years at GC, please know that you are welcome to talk to Director Anita Yoder by calling x7547 or emailing her at careerservices@goshen.edu.

Money

Although the financial side of the college investment may at times seem as complex as the stock market, many students have managed to understand financial aid and pay bills. With the help of the following guide, you can too.

Financial aid

If you haven't discovered it before you arrive on campus, you will soon find that the personnel in the student financial aid office are good people to know. In 2007-2008 they administered an average aid package of approximately \$18,036 to about 98.9 percent of full-time students at Goshen College.

Judy Moore, director of student financial aid, and her team can explain the financial aid application process, the intricate details of various aid programs and the requirements for each. For United States and Canadian citizens, the programs they administer include all scholarships, grants, loans and federal work-study authorization awarded on the basis of financial need, achievement and character. They also determine eligibility

for the Federal Direct Stafford Student Loan and Parent Loan programs.

Applications for aid are good for one year. You must re-apply each year, preferably by March 1, to assure the best financial aid package available. Students have the option to accept or reject the aid packages offered them.

Payment plans

Goshen College offers two options for meeting your financial obligations. Students cannot validate their registration for classes unless full payment is made under one of these plans.

1. **Full payment each semester (08-09 Fall due August 14, 2008; Spring due December 28))**
2. **Monthly Payment Plan:** Contracts may be arranged with our outside agency for a low-cost monthly payment program to extend throughout the year. The cost of the plan is \$45. There are no interest charges. Contact the accounting office for information, or visit www.goshen.edu/accounting for information. To avoid a \$50 late payment fee, enroll in one of these two options by the final payment due date.

Note: Delinquent accounts may be referred to a collection agency at any time after the account is 120 days past due. Collection costs on referred accounts are charged to the student and added to the balance due.

Refund policy

A copy of the Goshen College refund policy is available in the accounting office or at the accounting office Web site: <http://www.goshen.edu/accounting>.

Accounting office

The accounting office in Ad 05 handles all monetary transactions. Make the payments on your tuition account to the cashier or through the e-cashier link at www.goshen.edu/accounting. Cashier hours are 9:30 a.m. to 12:30 p.m. when classes are in session. Summer hours for the cashier are 9:30 a.m. – 12 Noon.

If you have a credit on your tuition account you may request a check for the credit balance. Students are allowed one check from their tuition account per semester, unless additional financial aid creates a new credit balance. No cash withdrawals are permitted from tuition accounts. Forms to request a check from a tuition account with a credit balance may be obtained from the accounting office and are also available on the accounting office website, www.goshen.edu/accounting.

You may cash checks for under \$100 from your home bank at the accounting office. If a checking account is desired, a list of local area banks where you can open a savings or checking account can be obtained from the accounting office. Farm Bureau Credit Union has an ATM located in the Union.

Students who are employed by the college submit on-line timecards to their supervisors each month and receive their checks through campus mail. Before any payroll checks can be issued, the appropriate tax forms must be completed. A United States Social Security card is required. On pay days and the following day, the cashier will cash your entire GC paycheck.

A word to the wise: Don't keep your savings in your room, even if you're sure no one would ever look under your mattress!

Miscellany

Each weekday the Campus Communicator is available online at www.goshen.edu/oncampus and also is available on an e-mail subscription basis. All students are expected to read this daily official communication publication daily. You will find information about class cancellations, official announcements about changes in schedules, information from the GC accounting and registrar offices about paycheck schedules or drop/add period deadlines and other important information related to college accounts and academic requirements. Also included, are community announcements, upcoming events and student life related items.

The bulletin boards in the Union provide information including community events, campus events, student opinions, rides needed, local church information and minutes of Student Senate meetings.

Printing and mailing services

Printing and mailing services is the part of Goshen College's business office that oversees incoming and outgoing mail and packages, photocopying, paper purchasing and several other items. Printing and mailing services are located in the basement of Coffman Hall.

Student mailboxes. During check-in, you will receive the key or combination to your mailbox, which is located in the Union building. All full and part-time students, including those commuting from off campus, receive a mailbox and will want to check it regularly, since things like class papers and other important items are frequently sent via campus mail.

