

STUDENT HANDBOOK
2008-09
COMMUNITY LIFE

Huntington University strives to create and promote an atmosphere consistent with the Christian faith, which encourages the student to develop his/her fullest potential both in and out of the classroom. This atmosphere is realized through a community of students, staff, and faculty who are distinguished by their commitment to each other and Jesus Christ as Lord and Savior. Huntington University is not only interested in teaching the student how to make a living, but rather more importantly, how to make a life. At Huntington University, students are encouraged to develop the skills and abilities necessary to respond to the different needs of those around them and the world they live in.

As a Christian University, Huntington University has established a Community Life Agreement that reflects its Christian commitment. This Agreement is based on an individual's responsibility to love God, to love others, and to practice individual freedom responsibly. The Statement also attempts to achieve a balance between individual freedom and the need for clear standards that are consistent with the Christian character of the institution. In other words, students are challenged to wrestle with values and personal ethics within the context of a supportive community. Finally, it is understood that not all individuals will agree with this Community Life Agreement and no condemnation is implied to those who take a different view. **However, in accepting admission to Huntington University, the student agrees to live within the lifestyle standards even if he/she personally does not agree or regard these as moral issues.**

COMMUNITY LIFE AGREEMENT

Mature actions consistent with proper Christian behavior are expected of all students. Disciplinary action will result when student conduct is such that the University community is adversely affected (See Appendix A). Such conduct includes violations of:

Legal and Civil Standards, including violation of federal, state, and local laws except in those instances where obedience to the state would violate a Biblically informed conscience.

Christian Standards, including sexual relationships outside of marriage, homosexual behavior, drunkenness, theft, acts of dishonesty, cheating, plagiarism, forgery, lying, knowingly furnishing false information that impedes or obstructs disciplinary proceedings, improper language, (i.g. profanity, racial or sexual slurs, etc.); also included are actions that are disrespectful of other individuals and that are considered hazardous, humiliating, or dehumanizing, or which threaten another person either physically or verbally (i.g. sexual and/or racial harassment and any form of date and/or acquaintance rape).

Specific Community Standards, including use, possession, purchase, or distribution of alcoholic beverages (including alcohol-free beer/wine) illegal narcotics or other controlled substances not permitted on or off campus (See Appendix B). Gambling is not permitted on or off campus. Use of tobacco is not permitted on the campus or at University sponsored activities off campus. Social dancing (other than choreographed productions, aerobic or square dance, or that which is part of classroom instruction) is not sponsored by the University.

Safety and Health Standards including violations of fire safety regulations, possession of weapons of any type, explosives, and dangerous chemicals. Any weapon brought to campus for the purposes of hunting must be taken to Campus Police where it will be registered and stored. Current knowledge indicates that students with any form of the AIDS virus do not pose an unacceptable health risk to other students or employees within the University community. Therefore, Huntington University does not consider the existence of any form of the AIDS virus in the decision for individuals applying to the institution for admission. Any information concerning a person with AIDS is confidential and will not be released inappropriately. Huntington University recognizes that the most effective means of addressing the issue of AIDS is to educate students and employees about the virus and to take reasonable precautions as outlined in the "AIDS Policy and Guideline" of the University. This policy is on file and available for examination in the Student Development Office.

Campus Dress Standards - Awareness of the appropriate dress for each occasion is an essential element in the social maturity of the individual, and Huntington University expects its students to conduct themselves by this standard. Rapidly changing styles make the formulation of a detailed code of dress difficult, and good judgment on the part of the student should make it unnecessary. The ideal of modesty and discretion should be maintained at all times. This includes careful grooming, cleanliness, neatness, and good taste in clothing for each occasion. Slogans, pictures, and advertisements displayed on hats and clothing shall comply with the Community Life Agreement. No suggestive or derogatory phrases or pictures are permitted. Shirts or tops (no halter or tank tops), and shoes or sandals are to be worn in all buildings. Occasionally, students will be asked to dress up for certain meals and/or events, e.g., all-campus Thanksgiving dinner, Forester Night, athletic banquets, etc.

COMMUNICATION SYSTEMS STANDARDS

Students are expected to use good judgment and faithful stewardship in using University communication system resources. Access to and use of these systems should be balanced against resource availability for educational purposes.

The Internet provides students with easy communication that may be professional or personal, both of which may be appropriate. Since the name of the University domain appears on the email messages, individuals are expected to respect the standards of the University in any use of the Internet. Accessing and transmitting violent, pornographic, or other objectionable materials, direct links to such material from a Web page operated through the University's servers, harassing email, commercial uses of University resources, wasteful uses (sending large print jobs, batch programs, junk mail, etc.) or illegal uses of the Internet, including theft of copyrighted material, will be considered a violation of the Community Life Agreement and may be subject to disciplinary action. The University reserves the right to review the contents of accounts if there is reason to believe that the above policy is being violated. A statement of "Guidelines and Responsible and Ethical Usage" is available in the computer lab.

Blogging - Views expressed by members of the campus community on websites, blogs, chat rooms, or in other public forums do not necessarily represent the views of Huntington University. While dialogue and debate are the marks of a healthy academic environment, Huntington University may respond with disciplinary or legal action toward students who disseminate or post material that is offensive, sexually explicit, encourages violence, attacks an individual's character, violates laws (including copyright or trademark laws), solicits or encourages behavior inconsistent with Huntington University lifestyle expectations, or disrupts our Christian mission in higher education.

The University Web Site is an educational site that serves the campus and provides information to the larger World Wide Web. Student home pages may be posted only through academic departments. Commercial uses of any home page are not appropriate.

A **Campus Phone** connection is provided in each residence hall room. Students sharing a residence hall room must provide their own analog phone or check one out from Technology Services (deposit required). A voice mailbox is provided to each student living in a residence hall. Using campus phones or voice mail to harass other students or access pornographic or other objectionable materials are considered a violation of the Community Life Agreement and may be subject to disciplinary action.

Campus Mail, Voice Mail, and Email should not be used for personal gain, or broadcasting or promoting personal projects/events. Restraint should be exhibited in promoting otherwise worthy community projects through these channels. Individual notes or email to friends may be acceptable, but generally, the broadcasting of fundraising appeals or promotion of sale items or events should not occur.

If in doubt, the Vice President for Business and Finance or the Vice President for Student Development should be consulted.

Violations of the above standards should be viewed as illustrative, but not exhaustive, of the types of conduct that the University prohibits. The name of Huntington University may not be used in connection with any activity or function involving practices forbidden in these Community Lifestyle Standards, nor may campus facilities be used in publicizing such activities or functions.

CAMPUS CRIME ACT

The safety and security of members of the University community is of primary concern for the campus. A trained police officer is on staff to patrol the campus and is charged with the enforcement of federal, state, and local laws, as well as University policies and regulations. The police officer has the authority to make arrests and works closely with the Huntington City Police Department. Statistical information regarding campus crime as per the Crime Awareness and Campus Security Act of 1990 is published annually in a brochure and is available for students in the Student Development Office and also at our website: www.huntington.edu/students.

GRIEVANCE PROCEDURE FOR NON-ACADEMIC CONCERNS

1. The student must first seek to resolve the concern informally with the individual or department before submitting a written complaint.
2. If the issue is not satisfactorily resolved, the student may submit a formal complaint in writing to the Office of the Vice President for Student Development. The statement must include the date, persons involved, and a description of the steps taken thus far to resolve the situation. The complaint should be submitted as soon as possible to the V.P. for Student Development, but no later than 60 calendar days after the alleged violation.
3. Within 15 calendar days of receiving the report, the Vice President for Student Development will ascertain relevant information and then refer the complaint to Student Concerns Committee (SCC), which will serve as a grievance committee. SCC is composed of the V.P. for Student Development, two faculty members, and two students. If one or more of the individuals on SCC are involved with the dispute, the President will appoint member(s) who is/are not employed in the administrative office or academic division with which the complaint takes issue.
4. After reviewing the report, SCC will conduct an investigation, as may be appropriate, and make a judgment. SCC's decision will be communicated in writing within 15 calendar days to all involved parties.
5. If the decision made by SCC does not satisfactorily resolve the issue, the student may appeal the decision to the President within 15 calendar days of receipt of the response.
6. Within 30 calendar days of receipt of the appeal, the President will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the President will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law, and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

POLICY ON HARASSMENT

The University recognizes harassment as inconsistent with campus mores and biblical teachings. Furthermore, sexual harassment is considered illegal sex discrimination under the Title VII of the 1964 Civil Rights Act for employees and Title IX of the 1972 Education Act for students. Conduct which constitutes harassment, including threatening or abusive behavior or sexual harassment, will not be tolerated at Huntington University.

For general purposes, sexual harassment may be described as unwelcome sexual advances (including sexual assault), requests for sexual favors, and other physical and expressive behavior of a sexual nature where:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or,

- (3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Students should report allegations of harassment, as well as concerns over whether or not certain conduct constitutes harassment, to the Office of Student Development. First, an attempt will be made to resolve the issue informally. If informal resolution fails, then formal resolution will proceed in a timely fashion. A formal resolution of the complaint will involve a Grievance Committee composed of the Vice President for Student Development (for student complaints) or the Director of Human Resources (for employee complaints) as the compliance officer and one senior leader designated by the president. The Grievance Committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the President of the University. Any appeal of the Grievance Committee's action will be made to the President.

POLICY FOR NON-VOLUNTARY WITHDRAWAL

Huntington University provides free counseling services to all undergraduate students. Every effort will be made to assist the student to address his/her personal situation. Therapy, however, is limited to short term counseling. If a student needs extensive therapy, the student will be referred to a professional counselor. If the student engages or threatens to engage in behavior that might pose a danger of causing imminent physical harm to the student or to others, that could cause property damage, or disrupts the normal activities of the University, he/she may be asked to withdraw voluntarily or may be subject to non-voluntary withdrawal. The procedure for non-voluntary withdrawal is on file in the Counseling Center.

