



STUDENT HANDBOOK
2017-2018

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*Revisions could be made over the summer to the student handbook. The “Official” handbook will be available online:
<https://www.huntington.edu/peoria/commuter-life>.

Introduction

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.**

Huntington University Community Life Agreement

Huntington University is a Christ-centered liberal arts institution with a strong relationship with the Church of the United Brethren in Christ. Huntington University desires to be a community that honors Jesus Christ and that emphasizes that the Christian life is primarily positive rather than negative. Creative, loving service to others is more important than adherence to a list of detailed prohibitions. As Huntington University strives to become a more Christ-centered community, we agree together to accept the following community life standards.

Members of the university community are urged to follow the Bible's guidelines for Christian living. We should be relating to each other in a spirit of mutual dependence and accountability, loving others, sharing the Gospel throughout the world, demonstrating evidence of the Holy Spirit working through our lives, seeking justice, working for peace, working to reduce poverty, seeking reconciliation, being good stewards of our bodies as well as our talents and resources, reflecting Christ in our appearance and behavior, and taking care of the world God has created for us.

It is recognized that Huntington University expectations of behavior, based on Biblical teaching and community standards, may be different from behavioral expectations of societal laws and norms.

The Bible clearly calls Christians to maintain high standards of sexual purity. Sexual relations are reserved for the institution of marriage between a man and a woman. Possession or use of sexually obscene or pornographic matter in all forms is prohibited. These guidelines apply both on-site and off-site.

The Bible condemns drunkenness but does not categorically forbid the use of alcohol. The use of alcohol, the possession of alcohol, or being under the influence of alcohol is prohibited on-site and at all university sponsored events. Students in the traditional undergraduate program are prohibited from using, possessing, or being under the influence of alcohol off-site. All other members of the university community are urged to avoid the use of alcohol off-site and are prohibited from the following: the abusive use of alcohol, the use of alcohol in the known presence of traditional undergraduate students, and the use of alcohol while representing the university.

The use of any tobacco products on-site and at all university sponsored events is prohibited. Members of the university community are urged to abstain from the use of tobacco products off-site. The use of tobacco products when representing the university is prohibited.

Gambling on-site and at all university-sponsored events is prohibited. When members of the university community are off-site, they are urged to abstain from gambling.

Members of the university community are urged to follow the Bible's injunction to encourage each other through conversation and to avoid lies, profanity, gossip, obscenity, and other negative uses of language.

Any activity that is prohibited by law, where the nature of the offense and circumstances pose unreasonable risks to Huntington University or its staff, faculty, or students, is also prohibited for members of the Huntington University community, whether on-site or off-site. This includes, but is not limited to offenses against another person or his/her property and offenses involving the use or possession of illegal drugs, harassment, intimidation, and public health and decency.

The name of Huntington University may not be used in connection with any activity or function involving departure from the standards outlined in this agreement, nor may site facilities be used in publicizing such activity or function.

Rationale for Community Life Agreement

Guiding Principles - Huntington University's mission statement points out that the university "...is a Christ-centered liberal arts institution of higher education with a strong historic and ongoing relationship with the Church of the United Brethren in Christ." Huntington University agrees that no one single principle could be used to establish specific community life standards that further the university's mission while also being fair and consistent. Ultimately, HU has settled on three guiding principles that form the underlying rationale for the community life agreement.

- **The first principle** is Biblical doctrine. It is essential to be consistent with what the Bible teaches. The Bible prohibits some activities, warns against excess in other areas, and does not directly address some additional practices. This sometimes creates a tension between Christian liberties on the one hand and, on the other hand, Christians' responsibilities to each other in the body of Christ.
- **The second principle** is the developmental process that college-age students are undergoing. Young people may not be ready to make wise decisions about particular activities at a point in their lives when their values and priorities are still emerging and their self-identities are still in flux. This developmental principle includes physical, social, mental, and spiritual development.
- **A third principle** is community. Each choice that is made by a member of the Huntington University community can either add to the feeling of community or detract from it. The community life agreement should reflect the values of the community and should challenge members of that community to grow in positive ways. Members of the community should be willing to confront each other in a spirit of Christian love and should hold each other accountable for their behavior.

In addition to the three guiding principles, respect for the laws of our society dictates that Huntington University employees and students should observe federal, state, and local statutes, except in those cases where society's laws are in disagreement with God's laws as expressed in the Bible.

Living as Christians in Community

All students and employees of Huntington University are also members of various other communities, such as families, churches, neighborhoods, professional groups, vocational groups, and hobby groups. Those communities sometimes have different behavioral expectations for their members than does Huntington University. The university itself is the heart of the Huntington University community. It is the primary gathering place for the community and the only location in which the community meets in its entirety. Therefore, it is particularly important that on-site lifestyles should reflect the values of the Huntington University community. Members of that community should be conscious of the impact that their behavior might have on those around them. It is recognized that Huntington University expectations of behavior, based on Biblical teaching and community standards, may be different from behavioral expectations of societal laws and norms.