Campus mail. Students, faculty and staff may all be reached through this free service. To help keep mail flowing, all mail should be at least 3 inches by 5 inches. No food may be sent through campus mail (unless it is as a separate package, as in the case of a care package). When sending 10 or more items, it is helpful to alphabetize them by the first letter of the last name and rubber band them together.

Mail delivery. Letters and items sent through the U.S. Postal System are received at the college and placed in your mailbox in the Union.

Package delivery. If you receive a package that is too big to fit into your mailbox or an item that needs to be

signed for (such as a registered mail piece or certified letter), you will receive an email. To claim the item, stop by printing and mailing services.

Faxes. There is no charge to receive faxes at the college if they are sent to (574) 535-7234. We will send you an e-mail asking you to stop by printing and mailing services to pick up your fax. You may send faxes from the fax machine in the Administration Building or at the Welcome Center, but you must have a credit card when sending long distance or international faxes.

Stamp purchase. Books of 42 cent stamps are available for purchase through the ATM in the Union. Those and other stamps are also available for purchase, either as a book or roll, or on an individual basis, at printing and mailing services.

Sending packages. A wide range of providers offer service to campus, including the U.S. Postal Service, UPS, DHL Worldwide and Fed Ex. To send packages, including by overnight or second day air, bring them to printing and mailing services.

Photocopying. Printing and mailing services oversees all of the copiers on campus. Personal copies can be made in one of two places. The library has three copiers with vending machines attached. Copies are 10 cents per page. If you anticipate making multiple copies over the course of the year, you can purchase a vend-a-card that will provide you with 125 “clicks” for \$10 (eight cents per page). For longer runs, you can bring a set of clean originals to printing and mailing services, and the project will normally be completed and ready for your pickup within 24 hours. We also have paper available for purchase.

Color printing/photocopying. There are two options for color printing and photocopying on campus. For small jobs, you can use the color laser printer in the computer labs. You can submit longer runs to printing and mailing services for production.

Payment. Payment for printing and mailing services, including stamp purchases, package sending, black and white and color copying, is by cash or check.

Hours of service. Printing and mailing services’ “customer service window” is open from 9 a.m.-4 p.m. each weekday.

College cars

College cars are not available for personal use. Students may use college cars only for official college-related business as listed below.

A. Policy guidelines

1. Official use

- Official student groups/clubs/organizations may use college vehicles if the adviser gives approval.
- A student working for official campus departments/organizations/ groups may use college vehicles if assigned to do so by the supervisor of the organization for whom the student is working.

B. Procedural guidelines

1. Official campus organizations or groups

- Any student group/organization that needs a vehicle for an event needs to designate the driver. Car applications may be processed as follows: The adviser/faculty member of the division that is responsible to pay the mileage may sign the completed car application form with a notation stating permission is granted. The form is then taken to physical plant where arrangements are finalized.
2. Official use for departmental work assignments
 - Students who need a car to carry out a work assignment for a department need to take a car application from the supervisor to the physical plant that indicates the destination and nature of the trip.

C. Parking regulations

1. College vehicles may be parked only in the motor pool spots next to physical plant.
2. College vehicles parked in visitor or faculty spots will be ticketed and charged to the appropriate person or department. Any non-motor pool cars that are parked in the motor pool spaces will also be ticketed.

Keys

Keys are dispensed to students from the physical plant office upon written authorization (including a return date for the keys) from faculty/staff. A \$10 key deposit is required per department. This is refundable when key(s) are returned to the physical plant. If keys are lost or misplaced, a \$20 per key charge is made.

Library

<http://www.goshen.edu/library/>

The library is the student's most important academic resource outside the classroom. Knowing how to find, evaluate and use information effectively is an invaluable skill in college and throughout life.

Assistance: First-year students receive library orientation as part of colloquium classes. Other courses incorporate research guidance and advanced reference instruction as well. Librarians staff the reference desk 31 hours per week, including weekday evenings and Sundays, and are available for individual assistance much of the time the library is open.