COMMUNITY INVOLVEMENT

For most students the University experience is greatly enhanced through participation in co-curricular activities. Huntington University views this participation as essential to healthy growth and development and to the attainment of a well-rounded education. While the demands of University academics consume a respectable amount of time, co-curricular involvement provides students with unique opportunities to grow and learn through challenging, new experiences and leadership opportunities. An attempt should be made to make well-balanced participation a priority.

CO-CURRICULAR ACTIVITIES

All student organizations are authorized by the Student Concerns Committee. Organizations wishing to be recognized by the University as an official club must submit a constitution to the Student Concerns Committee for approval. The activities of student organizations are under the supervision of faculty or staff advisors and the Student Development Office. Faculty or staff advisors are appointed by the Vice President and Dean of the University and the V.P. for Student Development. Each organization is required to report current officers to the Student Development Office at the beginning of each year. No club or organization shall use the name of Huntington University in such a way that their message will be construed as the official position of the institution. **All fund-raising efforts must be approved by the Advancement Office.**

Scheduling of Events – All organizational events are to be scheduled through the Coordinator of Conferences and Retreats in the Habecker Dining Commons, where the master calendar of events is posted and kept current. HUB facilities are scheduled through the Student Development Office.

DRAMATICS

The basic aim of the Theater Department is to emphasize fundamental values of life and conduct through the medium of dramatic expression and to promote the appreciation of dramatic art on campus and in the community. Major activities include annual fall and spring productions and numerous one-act presentations. Membership is open to anyone wanting to participate.

HONOR SOCIETIES

Alpha Chi National Honor Scholarship Society - Alpha Chi is limited to the top ten percent of the Junior and Senior classes. It is the highest academic honor on the Huntington University campus. Membership is by election by the faculty.

Alpha Psi Omega - APO is the national theatre honor society. Membership in APO is comprised of both theatre majors/minors and non-majors/minors. APO is responsible for numerous theatrical events on campus, including *Fresh Faces* (fall), *Guerilla Theatre* (twice each semester), *The Golden Wiener Awards* (spring) and special play readings held thru-out the year.

Chi Alpha Sigma - Chi Alpha Sigma is a national honor society that recognizes intercollegiate athletes who have excelled in the classroom and on the field/court. Membership is by recommendation and limited to upper-class students who have achieved a cumulative 3.4 grade point average and who have earned a letter in a varsity intercollegiate sport.

Kappa Delta Pi - An International Honor Society in Education. KDP is both a University honor society and a professional organization for educators, with over 50,000 members worldwide. It seeks to promote service and academic excellence in the education profession. Membership is open to education majors who are at least second semester sophomores, have been accepted into the Teacher Education program, and whose GPA ranks in the top 20% of the institution.

Lambda Pi Eta - National Communication Honor Society that recognizes, fosters, and rewards outstanding achievement in communication studies. Membership is by recommendation and limited to upper-class students who have GPA of 3.25 in communication studies.

Phi Beta Lambda - is open to majors in Business with a GPA of 3.5 or higher. Phi Beta Lambda seeks to apply Christian principles to business relations and develop competent leadership in Business related fields.

Sigma Tau Delta - is the international English honor society. It is open to upper-class English majors/minors with good academic standing.

INTERCOLLEGIATE ATHLETICS

The men and women's athletic program is affiliated on the national level with the National Association of Intercollegiate Athletics (NAIA) and regionally with the Mid-Central Conference (MCC). The program provides intercollegiate competition for men in baseball, basketball, cross-country, golf, soccer, tennis, and track and field. Women compete in soccer, basketball, cross-country, softball, tennis, volleyball, and track and field.

INTRAMURAL ATHLETICS

The intramural program provides both men and women students with competitive team and individual sports activities. Included are activities such as: basketball, (3 on 3 and 5 on 5), flag football, dodge ball, softball, volleyball, ping-pong, and billiards.

MUSIC

Chamber Orchestra - The Chamber Orchestra is open to both University students and members of the Huntington community. The major emphasis of the Chamber Orchestra is performing at the annual December presentation of the Messiah.

Concert Choir - Concert Choir is open to all students by audition. The focus is on a wide variety of the best in choral literature. Highlights include an annual spring tour and occasional performances with other Choirs.

Miscellaneous Ensembles - A variety of small ensembles, woodwind quintets, and Baroque Chamber Players exist to help students use and develop their music talents. Organization of these groups occurs on an annual basis in the fall through the Music Department.

Wind Ensemble - The Wind Ensemble is a group made up of selected wind, brass, and percussion players that perform standard band literature.

STUDENT ACTIVITIES BOARD (SAB)

SAB is a student-led organization responsible for the planning and coordinating of all student activities. Activities include things such as movies, concerts, special events, square dances, and skating parties, etc. The SAB Office is located in the upper level of the HUB.

STUDENT GOVERNMENT

Student Senate is a governmental organization representing the opinions and beliefs of the Student Union. It serves as a liaison between students and faculty/staff/administration, and addresses issues that pertain to the student body. Senate elects and/or appoints all personnel for various student offices and positions (e.g., Senate committees, Student-Faculty committees, etc.). Membership consists of (1) the Executive Committee, made up of the president, vice-president, secretary, and treasurer; (2) the presidents of the four classes; (3) two Senators from each class; (4) four senators-at-large; (5) two Commuter representatives; (6) one International student representative. The student body elects all of these positions annually. The Student Senate Office is located in the HUB.

STUDENT ORGANIZATIONS

Acting on AIDS - The AoA student group exists to call the Huntington University and surrounding community to act on AIDS locally and globally. They desire to raise awareness through monthly meetings, a fall Spiritual Emphasis Week, interaction with local aid groups, and other activities.

Alpha Gamma Pi Sorority - is open to all female students with the primary objective of stimulating and enriching the social atmosphere as well as encouraging academic excellence, promoting leadership, and providing opportunities for service.

Amnesty International - is open to all students who are interested in discussing and raising the awareness of human rights issues.

Computer Club - is open to all students who are interested in stimulating a greater interest in the field of computer science. The computer club seeks to provide a forum for the discussion of current issues, participate in professional workshops, conferences, and tours, provide workshops and seminars for the local community, and provide an awareness of current professional careers.

Film Club - This organization presents films on campus. Each film is followed by a discussion by students and faculty members, focusing on Christian perspectives on the film.

Global Vision - The purpose of Global Vision is to raise the campus community's awareness of missions and to motivate one another to faith-based action. Participation is open to all students.

Habitat for Humanity - is open to all students interested in addressing the needs of substandard housing in the greater Huntington community. The University Chapter works with the local affiliate and sponsors a spring break collegiate challenge.

Investment Club - The Investment Club is open to all students who have an interest in financial planning. Members are required to make a minimum investment of \$10/month. The club researches investment possibilities and determines strategies with regard to the investment of funds.

Nursing Student Council is open to all students who declare nursing as their major and exists to facilitate communication amongst students, faculty, and the administration. The Council will provide social and professional opportunities for nursing students to interact within Huntington University and the

Huntington community.

Recreation Club - The purpose of the Recreation Club is to promote participation in athletic activities, emphasize physical fitness, and foster a comprehensive recreational program.

Ultimate Frisbee Club - a group of individuals that meet to play Ultimate Frisbee and all are welcome.

STUDENT PUBLICATIONS

Student publications function under the auspices of an Editorial Advisory Board, which has the responsibility of selecting editors and overseeing the operation of the student publications.

The Huntingtonian is the University newspaper produced by the editorial staff. Involvement in the newspaper is open to all who support its purposes and wish to cooperate in the publication of the newspaper. Several paid positions are available to students with the appropriate qualifications. The Huntingtonian office is located in the upper level of the HUB.

Ictus is the annual literary magazine produced by the student members of Sigma Tau Delta. Submissions are open to the whole student body, but are accepted or denied by a panel of students.

The Mnemosyne is the yearbook of the University published annually by a Student Editorial Staff. The yearbook office is located in the upper level of the HUB.

STUDENT VOLUNTEER SERVICES

Joe Mertz Center for Volunteer Service - The JMC helps the student body actively get involved in impacting the world for Christ. Students can participate in a broad range of service projects from a local blood drive, to work days in the Huntington community, to short-term mission experiences. Programs include Bingo Buddies, Pathfinder, Habitat for Humanity, Bridges, Open Door and many more. You can get involved with the JMC by either signing up at the beginning of fall term, or by calling the JMC office (located in the upper level of the HUB) anytime throughout the year at 260-358-3696.

COMMUNITY EVENTS

Athletic Banquets - Student athletes are recognized at special banquets in the fall, winter, and spring at which time the respective sports honor students for outstanding athletic achievement. Huntington University athletic letters and special conference and national awards are presented at these banquets.

Elections - Elections for all student government positions are held during the second semester for the following academic year. These include the four paid Senate positions: president, vice-president, treasurer, and recording secretary. Also chosen at this time: class officers, class senators, and senators-at-large.

Special elections are held at the beginning of the fall semester for the incoming Freshmen class. These individuals take office immediately, with several being appointed to Student Senate standing committees. Other information may be found in the Student Senate Constitution, which is available in the Student Development Office.

Other elections include the selection of the Homecoming Queen and King and their attendants in September, Professor of the Year, and the male and female Forester of the Year in the spring.

Forester Awards Night - Awards for the Professor, Male and Female Forester of the Year, and several academic awards are presented at this occasion. The students elected to the "Who's Who Among Students in American Colleges and Universities" are also recognized.

Freshman Program - Freshman Program is a three-day orientation experience for all new students at the beginning of the fall semester. It includes several get acquainted activities and a service project.

Grandparents Day - Grandparents are invited to campus to share university experiences with their grandchild.

Homecoming and Family Weekend - Every fall Huntington University invites alumni, parents, and friends to join students and faculty for a weekend of festivities and celebration. Various activities include Homecoming Queen and King Coronation, several athletic events, and special student activities.