Christians are called to relate to each other in a spirit of mutual dependence and accountability (I Corinthians 12:12-31, Ephesians 4:1-6). As we grow together in our Christian community at Huntington University, we should display a Christ-like emphasis on loving others (John 13:34-35), sharing the Gospel throughout the world (Matthew 28:19-20), demonstrating evidence of the Holy Spirit working through our lives (Galatians 5:22-23), seeking justice (Micah 6:8), working for peace (Matthew 5:9), working to reduce poverty (Luke 12:33), seeking reconciliation (Matthew 18:15-17), being good stewards of our bodies (I Corinthians 6:18-19) as well as our talents and resources (Matthew 25:14-30), reflecting Christ in our appearance and behavior (Colossians 3:17), and taking care of the world God created for us (Genesis 1:26-31).

Sexual Activity

The Bible states that God created sex to be enjoyed within the marriage relationship between a man and a woman (Genesis 2:24, Ephesians 5:31). Other types of sexual relations are clearly condemned (Romans 1:24-27, I Corinthians 6:9-10). As a community, Huntington University affirms the importance of adhering to the Biblical standards of sexual purity.

Pornography

Pornography's purpose is to produce the sort of lustful thoughts that the Bible rejects (Matthew 5:27-28). That concern is reflected in the Social Standards of the Church of the United Brethren in Christ ("...distribution of pornographic material in various media is one of the causes of the moral decline in our nation.").

Alcohol Use

Alcohol use is a complex and controversial issue for Christians. While the Bible speaks strongly against drunkenness (Ephesians 5:18, Galatians 5:21, Romans 13:13), it is also true that Jesus' first miracle involved turning water into wine (John 2:1-11) and that the use of alcohol is not condemned in the Bible. The developmental principle is certainly relevant to the use of alcohol. University students may lack the maturity necessary to make responsible choices about drinking <http://www.hsph.harvard.edu/cas/>. The community principle is also of major concern when considering the use of alcohol. Allowing alcohol on site or even allowing students to be on-site while under the influence of alcohol would be likely to change the character of the institution in ways that would not be desirable.

Most Huntington University students are not yet old enough to drink legally. While 21-year-olds could be allowed to drink without violating the law, the difficulties of keeping the site alcohol-free would be much greater in that situation. And, students under the age of 21 would be much more likely to find themselves in social situations in which their slightly older classmates were using alcohol, thus creating more temptations for illegal under-age consumption of alcohol.

Another consideration in establishing an alcohol policy is the statement in the Social Standards of the Church of the United Brethren in Christ, which says "...the abuse of alcoholic beverages is harmful to our physical bodies and is a detriment to the best stewardship and witness of our lives."

The Office of Student Life has ample educational resources, provided on the student portal, that can enable students in the traditional undergraduate program to make wise decisions about alcohol use, both while they are at Huntington University and after they leave the institution.

Tobacco Use

Tobacco is not mentioned in the Bible. However, the need to be good stewards of our own bodies (I Corinthians 6:20) implies that the use of tobacco including electronic cigarettes is not a wise choice for Christians. The harmful effects of tobacco use are well known in modern societies. Certainly the impacts of tobacco use would not enhance the quality of community life on the Huntington University site. The use of tobacco is not permitted on site and includes streets, sidewalks or properties contiguous to the University.

Gambling

Gambling, according to the Social Standards of the Church of the United Brethren in Christ "...stimulates the desire to get something for nothing and...seeks material gain by a fatalistic faith in chance." As such, gambling violates the Bible's emphasis on keeping free from the love of money (Hebrews 13:5). Christian stewardship of money and the Christ-centered focus of life at Huntington University certainly would not be enhanced by gambling.

Gambling is defined by the University as risking one's money for the chance to win more money, including lottery games. However, the following activities would not be considered as gambling: playing cards for chips but without an exchange of money, games or contests with minimal entry fees and a prize for the winner (for example, euchre tournaments), and fundraising raffles for charitable causes.

Speech

The Bible emphasizes that Christians should be careful in how they speak. For example, lies should be avoided (Proverbs 6:16-19), as should profanity (Exodus 20:7), gossip (Proverbs 20:19), and obscenity (Ephesians 5:4). Instead, Christians should focus on building up those around them through their speech (Ephesians 4:29). In addition to the Biblical principle, the principle of community suggests that Huntington University would be more Christ-like if employees and students would consider those Biblical guidelines when engaging in conversations, whether they are on-site or off-site.

Entertainment

The field of entertainment presents some challenges for Christians. For example, dancing is not forbidden in the Bible but has sometimes been viewed negatively by Christians because of its association with other undesirable behaviors. R-rated movies have been a concern because the content of many of those movies is not compatible with the Christian standards that Huntington University supports. The developmental principle suggests that students may benefit from some guidance in

making mature decisions about entertainment. The principle of community supports the desirability of being particularly sensitive to Christian principles when dealing with entertainment on-site.

Respect for Laws

The Bible urges Christians to respect the laws of the society in which they live (Romans 13:1). However, the Bible also points out that if societal laws are in conflict with God's laws, then God's laws should take precedence (Acts 5:28-29).

University Policies

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. In addition to adherence to university policies, students are expected to abide by all federal, state and local laws. 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. The following Huntington University Community Standards are not exhaustive, but are intended to give a student an idea of the types of behaviors that may result in disciplinary action.