Resources: In addition to over 130,000 books, periodicals, videos and DVDs, the library connects students to many electronic resources, including digital journals, e-books, online indexes and other scholarly databases. A web-based catalog includes the print collections of the Good Library, the Mennonite Historical Library, and 21 other Indiana college libraries. All of these electronic sources may be accessed from any networked campus computer, and are also available off-campus through GC's secure network.

Interlibrary loan provides access to printed materials in most North American libraries, usually within two weeks of request.

Borrowing policies: With a Goshen College ID card, students may borrow books for three weeks and renew them once for an additional three weeks (if not requested by anyone else before the original due date). Videos and DVDs are loaned for three days and may be renewed once if another library user has not requested them in the meantime. If an item is lost, the borrower will pay the cost of the item plus processing and service fees. Unpaid overdue fines and lost material fees are billed to students' campus accounts. Any book, video or DVD may be recalled by the librarian at any time.

“Reserve” books and materials are loaned for a two-hour period. For overnight use, they may be borrowed two hours before closing time and returned to the desk within 30 minutes of the library's opening the next day. Students will be charged for every hour or part of an hour the material is overdue.

Periodicals can be used in the library only.

Technology: The library has a PC lab/classroom with 24 stations and offers a variety of lab-configured PCs, PCs with Microsoft Office XP, and “search-only” PCs throughout the building. A laptop loaner is also available for use within the library. PC/network hookups and a wireless network enable students to connect to the campus network with their own laptop PCs from most places in the library.

Other equipment: Listening/viewing stations and a group viewing area are available for using audio and video media. Three photocopy machines and microform copiers are available at 10 cents per page.

Reading and meeting areas: The library has a comfortable 2nd floor lounge overlooking Schrock Plaza, a vending area in the basement, a “quiet” wing (2nd floor north), and a variety of seating options for individual or small group study. Students may use the library's group study room for up to two hours at a time and may reserve it in advance if desired.

Other libraries in the area: Resident GC students with a current college ID can obtain a free library card from the Goshen Public Library. Goshen College also participates in a program that gives our students walk-in borrowing privileges at over 60 other college and university libraries in the state of Indiana. (Please obtain a reciprocal borrowing card from the GC library prior to visiting another academic library.)

Hours: Good Library hours are 7:30 a.m. – 11 p.m. Monday through Thursday; 7:30 a.m. – 5 p.m. Friday; 12 noon – 6 p.m. Saturday; and 1 – 11 p.m. Sunday. Hours are extended during reading days and exams.

Information technology services

Information technology (IT) is an integral part of a modern college education, and GC students enjoy quality IT services that are among the best in the country.

Getting started. Information on how to get connected to the residential network (Resnet) is in students' rooms when they arrive. Most are able to successfully connect their computers without additional assistance. However, installation fairs are held at the beginning of the semester where ITS staff help solve more challenging connection issues. Most off-campus students have broadband options through Verizon, Comcast, New Paris Telephone or Sprint/Embarq depending on their location.

Network. All residence halls on campus and college-owned housing off campus are networked so that students with personal computers can access a full suite of network services. Internet and Internet 2 access is available via a DS3 connection that is 30+ times faster than DSL. GC also has a wireless networking infrastructure (WiFi) that supports laptops and handheld devices using the 802.11b/g wireless standards. WiFi is available in academic buildings, public areas, dorm lounges, senior apartments and much of the green space around campus. Where there is no in-room WiFi, personal access points are allowed.

Services. Students automatically receive accounts for e-mail, file and print services, online courseware, web publishing, access to their financial account, grades and other administrative information, and Internet access. Students receive free print credit each semester equivalent to 250 sheets and 800 MB or more of network storage for email, web space and files.

Support. If you need assistance with technology you can contact the Help Desk by phone at 7700 or by e-mail at helpdesk@goshen.edu. Computer repair service is available from several local computer vendors: Mapletonics, (phone 534-2830), Micro Source (phone 533-1300) and Scott Computer Service (533-7033).