Honors Convocation - The Honors Convocation is held each spring. This program is intended to challenge students, faculty, and administration toward excellence in academic and scholarly performances. The basis for determination of honors awards is a student's grade point average during the previous semester with the provision that the student has been enrolled for a minimum of 12 credit hours. Also awarded are Annual Honors, Cumulative Achievement Honors, Alpha Chi scholarship honors, and placement on the Dean's List. Graduation honors of cum laude, magna cum laude, or summa cum laude may also be achieved by students who have completed at least sixty hours at Huntington University (see University Catalog).\

Junior/Senior Reception - Late in the spring semester, graduating seniors are honored at this reception, which is one of the more formal occasions of the year. The Junior Class and the Alumni Association host the reception.

Little Sibs Weekend - Brothers and sisters of current students are invited to spend the weekend on campus in the spring. The weekend offers fun activities for all ages.

RESIDENCE LIFE

Huntington University is a residential University. As such, the University is committed to the education and development of the whole person in and out of the classroom. A student spends approximately eighty percent of his/her time out of the classroom and sixty-five percent of that time in the residence halls. In the residence halls, students face challenges of personal growth and group sharing as they respond to the invitation to understand and interact with each other. A sense of belonging and community develops as students are exposed to different backgrounds, ideas, beliefs, and personalities. As students learn to live with these differences, they learn more about themselves.

Residence hall living brings new freedoms as well as new responsibilities. Students are expected to take responsibility for their own development as well as the development and enrichment of the community in which they live. Students are encouraged to effectively use their talents and abilities to contribute to the well being of the entire community. In summary, residence hall life allows the student to appreciate the value of personal relationships while respecting the rights of others.

RESIDENCE HALLS

Huntington University offers three residence hall options. Wright Hall (men) and Hardy Hall (women) are traditional residence halls, with common bathrooms and lounge areas. Roush Hall (women) is a modified suite arrangement with two rooms and a bathroom per suite. Baker Hall is a suite arrangement, with 8-10 students per suite. Meadows and Miller Halls are for upper-class students only and offer a suite arrangement with cooking facilities on each floor. Upper-class status students may apply to live in Forester Village, which is an apartment style housing this is located on campus. **Forester Village Apartments are considered overflow housing and will be used on a limited basis.**

Resident Assistants (R.A.) - Each floor or wing has a Resident Assistant (R.A.) who is an upper-classman, and who has been selected to help students in their adjustment to the residence hall and University life. The R.A. serves as a counselor, to listen and give support as a teacher, by planning activities that will help students mature, as an administrator, by caring properly for the physical facilities of the hall, and as a disciplinarian, by aiding in the enforcement of residence hall regulations. Students are encouraged to get acquainted with the R.A.s and should feel free to talk with them about any concerns.

Resident Directors (R.D.) - Each residence hall has a live-in professional staff person. The R.D.'s supervise the Resident Assistants and the Residence Hall Councils and coordinate the total program of

their respective residence halls.

Residence Hall Guidelines - Specific residence hall guidelines are enumerated in the Residence Hall Handbook. These guidelines are the official University policies governing the residence halls. As such, they are considered an extension of the Student Handbook and are subject to revision by the Student Concerns Committee.

Solicitation - Soliciting of any kind by non-students on the Huntington University campus is not permitted. This includes sales parties. Only soliciting that is initiated, arranged, and directed by students is allowable. Non-student sales personnel may not be present.

RESIDENCE HALL VISITATION HOURS

The main lounges, lobbies, and kitchens in each of the residence halls are open Sunday through Thursday from 8:00 AM to 1:00 AM and from Friday and Saturday 8:00 AM to 2:00 AM. Room visitation hours are Wednesday evenings from 7:00 PM to 9:00 PM, Friday and Saturday 7:00 PM to 11:00 PM, and Sunday from 1:00 PM to 5:00 PM.

RESIDENCE REQUIREMENTS

All full-time single students are required to live on campus except those who live with their parents or court appointed guardian or those who can establish that they have dependent(s). **Seniors who are at least 21 years of age prior to the fall semester may apply to move off campus.** Applications can be obtained in the student development office located in the HUB. Single students approved to move off campus must agree to live by The Community Life Agreement stated in the STUDENT HANDBOOK and are not permitted to live with individuals of the opposite sex.

Students living in residence halls, Forester Village Apartments, or HU houses are required to participate in the University's board (meal) plans.

All exceptions to the above housing policy (including meal plans) must be petitioned to the V.P. for Student Development, and will be acted on by the Student Concerns Committee. All petitions must be submitted no later than two weeks before the final day of classes. If after that date, no decision will be made by the SCC until the following fall semester has started. If the petition is approved, a refund adjustment will be made.

Each spring students go through room draw to determine their dorm room for the following fall. For information on the Room Draw selection process visit the website http://www.huntington.edu/students/room_draw/default.htm.

HEALTH SERVICES

The University Health Center is operated under the supervision of Huntington Memorial Hospital. The Health Center is located in the lower level of Wright Hall. Nursing services provide first aid care, generalized treatment of common illnesses and injuries, and medical referrals as needed. There is no charge for treatment and no appointment is necessary. Educational materials on a variety of topics are also available.

REQUIRED FOR ALL STUDENTS TO HAVE ON FILE IN THE HEALTH SERVICES CENTER:

1. A completed **medical physical examination form** signed by a licensed physician. This form may be downloaded from the website <http://www.huntington.edu/students/health/default.htm>.
2. Proof of immunization including measles, mumps, rubella, tetanus, TB testing and polio as per current requirements of the American Health Association.
3. Proof of Health Insurance valid for the academic year, or proof of participation in the University's Health Insurance program.

ATHLETES

The University provides NATA-certified athletic training for all University sponsored athletics. All student athletes must have a medical examination form, signed by a licensed physician, approving participation in the intended sport(s). A University designated physician and University Athletic Director shall oversee the duties of the Athletic Trainer. The trainer shall maintain a confidential daily log indicating the name, date, time, and primary complaint of each athlete evaluated. The trainer shall coordinate the physical examinations, care of injured athletes, and other services as necessary with the Director of Health Services.

In the event of injury, the athletic trainer, or coach in the trainer's absence, shall evaluate the athlete and provide basic first aid. An injury needing treatment that falls within the scope of the athletic trainer's professional certification and capability shall be treated on campus. In all other situations, the athletic trainer shall refer the student athlete to the University or team physician, unless the athlete makes a specific referral request. In such an event, the team or University physician shall be notified of the injury and requested referral.

Emergency Situations: In the absence of the trainer, student athletes shall be referred immediately to the Parkview Huntington Hospital Emergency Room for evaluation and treatment. The trainer shall be informed of any emergency referral and provide follow-up care as indicated.

CLASS ABSENCES FROM ILLNESS

Students who are ill are expected to notify their instructors and to make up any missed work. Students are not excused from class for illness; however, the instructor may contact the Health Center to verify treatment for an illness. A student who is forced to miss classes for any extended period shall notify the Registrar's Office of his/her absence and the reason for it.

NON-RESIDENTIAL STUDENTS

Commuter students are encouraged to utilize Health Center services. The nurse will evaluate and refer the student to the University physician or the student's family physician as indicated. The University assumes that commuter students have established health care relationships. Married students or other commuter students who desire referral to a health care provider should contact the nurse.

STUDENTS IN RESIDENCE

Students are encouraged to see the nurse before making arrangements to see a physician. The nurse shall initiate referral to the University physician or other physician at the student's request. The Health Center maintains a confidential daily log indicating the name, date, time, and primary complaint on all visits, in addition to a personal confidential record documenting any evaluation, treatment, or referral provided to the student.

Emergency Situations - In the event of medical emergencies, or if students evaluated by the Health Center nurse experience a worsening of their condition, the R.D. (or R.A. in the R.D.'s absence) should be notified for referral to the University physician or the Parkview Huntington Hospital Emergency Room. Whenever any doubt exists, the R.D. should contact the University physician or Emergency Room. The R.D. shall inform the nurse of any referrals or incidents.

SPIRITUAL LIFE

Christian life and spiritual enrichment at Huntington University are both the opportunity and responsibility of everyone - students, staff, faculty, and administration. Challenge is both given and received to be personally committed to Jesus Christ as Savior and Lord, and to each other as we work to understand and live a life of discipleship. Christian commitment implies the need to worship, to learn, and to serve. Students are encouraged to carefully plan their involvement in a variety of activities that will help them grow as Christians.

CHAPEL/CONVOCATIONS

At the heart of our life together at Huntington University is the chapel and convocation program that represents our acknowledgement of God among us. Chapel and convocation experiences offer the student an opportunity to participate in a total campus gathering designed to enlarge his/her spiritual, social, and academic life. The goals of this program range from worshipping together, to exploring a Christian worldview, to simply gathering together in small groups. Because of the flexibility of chapel/convocation attendance requirements, students are urged to be deliberate and intentional in choosing to participate in the programs most suited to their needs and interests.

SPIRITUAL FORMATION PARTICIPATION POLICY

All full-time students under the age of 25 are required to receive 30 chapel credits each semester, 20 of which need to be from the Community chapels on Tuesday and Thursday or the Friday convocations. Credit totals are kept in the Campus Ministries Office and are updated every Friday. **Students can check their CHAPEL ATTENDANCE on the following website: <http://forest.huntington.edu/>.** The website is updated every Monday.

Students who fail to receive the required 20 Community Chapel credits, plus at least 10 additional credits any time during their Huntington University career will be subject to the following sanctions:

1st Offense: 15 hours of community service to be completed by the end of the second week of classes of the following semester. Any unfinished hours will be charged to the student's account at a rate of \$10 per hour.

2nd Offense: 30 hours of community service to be completed by the end of the fourth week of classes of the following semester. Any unfinished hours will be charged to the student's account at a rate of \$10 per hour.

3rd Offense: One semester suspension.