Blogging/Social Media

Views expressed by members of the university community on social media, 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.

Bullying

Bullying is the verbal, written, or physical abuse of another person beyond a reasonable expression of opinion which causes or is likely to cause another person physical or psychological harm. This includes humiliation, stress, emotional harm or which is harassing in nature is strictly prohibited.

"Bullying" is conduct that meets some or all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more students;
- is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more students;
- Adversely affects the ability of a student to participate in or benefit from the university's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and, is based on a student's actual or perceived distinguishing characteristics or is based on an association with another person who has or is perceived to have any of these characteristics.

Campus Crime Act

Statistical information regarding campus crime at our Indiana location, as per the Crime Awareness and Campus Security Act of 1990 is published annually in a brochure and is available for students on our website: <https://www.huntington.edu/student-life/health-safety/campus-police>.

Dancing

Social dancing is permitted for students during Huntington University sponsored dances. These dances will have a staff and/or faculty presence and abide by the standards endorsed by Huntington University. Themes for dances are encouraged. Each dance's playlist, including song lyrics, must be approved in advance by the Student Concerns Committee. An application for hosting a dance can be found on the portal page at <https://my.huntington.edu/ICS/Students/Organizations/SGA/>.

Discrimination and Harassment Policy Statement

Huntington University prohibits unlawful discrimination on the basis of race, color, national origin, age, religion, disability, gender, marital status, or other characteristics protected by federal, state or local statute or ordinance.

Huntington University affirms its commitment to maintaining a learning, working, and living environment that is fair, respectful, and free from harassment. Harassment may take place in any form, including conduct that is oral, physical, written, or visual. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm based on discrimination toward others' attributes as stated above.

What do you do if you believe you have been subjected to harassment or discrimination?

- Report incidents directly to Student Life by calling Jesse Brown (260-224-1408), the Associate Dean for Student Development
- If you feel unsafe call 911 at any time or Jeff Berggren, Director of AZ Operations (260-224-2991) between the hours of 6:00 pm – 6:00 am.
- Preserve any evidence (graffiti, voice-mail message, email message, letter, etc.).

What will Huntington University do in such cases?

The Arizona Staff promises to:

- Meet with you promptly.
- Treat you and your concern with respect and sensitivity.
- Take every case seriously, pursuing disciplinary action up to and including dismissal.
- Seek justice, richer understanding, and ultimately restoration of all involved.
- Conduct a disciplinary hearing within 48 hours of completion of investigation
- Provide appropriate support for offended party(s)

Students are expected to be respectful of the individual rights and freedoms of others within the Huntington University community, including faculty, staff, students, and visitors. If a shared sense of understanding does not exist between community members, students are still expected to exhibit an outward sensitivity to the inherent diversity within the HU community. Conduct that denigrates or shows hostility or aversion toward an individual based upon an individual's race, color, gender, national origin, age, disability, religious or denominational difference, or any other basis will not be tolerated.

Examples of consequences for violation of this policy may include one or a combination of the following:

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from campus housing
- Disciplinary probation
- Suspension
- Dismissal

Diversity

Huntington University has a Biblical expectation to foster an environment that reflects the body of Christ: all members of our community, regardless of race, ethnicity, national origin, gender, age, and/or disability, are valued and appreciated for their diversity and role in the university. In doing so, we enrich our community and ensure our vitality by developing intercultural competency skills, engaging persons from many cultural backgrounds, and increasing opportunities for underrepresented students, faculty and staff to attend and be employed at the university.

Dress Code

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 halters or crop tops), and shoes or sandals are to be worn in all buildings.

Grievance Procedure for Non-Academic Issues

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 Life. 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 Life, 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 Life 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 Life, 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.

*** For Students residing in and taking classes in Arizona:** If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov. This student grievance procedure appears in two places in the index: 1. Grievance Procedure for Non-Academic Issues or 2. Grievance Process. The Huntington University's Arizona Center for Digital Media Arts Student Handbook <https://www.huntington.edu/residence-life>.

Hazing

According to the law, hazing is defined as "Any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug, or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person or other person, or which subjects such student or other person to extreme deprivation of sleep or rest or extended isolation." Students involved in or an accessory to hazing will be subject to disciplinary action which may include suspension or dismissal.

Illegal and Prescription Drugs

Huntington University prohibits the unlawful possession, use or distribution of illegal drugs, controlled substances or paraphernalia (including, pipes "rolling" papers, etc.) by students on or away from campus. Students are expected to use legal prescriptions according to their prescribed purpose and dosage. Sharing or selling prescription drugs will be considered a violation of this policy and will result in disciplinary action.

Inappropriate Behavior

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other university activities, including its public service functions on or off campus, or other authorized non-university activities when the activity occurs on university premises will be considered violations subject to disciplinary action. Some examples include but are not limited to: actions, language, or technological communications that constitute unlawful harassment, threats, intimidation, stalking, or hate violence directed toward a member of the Huntington University faculty, staff, student body, or toward a visitor on site.

Internet Use

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.