Labs. All students have access to more than 150 computers in labs and classrooms across campus. These computers are upgraded regularly to ensure that students are able to use modern equipment throughout their academic career at GC. Schertz Computing Center (lower level in Union) houses lab and teaching areas with access to Macs and PCs, scanning and laser and color printing services. Schertz Center is staffed days and evenings and open 24 hours a day during the semester. Good Library also provides ample access to public computers, with a 24 computer lab on the main floor, computers and search stations placed throughout the library, a wireless network for mobile computing and wireless laptop check-out program. Lab computers have access to a broad array of productivity, creativity and research software from Microsoft, Adobe, Apple and

others.

Classrooms. IT services also reach all major classrooms on campus. All classrooms are networked with access to portable computing and projection at a minimum. Most are equipped with fixed projection and computing.

Additional updated information about technology is available on the ITS Web site at <http://www.goshen.edu/its/>.

Diversions

Athletics

Intercollegiate athletics are in integral part of the co-curricular program under the direction of the Student Life Divisions. Goshen competes in men's and women's basketball, soccer, tennis, cross-country and track and field. Goshen also has men's golf and baseball and women's volleyball and softball. All Goshen College athletic teams participate as a part of the Mid-Central College Conference and Division II of the NAIA.

The intramural program offers a variety of sports opportunities throughout the school year. The sports that are offered are indoor and outdoor soccer, all dorm volleyball, indoor volleyball, 4-4 sand volleyball, Frisbee football and basketball leagues. Ladder tournaments include table tennis, racquetball, and badminton. Addition weekend tournaments are offered as time allows. Team sports are often organized through voluntary sign-ups and students are allowed to form their own teams. Teams are put into leagues based on skill level.

Fine arts

Hershberger Art Gallery

The Hershberger Art Gallery, located in the Music Center provides monthly exhibitions including individual artists, group or thematic exhibitions, and exhibitions of student art. Some exhibits feature Goshen College alumni from across the United States and the work of GC's art professors.

Visiting artist

Each year the art department through the Eric Yake Kenagy Endowment sponsors a visiting artist who provides a public evening lecture, interacts with students in varied workshop situations, and often is represented by an exhibition of work.

Choir

The music department organizes four choirs: Men's Chorus, Women's World Music Choir, Chorale and Chamber Choir. Singers in Chorale and Chamber Choir also participate in the Men's and Women's choirs. In the fall semester, all the choirs join forces to perform a major work with the orchestra, as well as prepare individually for the annual Christmas Concert. Spring semester choirs are involved in performances on and off campus and touring. Academic credit is available for members.

Orchestra/Wind Ensemble

The college orchestra and wind ensemble are open to all qualified students by audition regardless of academic major. on-campus concerts, complete opera and musical theater productions, and performances with professional soloists and student competition winners, are performed throughout the academic year. Academic credit is available for members.

Chamber music ensembles

Jazz combos, woodwind and brass ensembles and string quartets are part of the musical life of the campus. Credit and faculty instruction is available. Contact the music office for details.

Theater

The Goshen College Players is an active student club that brings the art of theater to the campus and surrounding community in a variety of ways, including improvisation, creative drama, fully staged productions and play attendance. The GC Players present a major production and several one-act plays each semester. In October 2008, during Homecoming Weekend, the winners of the theater department's biennial peace play contest will be given their world premieres. Off-campus activities include a theater course in London, England, tours of plays and active participation in The Kennedy Center's American College Theater Festival. Goshen College offers a major and minor in theater studies. All students are eligible to audition for plays and to participate in production crews (credit may be earned). The John S. Umble Center is the theater facility for major productions, studio presentations, classes and workshops.

Clubs and organizations

There are a variety of clubs and organizations on campus that you can join to meet people with similar interests. Some clubs are strictly social, while others provide resources, training and/or continued learning through experience. For more information about various clubs, be sure to attend the special "Club Day" in September.