Education majors in junior block or who are student-teaching receive chapel credit waivers or reductions. Junior block students are required to attend a minimum of 23 chapels. These will consist of no fewer than fifteen core chapels. Anyone else desiring waivers or reductions may petition through the Office of Campus Ministries by filling out a Chapel Alternative Request Form and turning it in at least two weeks before the semester begins. Extra curricular activities and employment will not be considered as reasons for waiver or reduction.

Any student who falls grossly short of the credit requirement, i.e. less than 20 total credits, will accelerate the sanction process by one full step. There will be no opportunities to make up for any missed chapels.

SPECIAL EMPHASIS WEEKS

The Dean of Christian Faith and Life plans several weeks of special emphasis including such things as Christian Life Emphasis Week, Service Emphasis Week, and Missions Emphasis Week.

SUNDAY WORSHIP

Students are encouraged to worship regularly with one of the many congregations in the Huntington area. A list of nearby churches is located in the HUB and advertised in the *Huntingtonian*.

CAMPUS MINISTRY COORDINATOR (CMC)

Each floor has a Campus Ministry Coordinator (CMC) who is an upper-class student that coordinates, delegates, encourages and is a resource for spiritual life in the residence hall. CMCs are selected, trained, and supervised by the Office of Campus Ministries.

ACADEMIC LIFE

The services provided and the policies implemented in the areas of community life, spiritual life, and residence life are designed to help create and support a campus atmosphere in which students can function at their maximum capacity in the area of academic life. The primary goal of a University is to provide the necessary resources and personnel that will allow students to mature intellectually in their ability to think and analyze, and to obtain knowledge and skills that will enable them to function

adequately in a career and in life. Official academic policies and procedures are listed in the **University Catalog**. Students are expected to know and follow these policies and procedures and, therefore, are encouraged to review them periodically. A student is required to complete course requirements listed in the **Catalog** for the year in which the first enrollment took place when continuously enrolled, or to the requirements of a subsequent Catalog for the period in which the student is enrolled. (All requirements must be met, however, under the same **Catalog**).

ACADEMIC ADVISING

Each student is assigned an official University advisor. The list of these advisors is maintained in the Registrar's Office. All freshmen are assigned to special faculty/student advising teams for their first semester as part of the Freshman Program. The functions of the University advisor include guidance in course registration, serving as a resource person in relationship to University policies, procedures, and administrators, and providing advice and assistance in any academic, vocational, or personal problems that may arise. The first recourse in any difficulty should be to consult with the advisor.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken with courses offered in alternate years. The faculty advisor should be consulted for assistance in planning, *but ultimately the student accepts responsibility for registration in the desired and needed courses.*

ACADEMIC INTEGRITY

All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, alteration, or use of University documents or instruments of identification with intent to defraud is subject to strict disciplinary action. Students are held directly responsible for knowing the difference between legitimate and illegitimate use of published and unpublished source material. Illegitimate use is called plagiarism, which is the act of representing the work of others as one's own. Disciplinary action for such activity is at the discretion of the instructor and may range from a grade of "F" on the work in question to failure of the course. Students are encouraged to read a "Statement of Plagiarism" (See Appendix D). The instructor has the right to dismiss from the classroom any student who cheats, refuses to cooperate, makes a nuisance of himself/herself, or whose conduct in general is unbecoming of a University student.

ACADEMIC PROBATION

A student who fails to meet minimum scholastic standards is placed on academic probation. See the **University Catalog** for the scholastic index, which is used to determine probationary status. Students placed on academic probation are precluded from participation in co-curricular activities (see **University Catalog**). Parents of dependent students may receive copies of letters related to academic probation status.

GRIEVANCE PROCEDURE FOR ACADEMIC MATTERS

In any university, disagreements will sometimes arise about grading and other academic matters. Huntington University wishes to resolve these matters in a respectful manner consistent with biblical principles. In nearly all circumstances, the student should first seek to resolve the disagreement directly with the faculty member. If all possible means to resolve it directly with the faculty member have been exhausted, the student may resolve the disagreement using the following process. All complaints will be kept confidential to the extent permitted by law. No adverse action will be taken against the student filing the complaint.

1. Grievance procedure for grades

- a. Students who wish to appeal the final grade for a course on the grounds that it was assigned arbitrarily or capriciously must first seek conciliation directly with the professor. If a satisfactory agreement cannot be reached through informal discussion, the student may seek to resolve the dispute through the following process.
- b. A written appeal to the Vice President and Dean of the University must be made within three weeks of the formal posting of semester grades by the Registrar. The Dean may grant exceptions to accept appeals after this length of time in the case of compelling extenuating circumstances

- c. The student must provide the following information in support of the appeal. Appeals will not be processed until all materials have been provided to the Vice President and Dean of the University. The burden is on the student to show that the grade is arbitrary or capricious in light of the evidence.
 - i. A written explanation of the basis for challenging the grade
 - ii. Copies of all relevant graded assignments and examinations.
 - iii. A copy of the course syllabus as distributed to the class.
- d. The Dean may ask the professor to provide similar documentation when necessary.
- e. The Dean will examine the evidence provided to determine whether the grade was arbitrarily or capriciously assigned.
 - i. If the determination is that the grade was not arbitrary or capricious, the Dean will sustain the professional judgment of the faculty member and the grade will stand. The Dean will communicate this decision to the faculty member, Division Chair, and the student.
 - ii. In the event that the grade assignment is determined to have been arbitrary or capricious, the Dean will recommend that the faculty member change the grade. The new grade will be determined by the faculty member, the Dean, and the faculty member's division chair or appointed division member.
- f. Any appeal of the Dean's decision will be referred to a panel consisting of three members of Academic Concerns Committee. The panel's decision is final and not subject to further appeal.

2. Grievances About Other Academic Concerns

- a. Students who have concerns about other academic matters involving a faculty member should, in most cases, first seek conciliation with the faculty member.
- b. If student and faculty member cannot reach agreement or if the nature of the appeal is such that the student does not feel free to take the matter directly to the faculty member, the student should approach either the Chair of the Division or the Vice President and Dean of the University. In order for the University to evaluate and respond to the concern, the student must submit a brief written statement that describes the concern. Supporting materials and documentations, if any, should be included with the written statement.
- c. The Chair and the Dean will coordinate efforts to address and to decide the resolution of the student's concern.
- d. Either the student or faculty member may appeal this decision by presenting his or her case to the Academic Concerns Committee. The decision of the Committee is final and not subject to further appeal.

CHANGING YOUR MAJOR

A student wishing to change his/her major needs to complete a form in the Registrar's Office. The student will be notified of his/her new advisor as the next advising session approaches.

CLASS ATTENDANCE

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term. Class sessions missed because of illness or late registration will be counted as absences. There are no "excused" absences (illness, funerals, athletic contests, and other necessary absences are included in the total number of absences counted). In case of extenuating circumstances, a suspended student may petition the Academic Concerns Committee to be readmitted to the class.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work. Students are not excused from class for illness; however, the instructor may contact the Health Center to verify treatment for an illness. A student who is forced to miss classes for any extended period shall notify the Registrar's Office of his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F". If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Concerns Committee.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member. Permission to give a final examination at any time other than the officially scheduled time must be obtained from the office of the Academic Dean. Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

DROPPING OR ADDING A CLASS

A student wishing to drop or add a class needs to complete a *Change of Registration* form in the Registrar's Office. The student is then responsible for obtaining signatures from the faculty member teaching the course as well as the student's advisor. A student may drop or add a course through the fifth day of the semester or the second-class day of January. The class will not appear on a student's transcript.

A student wishing to withdraw from a course after the above mentioned dates may complete a *Late Change of Registration* form in the Registrar's Office. The student is also responsible for obtaining signatures from the faculty member teaching the course as well as the student's advisor.

A student has through the tenth week of the semester or the tenth class day of January or summer to withdraw from a class. The student will receive a grade of **W**. This **W** will appear on a student's transcript but will not be calculated into his/her G.P.A.

Anytime a student drops below full-time status as a result of dropping or withdrawing from a course, he/she must obtain the signature of Sharon Woods (Director of Financial Aid) because his/her financial aid might be affected.

Last date to drop or add a course:

Fall semester	Friday, August 29
January term	Tuesday, January 6
Spring semester	Friday, January 30

Last date to withdraw from a course:

Fall semester	Wednesday, November 5
January term	Friday, January 16
Spring semester	Tuesday, April 14

Attention Athletes! Anytime you drop or withdraw from a course, be sure to check with Sarah Harvey in the Registrar's Office to ensure your athletic eligibility. NAIA has specific guidelines established regarding the number of credit hours an athlete must earn per semester.

Attention International Students – Anytime you drop or withdraw from a course, be sure to check with Margaret Pasko in the Student Development Office to ensure your F1 status is still valid. SEVIS (INS) has specific guidelines established regarding the number of credit hours an international student must earn per semester to keep F1 status.

EMERGENCY CLOSINGS

Classes are rarely canceled for winter weather conditions. Most full-time students live on campus or in the immediate vicinity of Huntington, and if it is at all possible for the professor to get to the campus, classes are expected to meet. When there is a severe storm or blizzard, or roads become impassable, an announcement that classes have been canceled will be broadcast over WAJI (FM95), WBCL (FM90), WMEE (FM97), and WOWO (AM1190 AND FM103). The campus switchboard may be contacted if there is a question as to whether the University is in session. If commuter students are unable to attend class due to weather conditions, they should consult with their professors as soon as possible about the coursework missed. Promptness is especially important if the absence may result in submitting an assignment late.

EXAMINATIONS

Final examinations are two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should ask the Campus Nurse to notify the Student Development Office or the Academic Dean's Office before the examination, if possible. A final grade cannot be changed after it has been turned in to the Registrar's Office, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

REQUESTING A TRANSCRIPT

In order for the Registrar's Office to release a transcript, federal law requires a signature from the student requesting his/her transcript. A student can either generate his/her own note requesting a transcript or complete a *Transcript Request* form in the Registrar's Office. Transcripts are free to students and alumni. At the request of the student or alumni, the Registrar's Office will also send transcripts to any specified destination at no cost. Verbal requests for a transcript (whether in person or over the phone) cannot be processed. A transcript request from a student on hold (for unpaid fines or bills) will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

RIGHTS AND PRIVACY ACT

When a student is enrolled at an institution of higher learning, a substantial amount of personal information and educational data is collected, maintained, used, and disseminated. Huntington University recognizes and desires to protect the rights of privacy of the student over the age of eighteen, providing access to his or her educational data, and the right to challenge the contents of his or her records for inaccurate or misleading information.