Interrupting the Duties of a University Official

It is against Huntington University policy for a student to act in such a way as to interrupt or impede the duties of a Huntington University staff person. Students that provide misleading information or are involved in other activities that may prohibit a University official from performing their duties successfully will be subject to disciplinary action.

Intimidation, Verbal or Physical Altercation

Huntington University is committed to creating a Christ-centered academic community where its members can engage in their educational activities with a sense freedom and safety. To that end, physical violence toward another person is strictly prohibited. The university will not tolerate expressed or implied threats against others. Any conduct that threatens or endangers the health, physical or emotional safety of a community member, including oneself, either on or off site, is not acceptable. This may also include any conduct violation motivated by bias toward characteristics including, but not limited to, race, gender, religion, or class will result in significantly more serious sanctions, and may result in immediate suspension or expulsion.

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 Life should be consulted.

Missing Students

Huntington University personnel are concerned for the wellbeing and safety of each student, and will react appropriately if a student is determined to be missing. A student is considered to be "missing" under this policy if their absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Examples include, but are not limited to: possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare. In the case of a missing student, university staff may notify the student's emergency contact. Any student who has information that a student may be missing must Director of AZ Operations, Jeff Berggren.

Non-Voluntary Withdrawal

Huntington University provides free counseling services via phone or skype to all undergraduate Arizona 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 can be located on the student portal.

Pregnancy

In the event of an unmarried student's pregnancy, Huntington University's response is to surround the students involved with support and resources. Both the male and female students may remain enrolled at Huntington during and after pregnancy. Huntington University's intent is to offer grace to those who are repentant, provide continuing accountability, and restore all students to the community.

Public Relations

In an effort to promote the university, University Relations frequently disseminates information, including photographs, regarding activities on site to the media as well as to the general public through the university's website and social media. This information includes, but is not limited to, Dean's List designations; graduation announcements; film, broadcast and graphic design involvements; general site photos; and images from various activities on site, such as Film Festivals.

University Relations only releases information designated as directory information by the university. University Relations may release directory information to the media and publish that same information on the university's website without the student's prior consent. (See "Student Records and Privacy" for a definition of directory information.) Permission is required, however, for photos or videos of children or subjects who are primarily being featured in advertisements or promotions in which a person's name, image and/or likeness are being used in the context that implies endorsement. Persons may request that information not be disclosed to the media or placed on the website by completing a request to University Relations.

All information, photographs and graphics generated by the Office of Public Relations are property of the University and must be used within the guidelines in which they are released. "Huntington University" is a registered trademark protected by Federal law. The name, logo, and symbols of the University may only be used in connection with officially sanctioned activities, functions and events, and may not be used in any manner contrary to the university's mission and Community Life Agreement. Any use of "Huntington University" or any form thereof on any social media sites must be approved by a member of the university's Administration or the Marketing Task Force, and full editing rights must be provided to at least one of those members. Social media sites include but are not limited to Facebook, Twitter, Skype, YouTube, LinkedIn, Periscope, and Snap Chat.

Sexual Assault Policy (For Huntington University)

Huntington University is deeply committed to providing a safe academic and working environment for its students, faculty and staff. The university is particularly concerned about the increasing number of sexual assaults occurring on the nation's college campuses. HU condemns any form of sexual offense as defined within the policy. Should members of the university community become a victim of, or have knowledge of, a sexual assault occurring on university property, or occurring in the course of a university sponsored activity or perpetrated by a member of the university community, they are urged to report the incident to site authorities immediately.

Through its educational efforts, Huntington University seeks to encourage healthy relationships among its students. Whenever sexual offenses occur, trust and the sense of Christian community the university seeks to develop are violated. Such violations not only impact those directly involved in the incident, but also, sub communities of the university that affect the broader community as a whole.

This policy delineates how Huntington University defines sexual assault, how decisions are to be made, when this policy is implemented, what types of behaviors are prohibited, how violations will be addressed, and how survivors of sexual assault will be supported by the university. For the complete policy on sexual assault, please access the campus health and safety home page <https://www.huntington.edu/student-life/health-safety>.

Storm Warning / Dust Storm Warning

In the event of a storm or dust storm warning, appropriate personnel will notify the students through Emergency Alerts sent out via email or text. You should seek shelter in the building with rooms that don't have windows and remain there until an "all clear" message is given.

University Website

The **University Website** <https://www.huntington.edu/peoria> is an educational site that serves the university 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.

Weapons

The possession and/or use of weapons on school property or at any HU sponsored function or event is strictly prohibited and will be taken and may result in a fine. In addition to firearms and ammunition, weapons include, but are not limited to: knives with blades in excess of three inches, butterfly knives, BB guns, firearm reproductions, slingshots, martial arts weapons, bow and arrows, paint ball guns, Airsoft guns, stun-guns, Tasers, etc. It should be understood that any object used to threaten, intimidate, or harm someone else may be interpreted as a violation of this weapons policy. Violators of this policy will be subject to disciplinary action and may face criminal charges.

Academic Life

The services provided and the policies implemented in the areas of community life, spiritual life, and commuter life are designed to help create and support an extension site 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**).