Clubs and organizations currently active at GC:

Advocates
 American Sign Language (ASL)
 Association of Mennonites Involved in Street Hockey (Amish)
 Black Student Union (BSU)
 Business Club
 Cycling Club
 Eco-Pax
 Film Club
 GC Catholic Student Association
 GC Nursing Student Association
 GC Players
 GC Songwriters
 Goshen Student Women's Association (GSWA)
 International Student (ISC)
 Latino Student Union (LSU)
 Nontraditional/Commuter Student Association (NTCSA)
 Pax
 Pre-Medical
 Psychology Club
 Salsa Club
 Sitting Club
 Social Work Action Association (SWAA)
 Society for Medieval History
 Swing Dance Club
 Voices 'n Harmony

Students with the support of a GC faculty member develop most clubs. If interested in starting a new club or participating in one of the current clubs, contact the director of student activities in Ad 11.

Student publications

The Record is the weekly campus newspaper written and edited by students under the auspices of the communication department. Students interested in editing, news reporting, photography, feature writing, graphic design and advertising are invited to participate. Students, faculty and staff are encouraged to submit articles and opinion pieces for possible publication. Academic credit can be earned.

The *Maple Leaf* is the GC yearbook. It provides opportunities for writers, photographers, designers and advertising-sales volunteers. Academic credit can be earned.

Both the *Record* and the *Maple Leaf* are produced with a desktop publishing computer system. The system includes state-of-the-art computers, a laser printer, a slide/negative scanner and digital cameras.

Pinchpenny Press prints chapbooks of prose and poetry on campus. Students are given first priority for publication, followed by faculty, alumni and other authors. Manuscripts are solicited for review by a student-faculty editorial board established by the English department. Past publications are on display in Newcomer Center and can be purchased through the English department office.

Pinchpenny sponsors *Broadside*, a subscription series of one-sheet signed publications by campus writers. Students sign up for free *Broadside* subscriptions during the first few weeks of class in the fall.

Broadcasting

Radio station WGCS, at 91.1 FM, reaches listeners in the surrounding 60-mile radius with 6,000 watts of power. It broadcasts classical and folk music, news and public affairs programs, GC sports and religious programming. Facilities include digital computer-based operations and satellite equipment.

Students from all departments participate. Positions include announcing, programming, news, production, technical operations and management. Student "Late Night" shows are a popular involvement. Academic credit can be earned.

Students wanting to get involved with WGCS should get in touch with the student station manager or the faculty general manager. Comm 199, Introduction to Radio, is a required one-hour course for announcers.

GC Journal

GC Journal is a bi-weekly, award winning, television news magazine produced by students and distributed via the campus cable system and online through the Goshen College web site. The programs enable students to apply skills learned in broadcast production and journalism classes while serving the Goshen College community. Based upon the look and feel of the national, morning news programs, in addition to news and human interest stories, the program presents live, studio interviews, music performances, cooking demonstrations and other fare that reflects community life.

GC Journal provides opportunities for students to explore many roles involved in producing video programs using professional, broadcast quality studio, control room, and non-linear, digital video editing systems. Roles

include producing, anchoring, assigning and writing packaged stories or live studio segments, operating cameras and audio equipment, lighting and reporting.

Students interested in working with GC Journal should get in touch with the faculty advisor or the student managing editor.

Forensics

Students have a number of opportunities to develop their interests in public speaking under supervision of the communication department faculty. The annual C. Henry Smith Peace Oratorical Contest provides a platform for presenting ideas on a peace theme. Students may also present convocation and chapel speeches and produce one-person recitals in the Umble Center. Students also address constituent groups on and off campus.

Recreation

Enough of these structured diversions! How about some good old mellowing out around a campfire, a picnic in a canoe with your current love or spontaneous cross-country skiing by moonlight? Goshen has recreational options for individuals and groups that will get you out of the library and off to the dam or into the woods – or even north to the wilds of Michigan. And all of them are free or nearly free!

Recreational facilities

Brunk's Cabin. A group of about 25 people can be accommodated overnight at Brunk's Cabin, a large log cabin on a lake in Michigan, about 20 miles from Goshen. This is a favorite place for winter sports such as tobogganing, saucers and ice-skating. Reservations are made in the student life office.