In general, only those persons directly involved in the educational process have access to the student's records unless the student gives written permission to release this information. Parents of dependent children have access to academic and disciplinary information.

Some information has been designated as directory information by the University. The University may release directory information to outside parties without the student's prior consent. Directory information includes the following: name, address, telephone number, date and place of birth, major fields of study, participation in recognized activities and sports, photograph, dates of attendance, full-time and part-time status and degrees and awards received. Students may request that directory information not be disclosed by completing a request in the Registrar's Office. The University maintains a complete policy statement in accord with the Family Education Rights and Privacy Act of 1974, which can be obtained in the Registrar's Office.

WITHDRAWAL FROM UNIVERSITY

A student deciding to discontinue studies must inform the Student Development Office to initiate the withdrawal process. An exit interview with the Director of Retention Programming in the Admissions Office is required. A student must leave the residence hall within 48 hours after the withdrawal process has been completed.

CAMPUS SERVICES

BOOKSTORE

The HU Bookstore is located on the main floor of the HUB. Textbooks (new and used), Bibles, reference books, paperback books, student supplies, and school spirit apparel may be obtained in the HU Bookstore. VISA, Discover, MasterCard, and personal checks will be accepted. Checks in amounts up to \$25.00 per day may be cashed in the Bookstore. Students who have money on account will be allowed to receive Bookstore vouchers from the Business Office to cover the cost of books. A student ID card is required to turn in books for refunds. Bookstore hours are Monday-Friday 8:00 AM-5:00 PM. The Bookstore is closed for chapel.

CAMPUS DINING SERVICE

Sodexo Management Services operate the Dining Service at Huntington University. The Dining Service is responsible for the nutritional care of resident students and others who use the dining facilities.

Resident Dining - All students living in University residence halls are required to purchase a meal plan. All resident freshman are required be on either the A or B meal plan. The various plans may be found at <http://www.huntington.edu/dining/index.html>.

J-Term Meal Plans - All Students who are on a meal plan will be placed on full meal plan A for J-term (3 meals per day). All board students may eat during the J-term break without forfeiting any of their Flex Dollars. The spring meal plans begin with breakfast of the day before classes begin for spring semester. New Flex Dollars will be distributed at the beginning of the second semester. Students on the A, B, C, or D meal plans who are off board during J-term will receive an additional \$100 Flex Dollars to be used during the spring semester. Flex Dollars from the fall semester also can be carried forward to second semester. Since no Flex dollars are included with the E 60-meal plan, no additional Flex dollars are added for not eating over J-term. Students are required to have a valid student ID card to use their Flex Dollars or to eat in the Dining Commons. Removing food or china from the Dining Commons is not permitted.

Flex Money: Flex Money works very much like a bankcard and allows purchases to be made without having to carry cash. Additional Flex Dollars may be purchased at the Dining Service Office in the Dining Commons. Each meal plan (except for E) includes Flex dollars and Bonus Flex Dollars. All Flex money can be spent at Norms or the Dining Commons but only **60% of the total dollars can be spent off-campus and at the bookstore (this is the Bonus Flex Dollars portion of your plan) and the \$100 flex dollars for not eating during J-term is only allowed to be spent at Norms or the Dining Commons.**

Norm's Place: Norm's Place is a full service snack lounge located in the HUB. Menu options include hamburgers, grilled cheese, submarine sandwiches, salads, etc. Students who are unable to dine during the regular service may choose to eat in Norm's Place from a special menu.

Special Meals: The Dining Service will assist anyone whose special dietary needs are not satisfied by regular dining selections. Arrangements can be made upon receipt of medical authorization from the student's physician stating the type of diet, and if possible, a listing of those foods that can and cannot be eaten.

Take Out Meals: Take-out meals may be requested if class or work schedules do not allow eating during scheduled meal hours. The Dining Service office must be contacted and the request form completed 48 hours in advance to receive approval for a takeout meal.

Sick Tray: In the event of illness, a sick tray authorization form may be obtained from the student's R.A. or R.D.

Menus: Anyone who wants to know what will be served for the next meal can call the "Menu Hot Line" at extension 3333.

Communication: The Dining Service wants feedback. Therefore, the following avenues for communication are available to provide information to the Dining Service:

- Attitude Surveys that are distributed each semester.
- The Dining Committee comprised of representatives from the residence halls, student staff, and the Dining Service Staff, meets monthly to discuss and act upon topics related to food service. Meetings are open to all.
- The Comment Board is located just outside the servery and is available for written comments. Dining Service staff will respond within 24 hours.
- A verbal sharing of remarks, suggestions, and concerns between students and management provides the most valuable form of communication. To facilitate this communication, an Open Door Policy is always in operation in the Dining Service.

DINING COMMONS HOURS

Monday – Friday

Breakfast	7:00 AM	to	9:00 AM
Continental	9:00 AM	to	10:00 AM
Lunch	11:00 AM	to	1:00 PM
Dinner	5:15 PM	to	6:45 PM

Saturday

Brunch	11:30 AM	to	1:00 PM
Dinner	5:00 PM	to	6:00 PM

Sunday

Continental	8:00 AM	to	10:00 AM
Brunch	11:30 AM	to	1:00 PM
Dinner	5:00 PM	to	6:00 PM

NORM'S PLACE

Monday – Friday	9:00 AM	to	3:00 PM
	6:00 PM	to	12:00 AM
Saturday-Sunday	6:00 PM	to	12:00 AM

MEAL EXCHANGES

Monday – Friday	11:00 AM	to	3:00 PM
	6:45 PM	to	9:00 PM
Saturday	6:00 PM	to	7:00 PM

Hours are subject to change.

CAMPUS TELEPHONE

A **Campus Phone** connection is provided in each residence hall room. Students sharing a residence hall room must provide their own analog phone or check one out from Technology Services. A voice mailbox is provided to each student living in a residence hall. Using campus phones or voice mail to harass other students or access pornographic or other objectionable materials are considered a violation of the Community Life Agreement and may be subject to disciplinary action.

CAREER DEVELOPMENT

The Career Development Office, located in the HUB, assists students and alumni in making and implementing career decisions. Assistance is offered to students in the area of career counseling and planning, opportunities for career exploration, assistance with job search skills, and accessing graduate school and career related information. Assessment and personality instruments that may be used include the following: Myers-Briggs Type Inventory, Major-Minor Finder, Self-Directed Search, or Strong Interest Inventory. These instruments are free of charge and are used along with a series of career counseling appointments.

A career resource library located in the Career Development Office includes guides and workbooks for individual planning, occupational information, off-campus employment, summer jobs, graduate and professional school information, and job search materials. In addition, an on-line computerized guidance program (Focus II) is available for students.

Specific services include:

1. Credential files service for all majors
2. Listing of job openings on www.huntington.edu/careers
3. Job Search Techniques class offered each fall for juniors and seniors.
4. Career Exploration class offered each spring semester for freshmen and sophomores.

Attention: Undecided Students! Any student who is undecided as to a major and/or career should seek assistance from the Office of Career Development.

Career counseling (a one-on-one opportunity to discuss career/major options) is a free service for students. A variety of assessments are used in career counseling to measure student's interests, values, personality styles, skills, etc. as it relates to careers and majors. The Career Development Office also offers a career exploration class in the spring semester to help students learn more about themselves and potential careers and/or majors. Contact Martha Smith (x4040) for more information.

COMPUTER LAB HOURS

The labs and hours are posted on the HU portal (my.huntington.edu) in the STUDENTS tab (see Student Services – Technology Services – Labs). Three general computer labs are available. The first lab is located in the upper level of the Loew-Brenn building. It is open Loew-Brenn operation hours. The second lab is located on the first floor of the Science Hall building. It is open Monday through Thursday from 7:30 AM to 1:00 AM, Friday 7:30 AM to 7:00 PM, Saturday from 1:00 PM to 5:00 PM, and Sunday from 2:00 PM to 1:00 AM. The lab in the RichLyn Library observes the library hours. There are also computers available for student use in each residence hall.

COUNSELING

Counseling services are operated under the supervision of the Family Care Center and are located in the HUB. Personal Counseling is available to students at no cost and is confidential. Assistance is available for a variety of concerns including emotional, academic, social, spiritual, premarital, and family. Appointments may be made through the secretary in the Student Services Office at 260-359-4027 or extension 4027.

ENTERPRISE RESOURCE CENTER

The Enterprise Resource Center, located in the lower level of the Loew-Brenn Hall, Suite 067, assists students with real-world experiences.

An internship is a real-world work experience where students take on temporary roles as employees in a company or organization. An internship gives students the hands-on experience necessary to help them clarify their career goals and enhance their ability to secure future employment.

A Practicum places the student in a practice-learning situation. It provides supervised observation of a particular career or profession and exposure to an organization through participation in its operations.

Job Shadowing is an informal process, usually of short duration, in which students observe the daily routines and activities of employed professionals in the students' field of study. Job shadowing provides an opportunity for students to see, on a limited basis, how skills and knowledge acquired in class are applied in the real world. The process to apply is simple. Students should contact the ERC **at least one month prior** to registering for classes that will include the experience to insure that the experiential learning opportunity (ELO) is secured. Contact Lora Bulla (x4310 on campus or 260-359-4310 off campus) or Kay Schwob (x4104 on campus or 260-359-4104 off campus) for more information.

ID CARDS

All students are required to have an ID card that can be picked up in the Student Development Office located in the HUB. The ID card serves as a meal ticket for resident students and allows students to attend student activities, including athletic events and Fine Arts programs. It is also necessary when checking out library materials. Replacement ID cards are available in the Student Development Office for a \$5.00 fee. Loaning an ID card to another person is prohibited.