Advising

Each student is assigned an official University advisor. The list of these advisors is maintained in the Registrar's Office, which can be accessed by calling (260) 359-4011 or emailing Registrar, Sarah Harvey at sharvey@huntington.edu. 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.***

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. 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 Program Director, Phil Wilson.

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. film shoot, internship, 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.

Adding / Dropping a Class

A student wishing to drop or add a class may process a change of registration on the campus portal. Instructions for dropping and adding classes are found on the student tab. 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 an Individual Course Withdrawal form on the campus portal. 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.

Adding / Dropping a Class - Graduating Seniors

If you have applied for graduation, be sure to check in the Registrar's Office via phone or email to be sure that your change will not jeopardize your graduation.

Changing Your Major

A student wanting to change his/her major may submit a change in the student portal. The student will be notified of his/her new advisor.

Emergency Closings

Classes are rarely canceled for weather conditions. Most students live in the immediate vicinity of Huntington, and if it is at all possible for the professor to get on site, classes are expected to meet. When there is a severe storm or dust storm, or roads are flooded and become impassable, an announcement that classes have been cancelled will be posted on the University website, emailed, and texted to students. If a student is unable to attend class due to weather conditions, they should consult with their professor as soon as possible about the coursework missed.

Final Exams

Final examinations vary in length and are to be taken or submitted on the appropriate day/time during finals week. In case of illness, a student should notify their professor of their absence, 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.

Grievance Process

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.

* For Students residing in and taking classes in Arizona: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov. This student grievance procedure appears in two places in the index: 1. Grievance Procedure for Non-Academic Issues or 2. Grievance Process. The Huntington University's Arizona Center for Digital Media Arts Student Handbook <https://www.huntington.edu/residence-life>.

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 un-published 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). 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.

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. A more extensive statement on plagiarism is in the Appendix.

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. Parents of dependent students may receive copies of letters related to academic probation status.

Requesting a Transcript

In order for the Registrar's Office to release a transcript, federal law requires either a signed and dated request from the student or a request by the student on a secured website (the portal page). Verbal requests for a transcript (over the phone) and emailed requests that do not include a signature cannot be processed. Students may request a transcript from the student portal. Instructions for submitting a request from the portal are found at <http://www.huntington.edu/Registrar/Request-Transcripts/>.

Former students may set up an alumni account on the student portal and submit a request there, or send a signed and dated written note requesting a copy of the transcript. 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. 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 business office 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, identification number, address, telephone number, date and place of birth, major fields of study, classification, participation in recognized activities and sports, photograph, dates of attendance, full-time and part-time status, eligibility for licensing or certification and degrees and awards received. Students may request that directory information not be disclosed by completing a request from the Registrar's Office on the student portal. 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 the University

A student deciding to discontinue traditional undergraduate academic studies must inform the Coordinator of Student Services to initiate the withdrawal process prior to leaving campus. An exit interview with the Program Director is required. The process takes about 20 minutes to complete and benefits the student by documenting the withdrawal and initiating the return of the student's deposit.

Huntington University's Extension Site Life

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 Organizations

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 constitution is found on the SGA portal site <https://my.huntington.edu/ICS/Students/Organizations/SGA/>. 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 fundraising efforts must be approved by the Advancement Office.**

Events on Site

- **Alpha Chi Induction** - The induction of new members into Alpha Chi National College Honor Society takes place on the Friday of Homecoming every fall.
- **Elections** – Elections for all student government association (SGA) positions for the main campus in Indiana are held during the second semester for the following academic year. These include the four paid Student Government Association positions: president, vice-president, treasurer, and recording secretary. Also chosen at this time, are the various SGA members in which the Arizona location can have up to two members an academic year.
 - **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.
 - **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 Government Association standing committees. The Student Government Association Constitution and other information may be found on the student portal <https://my.huntington.edu/ICS/Students/Organizations/SGA/>.
- **Virtual Forester Awards Night** – Awards for the Professor, Male and Female Forester of the Year, and several academic awards are presented at this occasion, which is held virtually for all Arizona students to witness. The students elected to the "Who's Who among Students in American Colleges and Universities" are also recognized.
- **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.
- **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.

Honor Societies

- **Alpha Chi National Honor Scholarship Society** – 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.
- **NAEA** – The National Art Education Association, founded in 1947, is the leading professional organization for visual art educators and serves more than 20,000 active members world-wide. Its mission is to promote art education through professional development, service, advancement of knowledge, and leadership. HU's student chapter follows this mission and membership is open to art education majors who intend to promote the visual arts through a school, museum or gallery level.

Scheduling of Events

All organizational and school events are to be scheduled through Jamie Sanfilippo, the Coordinator of Student Services located in the HUB. Call (480) 939-5074 ext. 5009 for more information.