College Cabin. The cabin is on the edge of the Elkhart River, a few blocks from campus. Special outdoor activities are canoeing, picnics or walks along the river and through Witmer Woods. Campus reservations are made in the student life office; community/off campus groups contact the OCE office for a reservation.

Merry Lea Environmental Learning Center. GC's 1,150-acre environmental education facility is just off U.S. 33 near Wolf Lake, 30 miles southeast of campus. Recreational activities include personal retreats, boating, hiking, cross-country skiing, hayrides, cookouts and volleyball. A fee is charged for some activities. Credit opportunities are available in the educational program and opportunities for volunteer work may be found both in the education program and in work projects of the physical plant. Events are scheduled through the program director of Merry Lea, (260) 799-5869.

Roman Gingerich Recreation-Fitness Center. While classes are in session, the Gingerich Center is open from 5

a.m. to 11 p.m. Monday through Friday, from 9 a.m. to 6 p.m. on Saturday and 1 p.m. to 10 p.m. on Sunday (please call ext. 7500 for schedule.) To use the center, students who are enrolled for credit of one or more hours must present a Goshen College picture ID with a current validation stamp. Guests of students are welcome, however, a guest fee will be charged.

The Gingerich Center has three basketball courts, four racquetball courts, swimming pool, running track with exercise bicycles, stair climbing machines and a weight room, with weight machines and free weights.

Tennis courts. The tennis courts, located east of the railroad tracks, are available for recreational use except during instructional periods and varsity practices.

Sand volleyball, at the south end of the Yoder Residence Hall, and outdoor basketball in the Gingerich Center parking lot are available anytime weather permits. Equipment is available from the control desk of the Gingerich Center.

Recreational equipment. Recreation equipment such as tennis rackets or golf clubs can be checked out from the Gingerich Recreation-Fitness Center.

Canoe rental. Canoes are available for student/faculty/staff use at the College Cabin. Oars and life jackets are checked out at the RFC front desk. Canoes will be loaned out based on safe water levels by calling the Goshen Parks and Recreation department.

Student leadership

Goshen College students have multiple opportunities to serve in leadership roles. These opportunities range from various student organizations to institutional committee structures.

Student-faculty committees

Goshen College has about 30 permanent and several temporary committees. Many committees have a student representative who is appointed by the Student Senate. In addition, several majors are supported by advisory councils, in which students play an important part. A list of all committees is available in Ad 13.

Student Senate

The purpose of the Student Senate is to increase the involvement of students in all aspects of the campus

community. It oversees student involvement in committees, organizations and clubs; serves as a collective voice for the student body, and serves as the formal link between students and Goshen College faculty, administration, parents and the board of directors.

Campus Activities Council (CAC)

CAC is made up of four students elected by the campus to work with the student activities director to plan and run activities throughout the year such as movies, coffeehouses, dances, dessert theaters and various other activities. Information about activities is passed on through table toppers, posters and the web calendar. Be sure to check out the student activities web site or web calendar for more information on all upcoming events.

Motor vehicle and bicycle regulations

I. General expectations

- A. **Any student** (residential, commuter or auditing a course) who wishes to keep or operate any motor vehicle **while enrolled** at Goshen College **must**:
1. Register any vehicle(s) they may bring to campus and attach the permit to the front windshield lower passenger side by the first day of class once each academic year (fall or spring).
 2. Have the vehicle covered by public liability and property damage insurance, and have a current license plate and tags.
- B. The administration reserves the right to withdraw parking privileges from any student/staff/or faculty.

II. Registration

Students:

Motor vehicle registration at Goshen College is **FREE**. Registration should be done prior to the first day of class. Registration is done online at <http://www.goshen.edu/checkin> or at the Physical Plant Web site <http://www.goshen.edu/physplant/home/> and pick "Register your vehicle." You will receive a confirmation e-mail with the sticker number(s) for each vehicle. If you are a residential student, your sticker will be hand delivered by the residential staff; all other students will receive theirs via campus mail.

Faculty/staff should still come to the Physical Plant office to register a vehicle.

This policy also applies to any student who brings a motor vehicle onto campus after the beginning of the

semester. Students who bring a motor vehicle, other than the one registered, onto campus must register it within seven days.