LEARNING CENTER

The Learning Center, located in Loew-Brenn Hall, provides academic services designed to help HU students achieve academic success. In individual or small group settings, these free supports range from peer tutoring in a variety of courses to academic counseling in areas such as time management, test anxiety, test preparation, and learning styles.

The Writing Center is open several times each week to help students improve their writing skills. Students may drop in to request assistance in developing and organizing a paper, expressing their ideas clearly, editing compositions, etc. There is no fee for these services.

Students may earn HU course credit by passing CLEP and DANTES examinations that can be scheduled during one week each month. Registration forms and details are available in the Learning Center.

Highlights of Learning Center Services:

1. Free tutoring
2. Free writing center
3. CLEP and DANTES testing
4. Academic counseling
5. Services for students with disabilities

SERVICES FOR DISABLED STUDENTS

Students with psychiatric, learning, orthopedic, neurological or sensory conditions which substantially limit one or more major life activities may require accommodations to be successful on campus. In compliance with Section 504 of the Rehabilitation Act of 1973, the University will make reasonable accommodations for such students. The director of the Learning Center is the coordinator of accommodations for HU students who have documented disabilities.

LOST AND FOUND

Lost and found is located in the Student Development Office (HUB). Lost items may be redeemed during normal office hours. Items found may be turned into the same office.

MERRILLAT PHYSICAL EDUCATION AND RECREATION COMPLEX (MPERC)

The MPERC contains a gymnasium, an indoor swimming pool (with swim times exclusively for University students), racquetball courts, a field house with three basketball courts and an indoor track, two weight rooms and an aerobics fitness room. The MPERC is open Monday through Friday from 6:00 AM to 11:00 PM, Saturday 8:00 AM to 10:00 PM, and Sunday from 2:00 PM to 10:00 PM. The phone number for information about changes in scheduled hours is 260-359-4288 or extension 4288.

MOTOR VEHICLES/PARKING

All motor vehicles on campus must be registered with the Student Development Office (HUB) and are subject to campus parking regulations.

Motor Vehicle Registration: To register a motor vehicle, the student must have a current auto registration form, including the vehicle license plate number and must meet the following criteria:

- a. The registration forms are completed and on file in the Student Development Office.
- b. The decal is properly displayed on vehicle.

All students with a valid driver's license are allowed to operate motor vehicles in keeping with the laws of the State of Indiana and regulations of Huntington University. All students (regular and part-time regardless of course load, resident or commuter) who bring a motor vehicle on campus at any time must register that vehicle. There is no cost for decals or to register a vehicle. Complete copies of this policy may be obtained in the Student Development Office.

Parking: Parking lots are provided for students. Vehicles improperly parked or parked in the wrong area are subject to a parking fine. The Parking Policy is available on the website www.huntington.edu/students.

POSTAL SERVICES

The University Postal Service is located in the basement of Becker Hall. Hours of operation are from 8:00 AM to 5:00 PM, Monday-Friday. The Postal Service offers United Parcel Service (UPS) for students and University personnel. All Students (full and part-time) are assigned a mailbox.

RICHLYN LIBRARY

Regular hours for the RichLyn Library are posted at the front entrance. Special hours will be posted in advance for vacations, holidays, and the summer term. Extended hours for the after hours study area gives students the opportunity for late-night individualized or group study.

A current student ID card is needed for checkout privileges. Books and periodicals from the open stacks are loaned for a specified period, with one renewal. Reference books are not checked out without special permission from the librarian.

Reserve materials are designated as such for the purpose of maximum use by people who need them. Reserve materials may be checked out for only a few hours or one, three, or seven days, as designated by the professor. Some in library-use-only reserve materials are issued for use until one half hour before closing time, when they may be taken out overnight (unless restricted by professor). These materials are due the following day by 7:45 AM. The library provides interlibrary loan service through a variety of networks, regional, state and national. Computer applications to library services are pursued vigorously, most notably online database searching. The online catalog replaces the traditional card catalog and is accessed via terminals located on each floor. The students may access other online and C-D Rom databases. RichLyn Library is a part of the Internet and may be accessed through Huntington University's Web Page.

The library has photocopy machines available for student use, as well as laminators, and various supplies such as transparencies. You may also send and receive faxes at the library. There are a variety of extended usage fees and fines depending on the nature of the item. The RichLyn Library is open Monday through Thursday from 7:30 AM to 11:00 PM, Friday from 7:30 AM to 9:00 PM, Saturday from 10:00 AM to 10:00 PM, and Sunday 2:00 PM to 11:00 PM.

STUDENT EMPLOYMENT

The Financial Aid Office, located in the HUB, coordinates all on-campus employment opportunities. The University employs students in the areas of library, residence halls, janitorial services, and departmental assistants. The Career Development Office (HUB) coordinates all off-campus employment opportunities, whether part-time or full-time. International students should see Margaret Pasko, DSO for international students, before starting any job. You need special permissions to work.

STUDENT INSURANCE

All students are required to have medical coverage under their own policy; otherwise, the University offers a program that is mandatory. Students must show evidence of health coverage (under parental or self coverage) or the student will automatically be enrolled in a health insurance plan and billed at student's expense. If a student athlete waives the University's insurance program, the student will be responsible for expenses up to the deductible amount on athletic coverage. Medical expenses are the responsibility of the student.

APPENDIX A

COMMUNITY PROBLEM RESOLUTION MODEL

INTRODUCTION

Huntington University seeks to be a redemptive community of love in which discipline is intended to be helpful to the individual and wholesome for the community. Careful attention is given not only to the act in question but also to the student in terms of his/her situation, response, and intent, as well as his/her influence upon the rest of the student body and upon Huntington University's witness to the broader community. The University also recognizes that while Scriptures do not provide specific teaching regarding all

social practices, they do advocate self-discipline and peer confrontation when self-discipline fails (see Matthew 18:15-17). When self-discipline and/or confrontation by peers does not occur, or is ineffective in changing behavior, the Community Resolution Model is applied. The purpose, therefore, of discipline at Huntington University is to encourage personal growth, and all confrontation should offer counseling and support necessary to encourage positive personal development.

Huntington University contends that personal growth and maturity are encouraged most when the entire University community shares in supporting each other. Through the application of Biblical teachings and the process of dealing with relationships and policies, it is believed that the quality of life on campus will be enriched.

PROBLEM SOLVING MODEL

Communication within a Christian community should facilitate two processes:

- (1) A procedure by which any community member may secure assistance in areas of need, and
- (2) A procedure to govern the communication flow and decision-making process in situations involving the violation of community standards.

Rather than merely obeying rules, the Christian is encouraged in Scripture to govern his/her own conduct by consideration of the needs of others, especially through the example he/she sets. Thus the love for fellow community members will move one to refrain from activities that are detrimental to the spiritual growth of others even though he/she may not consider such activities to be wrong.

Some situations necessitate immediate interaction. Situations constituting emergencies include, but are not restricted to those involving

- A) Imminent threat to life, limb, or property,
- B) Legal authorities,
- C) Frequent repetition or severity of violation of offensive behavior necessitating immediate community response, and
- D) A new development not covered by definition, with unfamiliar ramifications.

INDIVIDUAL LIVING IN COMMUNITY

Personal Responsibility - It is hoped that all community members will practice self-discipline. Although individual interpretation of Biblical principles may vary, each individual is obligated by the expectations established by the community. When an individual perceives differences between his/her understanding of biblical principles and the community standards, he/she may enter into dialogue with the community. However, he/she remains responsible to live within community standards as long as he/she is a community member.

Person-to-Person - If a community member is in need of assistance, the person nearest to the individual should provide the assistance, or in the case of unacceptable behavior should communicate the community's expectation and work with him/her to resolve the situation. This does not preclude the possibility of disciplinary measures.

R.D. /R.A. - If the person is not able to obtain the needed assistance from a fellow community member, or the student persists in unacceptable behavior, the R.D. or R.A. should be contacted.

COMMUNITY RESPONDING TO THE INDIVIDUAL

If the individual does not respond to peer or staff confrontation, the formal judicial process will be applied. In the event of a serious offense, the Office of Student Development will take disciplinary action. The formal judicial process is comprised of a judicial council, which is comprised of 3 students selected by Student Senate and two faculty members selected by Faculty Concerns Committee. A Student Development staff member serves as chairperson. The student will be informed of the University's expectation, which has allegedly been violated. He/she will be provided with the opportunity to respond (deny, explain, admit) to such violations. After the student has presented his/her story, the judicial council will meet to determine the most appropriate disciplinary response given the unique characteristics of the violation and the student involved in the incident. Upon communication to the student of the decision, the student has the right to accept or appeal the decision to Student Concerns Committee (SCC) and the President in the event of immediate dismissal.

SANCTIONS

The following are alternative actions by which problems may be addressed as appropriate to the individual situation:

1. **Private Confrontation:** Discussion between the offender and concerned person. No formal record of contact is maintained.
2. **Reprimand:** Written notice to the student offender from a member of the Student Development staff that continuation or repetition of conduct found to be in violation may be cause for more severe disciplinary action, and a temporary copy of the notice will be included in the student's personal file.
3. **Fines or Sanctions:** Penalties deemed appropriate by the V.P. for Student Development.
4. **Restitution:** An amount of money to be paid and/or community service to be performed by the student in light of property abuse and/or damage resulting from willful or negligent behavior.
5. **Disciplinary Probation:** An official warning that further violations will result in suspension or dismissal. Disciplinary probation involves exclusion from co-curricular activities including intercollegiate athletics, Student Senate, student publications, cheerleading, or any position in which the student represents the University. If disciplinary probation occurs during two consecutive semesters or more than twice during the four years of University, dismissal from University may result. A permanent record is kept in the student's file and a copy will be sent to parents of dependent students.
6. **Suspension:** A specific length of time during which the student is temporarily separated from the University. Parents of dependent students are notified and a permanent record is kept in the student's file. No class work will be permitted to be made up, including tests and papers. Suspensions are recommended to the President of the University for action.
7. **Dismissal:** A separation of the student from the University for at least the remainder of the semester. An appropriate notation of the reasons for such termination is placed in the student's personal file. Dismissals are recommended to the President of the University for action and parents of dependent students are notified.