Student Clubs/Organizations

- **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.
- **Board Game Club** - This organization creates organized times where both students and faculty can interact and build relationships while playing board games.
- **Circle K** - is the college-level of Kiwanis International - the largest volunteering organization in the world dedicating to serving children. Circle K and Key Club are the largest student-led organization in the world. Circle K members serve the local community through whatever opportunities arise and raise funds for Kiwanis International projects. This club is a community dedicating to serving together through fellowship with one another and other levels of Kiwanis. Members come up with the projects and follow through with them in a fun, varying-commitment organization to serve God by serving his people.
- **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.
- **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.
- **Horticultural Club**- The purpose of the Huntington University Horticultural Club is to promote positive horticultural projects on site and in the community as well as to educate and raise awareness of horticulture and plants in general. Additionally, the Club aims to create an environment for building relationships and friendships between students, staff, and faculty around a common interest in horticulture.
- **Student Activities Board** - 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 Association** - Student Government Association 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 is-sues that pertain to the student body. Each year, the Student Body elects the Executive Board, made up of the president, vice-president, secretary, and treasurer; the representatives of the four classes; two representatives from each residence hall; two representatives-at-large; two commuter representatives; two Arizona representatives; one international student representative. Two PR members are selected by SGA. The Student government Office is located in the HUB.

*These clubs/organizations are represented on the main campus in Indiana, but can include Arizona students if notified the interest.

Student Publications: Monthly submissions must be reviewed and approved by our Coordinator of Student Services by the 2nd Friday of the month in order for it to be published on the next month’s publication.

- **The Film Strip** – A monthly electronic newsletter that allows students to publish stories, movie reviews, special events, and cartoon strips.
- **DMA Diaries** – A web series that is published monthly by students, which documents the day in the life of a DMA student.

Volunteer Opportunities

Friesen Center for Volunteer Service – The Friesen Center for Volunteer Service is a branch of Indiana Campus Ministries that encourages students to actively get involved in service projects that will have an impact on the world for Christ. Students can participate in a broad range of one time or ongoing service opportunities from local blood drives, to work days in the Huntington community, to short-term mission experiences. Programs include Habitat for Humanity, Bingo Buddies, YMCA, and many more. To see what volunteer opportunities are available, please call (260-358-3696 or email friesencenter@huntington.edu).

Commuter Life

The Commuter Life Program seeks to provide relational ministry, experiential growth, a learning environment, and community life for the students of Huntington University. Each of these areas overlap with one another: Ministry impacts student growth, classroom learning impacts community life, and growing in Christlikeness impacts the leadership of the university.

Learning Objectives – As a result of participating in the Commuter Life, students will:

- Facilitate healthy interpersonal relationships
- Enhance leadership skills through supervision, mentoring, and training
- Integrate faith with their chosen academic discipline
- Increase the awareness of personal and social responsibility
- Increase their ability to learn outside of the classroom throughout life
- Interact with themes that shape contemporary culture through dialog and student engagement
- Contribute to Huntington University community and wider world through volunteerism and reflection
- Enhance critical thinking skills and intellectual growth through exposure to diverse ideas and cultures.

HU AZ is a Commuter University. The facility is integrated with different majors and classes so that students have the opportunities to learn from difference classes, majors and, in some cases, genders. In socializing together, students are exposed to a variety of people and opinions as well as a host of shared experiences. This is why our students hang out on site during their years at Huntington University.

We are embracing our belief from the home campus to benefit our commuter site in AZ to include the development of informal mentoring relationships, a sense of community, healthy and balanced interpersonal relationships all of which happens at our Center.

Center Ministries Coordinators (CMC)

Our Indiana Campus has a Center Ministry Coordinator (CMC) who is an upper-class student that coordinates, delegates, encourages and is a resource for spiritual life at the main campus. CMCs are selected, trained, and supervised by the Office of Campus Ministries in Indiana. They will be coordinating with us to assist in our spiritual life in Arizona. As we grow in size we will eventually have our own CMC on site in Arizona. Our current point person, is our Residence Pastor, Isaac Murton, who's readily available to talk, pray, or coordinate any spiritual formation activity. You can contact him via email at imurton@huntington.edu.

Commuter Life Policies

Cooking

Microwaves are provided in the 2nd floor student lounge and 3rd floor kitchen. Please cover all food items when placed in microwave and keep clean at all times. There is also a fridge located in the 2nd floor student lounge. We ask that all students mark their food, clean up any food residue or spillage, and not take anything not belonging to you. Every Friday we will be cleaning out the fridge to avoid food spoiling over the weekend. Please keep all counter tops, appliances, and areas that you eat clean! We don't want to pick up after you or have an ant invasion. Any questions related to the food prep areas should be directed to the Coordinator of Student Services.

Early Arrivals / Late Departures

Any student who has an extenuating need to arrive to campus prior to the designated opening or stay late beyond the designated closing must get permission from the Program Director, Phil Wilson.

Fire Alarms and Fire Safety

Fire alarms are in place for the safety of the students in our building. Because of the absolute importance of this system and its reliability in accurately signaling a fire emergency, it is considered a severe violation of Huntington University and Arizona State fire safety guidelines needlessly setting off a fire alarm. Anyone involved in the setting of a false alarm will be subject to a minimum fine of \$500.00.

Fire Drills / Smoke Detectors

Unannounced fire drills will take place each semester to ensure proper building evacuation practices are known. Students in the building at the time of an alarm must evacuate as quickly as possible to that building's designated waiting area. Failure to evacuate may result in disciplinary action.

Firearms / Fireworks

Firearms are not permitted on site or at any site sponsored event. Fireworks, firecrackers, and similar explosives are prohibited on site or at any site sponsored function or event. Any or all of these items will be confiscated if found on site.