Display the sticker in the front windshield lower passenger side. On motorbikes and scooters, place them on the rear fender in a clearly visible position. All students that have motorcycles must come to the physical plant office to get them registered. This may not be done on line.

Students with a documented medical condition may apply for a permit that allows parking in restricted areas.

Faculty and staff must go to the human resources department for a restricted permit.

Temporary registration of motor vehicles

Temporary registration permits are available for vehicles on campus for a short time. Visitors may obtain a courtesy permit upon request at the physical plant office, ext. 7351. Seminary students who are doing research at Goshen College will be issued a temporary permit for use during their research. Students, who bring a car to campus for a week or two, but not for most of the semester, need a temporary permit.

Faculty/Staff:

Please register your vehicle at the Physical Plant office.

III. Regulations

A. General

1. **No parking**

- a. in service drives or spaces
 - b. in **any** area marked by a yellow curb
 - c. in areas posted by signs
 - d. on sidewalks or lawns
 - e. in front of dumpsters
2. All **faculty/staff** parking lots have restricted parking from 7:30 a.m. to 5 p.m. Monday through Friday, and there are some spaces reserved 24 hours for **working** faculty and staff.
 3. All **visitor** lots have restricted parking from 7:30 a.m. to 5 p.m. Monday through Friday. Persons with student, faculty, or staff stickers may not park in visitor spaces during these times.
 4. Upon application to the physical plant, a special permit may be given to physically challenged people

with a valid doctor's slip to park in specified areas. Numerous handicap parking spaces are provided on campus and are patrolled regularly to ensure they are not abused. Faculty/staff must apply at the human resource office for a temporary handicap sticker.

5. College-owned cars must be parked in the physical plant motor pool spaces, or in open parking. They **may not** be parked in faculty/staff or visitor spaces. Violations of this policy will be charged to the driver or department who signed out the car.

B. Violations include the following:

1. Driving recklessly or exceeding campus speed limit of 15 miles per hour.
2. Driving, riding or parking on sidewalks or lawns.
3. Parking in a restricted area.
4. Parking in a handicap parking space without proper designation on or in the vehicle.
5. Failure to register vehicle.
6. Failure to permanently mount a sticker after purchasing it.
7. Failure to notify the physical plant within seven days of a license plate change.
8. Registering a vehicle in another person's name.
9. Abandonment or failure to keep vehicle in operable condition. (Flat tires, broken windows, battered body, non-current license plates, etc.) Per city ordinance, such vehicles will be tagged by the city of Goshen and towed at the owner's expense.
10. Repeated similar offenses constitute a more serious offense. Vehicles continually found in violation will be subject to having a wheel lock installed.

C. Traffic control

1. The physical plant, under the direction of Student Life:
 - a. registers motor vehicles operated by students, faculty and staff members of Goshen College
 - b. issues and revokes parking permits
 - c. issues traffic tickets
 - d. assesses and charges fines
 - e. assist in recommending policy and signage changes
2. Appeals must be made in writing to student life within one week from the time the ticket was

processed and charged to the violator's account.

D. Systems for handling violations

1. Failure to register a vehicle will result in an automatic \$35 fine. Ticketing will begin the first Monday after classes begin. **No warnings are given for this offense.** With the first ticket, a license check is completed. The individual will be charged a \$10 look up fee and given the chance to register their vehicle. All subsequent tickets for non-registration of a vehicle each carry a \$35 fine.
2. Violations are cumulative throughout the school year.
3. Violations are equal in weight except for failure to register a vehicle.
4. The first ticket will be considered a warning, except for non-registration of a vehicle.
5. A \$20 fine is levied beginning with the violator's second ticket. All fines will be charged to violator's account within five days of the ticket being written.
6. After three tickets for no current registration and no response from the offender, a wheel lock may be installed. A \$45 fine will be charged for removal and license plate check.
7. Vehicles blocking access to a parking lot, building or dumpster may be impounded. All costs will be the responsibility of the owner.