When interpersonal conflicts or other problems arise, students may be encouraged to seek mediation or counseling outside the disciplinary process. This assistance is considered confidential and may not be used as evidence against a student in further disciplinary procedures.

APPEALS

Disciplinary action taken by the Office of Student Development is subject to appeal. One or more of the following conditions must be met before an appeal will be heard:

1. There is significant new information not yet considered.
2. The student believes the penalty was unreasonable.
3. The student believes the officials imposing the discipline were biased.

All appeals must be made in writing within 48 hours after the student has received written notice. The letter of appeal should be submitted to the Student Development Office and should include the offense committed, the discipline assigned, and the reason for the appeal.

The Student Concerns Committee will act on appeals concerning disciplinary action taken by the Office of Student Development. In the event of a conflict of interest of any member, an appropriate replacement will be appointed. All information preceding discussions and any new information shall be made available to the committee upon request.

Upon review of an appeal, any of the following actions may be taken:

1. Affirm in whole or in part the findings and disciplinary action.
2. Reduce the severity of the penalty.
3. Request a reconsideration of the case.

All appeal decisions are final. In the case of an immediate dismissal, the committee's recommendation will be made to the President of the University for final action.

APPENDIX B

ALCOHOL AND THE INDIANA STATE LAW

No person under 21 years of age shall purchase, possess, or consume alcohol beverages (i.e., beer, wine, hard liquor, etc.) or non-alcoholic beer/wine/etc. in the state of Indiana.

PENALTIES FOR VIOLATIONS

The following are the penalties typically handed out by the Huntington County Court (as provided by the Honorable Judge Jeffrey R. Heffelfinger) with regard to the various offenses:

1. Driving while intoxicated (DWI)

a. **First Offense** - First time DWI offenders in Huntington County normally receive one year with all but six (6) days suspended. Since a person receives day for day credit, this means the defendant will actually spend three days in the Huntington County Jail. The defendant is fined \$50.00 plus court costs of \$113.00, assessed a \$200.00 drug and alcohol fee, and a \$50.00 probation fee, is ordered to attend an alcohol education program, and the individual's license is suspended for a period of 90 days. (Although not part of the court's sentence, the defendant's insurance premium will usually double because the defendant will now be considered high risk).

b. **Second Offense** - Second time DWI offenders will normally receive a minimum of thirty (30) days in jail, a fine of \$250.00 plus court costs, a \$200.00 drug and alcohol fee, a one year license suspension, one and one half year probation, and either an in-patient treatment program or an intensive out-patient treatment program (cost of \$2,000-\$4,000).

2. Possession, Consumption, or Transporting Alcoholic Beverages by a Minor.

a. **First Offense** - Normally a sixty days jail sentence is given with the entire sixty days suspended upon the condition the minor perform thirty (30) hours of community service within 30 days. The minor is also fined \$50.00 plus court costs and his/her driving privileges are suspended for a period of 60 days.

b. **Second Offense** - For any subsequent offense, the minor will spend time in jail.

3. Public Intoxication

a. There is no set sentence for this particular offense. Normally counseling is ordered as a condition of any probation.

4. False Identification

a. This is treated the same as a minor who possesses, consumes, or transports alcoholic beverages.

5. Furnishing Alcohol To A Minor

a. Typically, a jail sentence and fine is imposed. The amount of each will depend upon the circumstances, including the age of the defendant and also the age of the minor to which the alcohol was furnished.

In addition to the above cited offenses, there are also two offenses that should be noted because they often occur in connection with alcohol related offenses.

6. Driving While Suspended

a. Any time a person drives when his/her license has been suspended or revoked, he/she commits a class A misdemeanor. The maximum penalty that could be imposed would be a jail sentence not to exceed one year and a fine not to exceed \$5,000. If the suspension was the result of a DWI conviction, there is a mandatory sixty (60) days jail sentence.

7. Leaving The Scene Of An Accident

a. Leaving the scene of an accident is a class B misdemeanor. The maximum penalty would be 180 days in jail and a fine not to exceed \$1,000. The standard sentence normally given in Huntington County Superior Court for leaving the scene of an accident is the same as a DWI conviction except that the driving privileges are suspended for a period of 180 days rather than 90 days.

* **Fees and penalties stated in the Appendix B section are subject to change at the courts discretion.**

HEALTH RISKS

Alcohol is a depressant that affects the heart, liver, kidneys, and brain activity. When mixed with other depressants such as marijuana or barbiturates it can cause unconsciousness or death. Combining alcohol with stimulants, such as cocaine, places harmful stress on the body as the two drugs work against each other, resulting in irregular heartbeat, extreme excitability, and possible heart attack.

ASSISTANCE

Huntington University Counseling Center	260-359-4121
Options at Huntington	260-356-9601
Bowen Center for Human Services, Inc.	260-356-2875

APPENDIX C

POLICY ON SEXUAL ASSAULT

Sexual assaults, both forcible and non-forcible and including but not limited to rape and acquaintance rape will not be tolerated at Huntington University. This policy is intended to give reasonable protection to the privacy interests of all involved while identifying and imposing appropriate consequences on a perpetrator and providing protection and assistance to the victim of a sexual assault. The University counseling center will maintain counseling support available to victims of sexual assault and make available a list of off campus counseling and mental health agencies that provide services for victims of sexual assault.

EDUCATIONAL PROGRAMMING

The student development staff provides educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Campus police also provide basic information regarding safety and reporting procedures. R.A.'s are trained how to report such activity and how to provide support to a student who has experienced a sexual offense.

PROCEDURES TO REPORT A SEXUAL ASSAULT

- A.** Contact an R.A., R.D., or counselor immediately.
- B.** Do not bathe, shower, or change clothing until appropriate evidence can be evaluated and preserved.
- C.** Seek professional attention from available medical, counseling, and/or mental health resources.

The identity of persons involved should be disclosed only to those directly involved in the incident and its investigation and determination of appropriate action.

RESOLUTION OF A SEXUAL ASSAULT

A. File a written or oral informal complaint as soon as possible, but no later than 60 calendar days after the alleged assault, to a full-time member of the Student Development staff. The Student Development Staff will seek to satisfactorily resolve the situation through counseling and conflict mediation.

OR

B. File a formal written complaint with the V. P. for Student Development. The statement must include the date, persons involved, and a description of the incident. The complaint should be submitted as soon as possible but no later than 60 calendar days after the alleged assault to the V.P. for Student Development.

- 1.** Within 15 calendar days of receiving the complaint, the V.P. for Student Development will ascertain relevant information and meet with each student implicated. After the investigation has been conducted, a decision will be made about whether or not to refer the complaint to the Student Concerns Committee; SCC is composed of the V.P. for Student Development, two faculty members, and two students.
- 2.** After reviewing all relevant information, the V.P. for Student Development will make a judgment and communicate the decision in writing within 15 calendar days to all involved parties.
- 3.** If the decision made by the V.P. for Student Development does not satisfactorily resolve the issue, the assaulted student may appeal the decision to the President within 15 calendar days after receipt of the response.
- 4.** Within 15 calendar days after receipt of the appeal, the President will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the President will respond in writing with a final resolution of the complaint.

OR

C. File formal charges as soon as possible, but no later than 60 calendar days after the incident with the Campus Police and/or the Huntington City Police. University personnel will assist in notifying these authorities upon request.

With regard to any of the above options, the assaulted student may elect to change academic and/or living situations to the extent that the requested changes are reasonably available.

DISCIPLINARY PROCEDURES AND SANCTIONS

Independent of the decision made by the student to address the issue, the University retains the right to pursue an institutional investigation and/or disciplinary action in a case of alleged sexual offense. In any such University action, the accuser and the accused shall have the same opportunities at the judicial hearing to have others present and both will be informed of the outcome. Sanctions that may be imposed upon a student found to have perpetrated a sexual offense will range from disciplinary probation with required counseling, to residential relocation or academic rescheduling, to suspension or dismissal from the University.

APPENDIX D

STATEMENT ON PLAGIARISM

In writing papers, reports, and summaries for your University courses, you will be held responsible for knowing the difference between legitimate and illegitimate use of published source material. Illegitimate use is called plagiarism, and at Huntington University, the penalty for plagiarism may range from a grade of F on the work in question to failure of the course. (Intentional plagiarism is a much more serious offense than “unconscious” plagiarism, although the student is obligated to avoid both).

Plagiarism is the use of the ideas, information, or wording of another without proper acknowledgment, leaving the false impression that the material is original with you. Everything that you quote, paraphrase, or summarize from another source must be referenced properly (in the current MLA or APA style, as requested by your professor). The only exception to this is information that is common knowledge in the field that you are exploring—that is, facts, dates, and figures that are well known to the experts in the discipline and thus are not the property of any specific author.

The MLA Handbook for Writers of Research Papers (New York: Modern Language Assn., 1984) has this to say about the varieties of plagiarism:

...to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else... The most blatant form of plagiarism is to repeat as your own someone else’s sentences, more or less verbatim... Other forms of plagiarism include someone else’s particularly apt phrase without appropriate acknowledgment, paraphrasing another person’s argument as your own, and presenting another’s line of thinking... as though it were your own. (sec 1.6)

NOTE: This handout has been printed without clear line spacing, to conserve space; the MLA Handbook calls for your research paper to be double-spaced throughout, “including the heading, the title, quotations, and bibliography” (sec. 3.4), the form in which publishing companies wish to receive it.