Front Desk

Located in the main atrium, the desk is staffed by a student worker or staff member during operating hours 8am-5pm.

Service Animals

A service animal is defined by the ADA as a dog or a miniature horse that has been individually trained to perform tasks to assist a person with a disability. The work or tasks performed must be directly related to the individual's disability. HU generally allows a service animal in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when it is accompanied by its handler. Students who plan to bring a service animal to campus are strongly encouraged to partner with the Director of the Academic Center for Excellence (ACE), Kris Chafin, especially if other academic accommodations are requested.

Posting Information/Signs on Site

Monitors are located on each floor. Any student who'd like to post information need to send their content to the Coordinator of Student Services, jsanfilippo@huntington.edu. If a student wishes to have a printed version on a poster or flyer, prior to print it must also be approved and placed by the Coordinator of Student Services.

Rooftops

Students are not permitted on the rooftop. Being on the roof may result in a \$100 fine.

Furniture Care

It is the responsibility of each student to keep the building neat and orderly. It is against university policy to remove any furniture from a room that is attached to the walls or placed in the rooms, as the likelihood is increased for this furniture to become damaged. Any furniture that is removed, exchanged, or damaged is subject to a fine. Please keep all university furnishings in the proper rooms, to prevent damages or accidental losses. This policy is in place to ensure the durability of the surfaces and joints as well as the proper placement of all furnishings. Contact a faculty or staff if you need to seek permission to move a piece of furniture.

Skateboards / Bicycles

For the safety of others and the protection of our facilities, skateboards, scooters, rollerblades or bikes are not to be used in buildings or on the cyc walls. Violators will be fined \$25.00 per violation. Students are encouraged to use the bike racks located outside of the building.

Solicitation

For the security and safety of our students, solicitation of any kind is prohibited within the building. Only those vendors that have received permission from the Director of Arizona Operations will be allowed to act as vendors within the building. If any student observes anyone involved in solicitation within the building, please report the individual(s) to a faculty or staff member.

Student Storage

On the 2nd floor in our student lounge, we have provided electronic lockers for our students to use during the day. Any items stored in these areas are to be neatly placed in the available locker. Huntington University is not responsible for the safety of any items stored in electronic lockers. Any items left in electronic lockers beyond the semester will be placed in Lost and Found. We will keep these items for another semester and if not claimed will become the property of Huntington University.

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

At the heart of our life together at Huntington University is the chapel experience that represents our acknowledgement of God among us. Chapel experiences offer the student an opportunity to participate in a total campus gathering designed to enlarge his/her spiritual, social, and academic life from a Christian worldview. Students are urged to be deliberate and intentional in choosing to participate in the experiences most suited to their needs and interests.

Spiritual Formation Participation

We do not require it, but strongly encourage that you attend and engage in spiritual formation activities!

Sunday Worship

Students are encouraged to worship regularly with one of the many congregations in the Huntington area. A list of nearby churches is online at <http://www.churchfinder.com/churches/az/peoria>.

Residence Pastor

Our site has a Residence Pastor, Isaac Murton, that coordinates, delegates, encourages and is a resource for spiritual guidance. If you need someone to talk with or need someone to pray for you, please reach out to Pastor Murton on Mondays or Wednesdays in his office or feel free to email him at imurton@huntington.edu.

Student Health and Wellness

Huntington University's Center for Digital Media Arts does not have health support staff on site. With that being said, if you are sick or have a medical emergency NextCare Urgent Care is a walk-in clinic that can provide health needs for you. There are two in the local vicinity from school that you can check-in online:

NextCare Urgent Care

9745 West Bell Road #105

Sun City, AZ 85351

623-742-2999

NextCare Urgent Care

20470 North Lake Pleasant Road

Peoria, AZ 85382

623-825-4600

AIDS

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 on our student portal.

Class Absence 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 student's parents to confirm 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.

Site Services

Academic Center for Excellence (ACE)

- **The Academic Center for Excellence (ACE)** provides academic services designed to help HU students achieve academic success. In individual or small group settings, these free supports range from peer tutoring (online, via phone, or in person) in a variety of courses to academic counseling in areas such as time management, test anxiety, test preparation, and learning styles. Any Arizona student who would need to seek out these services must contact the ACE Director Kris Chafin, (260) 359-4290 or kchafin@huntington.edu, to execute a plan of action to make the necessary accommodations that will meet the needs of that student.
- **The Writing Center** is open each week to help students improve their writing skills. Students may email their paper to request assistance in developing, organizing, expressing their ideas clearly, editing compositions, etc. There is no fee for these services and their paper can be submitted to kchafin@huntington.edu.
- **CLEP and DSST exams** - Students may earn HU course credit by passing CLEP and DSST examinations. Most can be scheduled any time of the semester at the student's convenience. Registration information is available on the student portal.
- **Services for students with disabilities:** Students with learning, orthopedic, neurological, psychiatric, sensory, or other conditions that substantially limit one or more major life activities may require accommodations to access the HU AZ location. In compliance with Section 504 of the Rehabilitation Act and the ADA Amendments Act as amended, the university will make reasonable accommodations for such students. The director of the ACE coordinates accommodations for students who have documented disabilities.