IV. Questions/Concerns

The Student Life office is open from 8 a.m. to 5 p.m. Monday through Friday. If you have questions regarding your ticket, please contact the office for clarification. Please allow time for ticket to be processed. If, at any time, your vehicle breaks down or you need assistance, please call either the physical plant at ext. 7351 or campus security at ext. 7599.

V. Appeals policy

All appeals must be directed to student life. Appeals will be limited to two conditions in which it can be clearly demonstrated that 1) the ticket writer was in error in giving the ticket, or 2) there was some unusual circumstance, which was beyond the persons' control. The second limitation does not include the misuse of one's vehicle by another person, or failing to call security if your car breaks down. The responsibility for the

operation and parking of a vehicle rests with the owner, and the Student Life office will not hear appeals in those instances in which someone other than the owner parks or operates a vehicle inappropriately. No appeals will be allowed for violation, which is spelled out in the documents provided by the college. Bringing a vehicle to campus carries with it the responsibility to know all the specific circumstances under which that vehicle may be operated and parked. Persons who receive citations are expected to respond by contacting the student life office immediately. Appeals must be made in writing within one week of the time the ticket was processed and charged to the violator's account.

VI. Frequently asked questions about parking

1. My car has broken down and I can't move it. What should I do?

First, call campus security at 7599 and they will attempt to help you with your vehicle. Then ask them to leave a message with physical plant in order to avoid a ticket for illegal parking. *If you do not contact security when you can't move your vehicle, you are liable for any and all tickets that you may receive.*

2. My friend/relative drove my car onto campus and they didn't know the parking rules. Is the ticket void?

No, you are responsible for anyone that drives or parks your vehicle on the Goshen College campus. All fines will be sent to the person under whom the violating vehicle is registered.

3. I or my spouse only drive my parent's/spouse's car on campus a couple of times a year. Do I need to register it?

Yes, you have seven days in which to register a vehicle once it first comes on to campus. *Please register all vehicles that you may ever drive onto the campus.*

4. I only have a vehicle on campus for a short period of time. What should I do?

If your vehicle will be on campus for two weeks or less (excluding May term), you should *come to the physical plant within seven days to pick up a temporary parking permit.* If your vehicle will be on campus for more than two weeks you must register for a permanent registration sticker.

5. I live close to the campus and I probably won't ever drive my car on campus. Do I need to register my vehicle?

A registration sticker is necessary for all students, staff and faculty who drive their vehicles onto campus. It

is in your best interest to register your vehicle because any ticket for “No current registration” carries an automatic \$35 fine for current students, faculty and staff.

6. If my spouse brings a car on campus, does it need to be registered?

Yes. All vehicles must be registered.

Bicycle registration

City ordinance requires that all bicycles owned and operated by students, faculty and staff on campus be registered and licensed with a current Goshen city license. Register all bicycles at physical plant.

The registration fee is \$2, payable to the city of Goshen. Bicycles already registered with the Goshen City Fire Department and with current licenses affixed need not re-register.

For ease of snow removal, bikes should either be stored for the winter or parked and locked in the bike rack nearest your residence during the winter months. Bikes left for more than 48 hours in racks not located by the residence halls will be considered abandoned and are subject to removal and assessment of the \$10 impoundment fee.

Physical plant will be clearing bikes from the Kratz-Miller-Yoder walkway during the summer months. Any bicycle left there after June 1 will be considered abandoned and will be impounded.

Parking and operating bicycles

Lock your bicycle and park it in a bicycle rack or rack area when not in use. Do not park within 15 feet of any building entrance. Do not park or store bicycles in lobbies, hallways, storage rooms or public areas. Bicycles found in these areas are subject to impoundment. Non-operative bicycles will be impounded. They can be redeemed for \$10 and the repair of the bike. Ride slowly and cautiously on sidewalks where people are walking. If your bike is stolen, please notify the Goshen police department and campus security immediately.

Impounded bicycles

The physical plant department will store impounded bicycles. Any impounded bicycle stored 30 days or more will be sold. If your bicycle has been impounded you must pay \$10 to get your bicycle back. We are not responsible for locks that have been cut.