Following are examples of proper and improper handling of original source material. First, the original source paragraph upon which the examples will be based:

a. Original Source

The first step in helping children adjust to relocation is to acknowledge the idea that children are affected by moving. Parents and teachers can then talk to children about what to expect during the move and in their new surroundings. Children need to know that loneliness is normal. Families can hold meetings in which children can feel free to ask questions, air concerns, and resolve anxieties. Adopting a positive attitude is very important, as the optimism spreads (Smardo 10).

b. Examples of Proper Acknowledgment

(1) Direct Quotation

(a) QUOTATION OF THE ENTIRE PARAGRAPH: Enclose in quotation marks if four lines or shorter; otherwise, indent ten spaces (double-space--see note above) and omit quotation marks. Indicate author and page number for both long and short quotations (but do not repeat any part of the citation that has already been mentioned in your comments that introduce the quotation).

(b) PARTIAL QUOTATION: Use quotation marks around the portion of the original source paragraph that you choose to quote; omissions within the quoted portion are indicated by ellipsis (...), and your own insertions into the quotation are enclosed in square brackets [].

EXAMPLES:

Moving can be a traumatic experience for children and parents, and teachers should “acknowledge the idea that children are affected by moving. ...Children need to know that loneliness is normal.” (Smardo 10).

Moving can be a traumatic experience for children. Smardo suggests that “adopting a positive attitude [toward the move] is very important, as the optimism spreads” (10).

(2) Paraphrase or Summary

A paraphrase or summary of the original source must be your composition written in your own style and using your own wording. Quotation marks are not used, but the usual citation of source and page number must be clearly indicated--just as in the case of directly quoted material.

EXAMPLE:

Moving can be a traumatic experience for children. Smardo suggests that parents and teachers can help by openly and optimistically discussing the move with the children (10).

c. Examples of Plagiarism or Improper Acknowledgment

(1) Direct Quotation Without Proper Acknowledgment

(a) FAILURE TO USE QUOTATION MARKS AND TO INDICATE SOURCE: The second sentence of the following example is copied from Smardo without proper acknowledgment.

EXAMPLE:

Moving can be a traumatic experience for children. The first step in helping children adjust to relocation is to acknowledge the idea that children are affected by moving.

(b) INDICATION OF SOURCE, BUT FAILURE TO USE QUOTATION MARKS: The second sentence in the following example is directly copied from Smardo without proper acknowledgment by quotation marks, even though the author’s name and page number are given.

EXAMPLE:

Moving can be a traumatic experience for children. The first step in helping children adjust to relocation is to acknowledge the idea that children are affected by moving (Smardo 10).

(2) Attempts to Avoid Direct Quotation Which Fail

(a) RUNNING TRANSLATION: The actual wording of the source is avoided by the use of synonyms and slight rephrasing, but the sequence of ideas and general sentence structure mimics the source. Omitting a passage of the original or inserting one of your own does not make this legitimate even if the source is cited. The following example (with the unacceptable synonyms and slight rephrasing in Italics) is a running translation that is still plagiarism even though the source is cited.

EXAMPLE:

Moving can be a traumatic experience for children. The first *thing to do* to help kids adjust to the move is to *admit* that children are *bothered* by it. Then parents and teachers can *tell kids* what to *anticipate* while moving and *settling* into their *new home*. (Smardo 10).

(b) PATCHWORK QUILT: In this type of plagiarism, portions of the original source are inserted into the one’s own composition without the use of quotation marks. Even though the source is cited, this is still plagiarism. (The offending passages are in Italics in the example).

EXAMPLE:

Moving can be a traumatic experience for children. The trauma can be alleviated, however, if parents and teachers talk to children about what to expect, *let them know that loneliness is normal*, and encourage them to *ask questions, air concerns, and resolve anxieties*. *Adopting a positive attitude is very important* for helping children overcome the difficulties involved in moving to a new location (Smardo 10).

(c) SUMMARIZING WITHOUT CITING THE SOURCE: Even a good summary in your own words is plagiarism if you fail to acknowledge the source. In the following example of plagiarism, an otherwise acceptable summary becomes plagiarism because there is no citation of the source of the ideas for the summary.

EXAMPLE:

Moving can be a traumatic experience for children. It is a good idea for parents and teachers to help by openly and optimistically discussing the move with the children.

Work Cited:

Smardo, Frances A. “Helping Children Adjust to Moving.” Children Today, 16.3 (May-June, 1987): 10-13.

Updated and Revised by the HU English Department and Authorized by the Academic Concerns Committee, September 1989.

PHONE NUMBERS TO KNOW...

Use 260-359 before extension when calling from off campus.

INFORMATION FOR Phone numbers as of June 1, 2008	PHONE	EXT.
Academic Support & Tutoring	Kris Chafin	4290
Academic Programs	Dr. Norris Friesen	4009
Admissions	Jeff Berggren	4000
Athletics	Gary Turner	4284
Bookstore	Candy Smith	4070
Business & Billing Matters	Shelia Hacker Becky Lyons	4023 4004
Business Director	Tom Ayers	4002
Campus Employment	Sharon Woods	4014
Campus Ministries	Bill Fisher	4031
Career Counseling	Martha Smith	4040
CLEP Testing	Kris Chafin	4290
Counseling	Dave Kiningham	4121
Enterprise Resource Center	Kay Schwob	4104
Financial Aid	Sharon Woods	4014
Food Service	Mary Etta Daniels	4259
Freshman Program	Grace McBrayer	4286
Health Services	Donna Heck	4092
Housing & Student Life	Jesse Brown	4028
ID Pictures	Margaret Pasko	4026
Insurance	Margaret Pasko	4026
Library	Robert Kaehr	4063
Mail Box Key	Amy Johnson	4034
Parents' Association	Pete Schownir	4045
Parking/Vehicle Registration	Margaret Pasko	4026
President's Office	Dr. G. Blair Dowden	4049
Public Relations	John Paff	4051
Registration & Advising	Beth Dubois Susan Akins Sarah Harvey	4080 4011 4010
Student Activities	Jesse Brown	4028
V.P. for Student Development	Ron Coffey	4029
Teacher Education	Dr. Terrell Peace Sarah Harvey	4224 4010
Transcripts/Transfer of Credit	Sarah Harvey	4010
Veteran's Educational Benefits	Beth Dubois	4080

FACULTY PHONE NUMBERS

Use 260-359 before extension when calling from off campus.

FACULTY	EXT.	FACULTY	EXT.
Ballinger, Mr. Bryan	4320	McEowen, Mr. David	4226
Bergdall, Dr. Chaney	4234	Mac Donald, Mrs. Carla	4220
Bergler, Dr. Thomas	4285	McPherran, Dr. Ann	4225
Bordeaux, Dr. William	4204	Michel, Ms. Barb	
Brautigam, Dr. Dwight	4223	Michelson, Dr. Paul	4242
Burch, Dr. Beth	4201	Miller, Dr. Kevin	4278
Buchholz, Dr. Bobbi	4208	Myers, Dr. Robert	4318
Burson, Ms. Susan	4150	Nalliah, Dr. Ruth	4203
Choi, Ms. Silvia	4322	Newton, Dr. Gary	4111
Clark, Dr. Lance	4281	O'Donnell, Mr. James	4236
Coffman, Ms. Rebecca	4272	Peace, Dr. Terrell	4224
Custer, Ms. Sharon	4160	Priddy, Dr. Evelyn	4233
Davenport, Ms. Jody	4214	Priest, Dr. Wayne	4232
Doughty, Dr. Del	4245	Rahn, Dr. David	4228
Duffer, Mr. Jay		Rowley, Dr. Michael	4277
Evans, Dr. Bruce	4202	Ruiz, Mr. Matthew	4148
Fairchild, Dr. Mark	4235	Ruthi, Dr. Mary	4238
Felker-Jones, Dr. Beth	4304	Shortridge, Mr. Lee	
Fetters, Dr. Luke	4151	Smith, Dr. Jerry	4207
Heller, Dr. Jack	4219	Smith, Dr. Tim	
Holtrop, Dr. Stephen	4166	Spedden, Dr. Patricia	4265
Hopper, Mr. W. Kenneth	4271	Steury, Dr. Cindy	4229
Jones, Dr. Francis	4205	Turner, Ms. Kathy	4239
Jones, Dr. Karen	4270	Updike, Ms. Connie	4218
Killian, Dr. George	4247	Urschel, Dr. Linda	4244
Landon, Mr. Bob	4274	Webb, Dr. Jeff	4243
Lee, Dr. Steven	4241	Wetherbee, Dr. Win	4206
Lee, Ms. Twyla	4252	Wickersham, Ms. Anita	4227
Leeper, Mr. Steve	4319	Winter, Dr. Margaret	
Lehman, Dr. Jeffrey	4209	Woodruff, Dr. David	4230
Lynn, Dr. Robert	4266	Woodruff-Tait, Dr. Edwin	4254
Martin, Dr. Todd	4240	Worfel, Dr. Paul	4314

Phone numbers as of June 1, 2008

FREQUENTLY CALLED NUMBERS

When calling from off campus use 260-359 before extension numbers starting with 4 and 260-358 before extensions starting with 3.

LOCATION	EXTENSION
Baker / Roush Lounge	3500
Campus Police	224-1412
Commuter Lounge	2054
Computer Lab	4268
Computer Services Help Desk (University Internet problems only)	4090
DC Menu	3333
Hardy / Wright Lounge	3646
Hardy Basement Lounge	3579
WQHU 105.5 FM Request Line	4113
Huntington Seven Theaters	358-0240
Huntingtonian / Mnemosyne	4041
Joe Mertz Center	3696
Learning Center	4290
Library After Hours	1079
Library Information Desk	4055
Maintenance	4053
Menu Hotline	3333
Norm's Place	4083
Baker / Roush Hall RD office	3515
Forester Village RD office	
Hardy Hall RD office	3571
Livingston Hall RD office	
Miller / Meadows Hall RD office	3800
Wright Hall RD office	3647
MPERC	4288
Senate Office	3553
Theater Box Office	4277
Time & Temperature	356-1331
Wright Basement Lounge	3796

Phone numbers as of June 1, 2008
Huntington University website is www.huntington.edu