Bookstore

Can be accessed via web at <http://www.bkstr.com/huntingtonuniversitystore/home>. Students are able to purchase textbooks (new and used), reference books, bargain trade books, art supplies, school supplies, snacks, health & beauty supplies, retail gift

cards, and school spirit apparel & gifts may be obtained in the HU Bookstore. VISA, Discover, MasterCard, and American Express will be accepted.

Security

Huntington University values the safety and security of our site community. The Peoria area phone call away and will respond to any emergencies, which in turn provides a safe environment for students, faculty and staff. Harkin's Arrowhead Theater also has a security guard that parameters the parking lot and has offered his assistance, and watchful eye in case he notices something out of the norm. Also with all recognized state and local safety and emergency agencies, we expect that members of our community will comply with all directions given by security. Failing to cooperate will result in disciplinary action and a fine.

Career Development

The Career Development Office, located at our main campus, 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 on the student portal includes guides and workbooks for individual planning, occupational information, off-site employment, summer jobs, graduate and professional school information, and job search materials. In addition, an online computerized guidance program (Focus II) is available for students.

Specific services include:

1. Listing of job openings on Huntington University Career Services Facebook page.
2. Job Search Techniques class offered each fall for juniors and seniors, an online version for Arizona students is TBD.
3. Career Exploration class offered each spring semester for freshmen and sophomores an online version for Arizona students is TBD.

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 (260-359-4040) for more information.

Computer Lab

The Mac lab is located on the third floor and is open from 8:00am-10:00pm. Monday – Friday. If a student needs to access the lab during off hours, please contact the Learning Technology Manager, Eric Luce for access at eluce@huntington.edu.

Counseling

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 assists students with all real world experiences.

- **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.
- **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 the 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.
- **Additional Services Include:** Resume and Cover Letter writing and critique and Mock Interviews
- **On-Site Student Employment:** An on-site job provides an opportunity to earn extra money, meet people, develop transferrable job skills, learn time-management skills, gain experience, and get more involved at school.
- **Off-Site International Studies** - Want to see the world and earn college credit while doing it? Every year HU students participate in the many semester abroad programs available through the Off-Site and International Studies Office. There are

programs available on every continent of the globe (Sans Antarctica) offering classes relevant to every major; politics in DC, English at Oxford, biblical studies in Jerusalem. While these are just a few of the prospects available, they fit into a four-year college plan. Check us out at <http://www.huntington.edu/erc> stop by the Enterprise Resource Center or contact Kay Schwob, Director (x4104) or Kyle Shondell, Coordinator (x4310).

Library

Huntington University's main campus Library can be accessed through the following website, <https://www.huntington.edu/library>. HU library provides a myriad of online resources such as e-books through the online catalog, and journal articles from our databases. Arizona also has a media resource room, located on the third floor, equip with books and movies that can be checked out during business hours Monday-Friday from 8:00am to 5:00pm. A current student ID provides you privilege to check out a book or movie, which can be done so in the Equipment Cage. For questions regarding how to find a resource, use the library online catalog, search the database, etc., please contact Librarian, Anita Gray at agray@huntington.edu for further assistance.

Lost and Found

Lost and found is located behind the Welcome Desk. Lost items may be redeemed during normal office hours. Items found may be turned into the same office.

Workout Amenities

HU has a small workout room equip with a treadmill and an elliptical on the 2nd floor in the student lounge. For a student that would like more amenities, there is the Rio Vista Recreation Center, which is available for the community of Peoria. The affordable rates vary depending on how many visits each guest plans on making weekly or monthly. The amenities include: a Rockwall, gymnasium, racquetball courts walking track, exercise classes, and fitness center. Surrounding the recreation center is a pond for fishing, sand volleyball courts, outdoor grills, picnic area, softball fields, and a playground. An eco-friendly way to access the Rio Vista is by walking from Skunk Creek trail, which goes under the 101 overpass and allows for a quick route to these amenities. Skunk Creek Trail is South of HU, 0.5 miles down the road on your left.

Motor Vehicles and Parking

It is free to park at Huntington University and we do not require a tag for your motor vehicle. What we do ask is that you do not park overnight. If circumstances come up please notify our Director of AZ Operations, Jeff Berggren for approval.

Postal Services

The US Post Office is located on the intersections of N. 83rd Avenue and W. Emile Zola Ave just 1.7 miles away. Hours of operation are from 9:00 AM to 5:30 PM, Monday-Friday and 9:00 AM to 4:00 PM on Saturday. If you are unable to make it to the Post Office you can drop off stamped mail or packages to the Welcome Desk for pick up by the Postman.

Student Employment

The Enterprise Resource Center coordinates all on-site student employment opportunities. The university employs students in many areas, including but not limited to front desk coordinator, student ambassador, recruiter, equipment cage facilitator, and event coordinator. The Career Development Office coordinates all off-site employment opportunities, whether part-time or full-time. The link for student employment is on the student portal <https://my.huntington.edu/ICS/Students/>.

Community Problem-Solving Model

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:

- (1) Imminent threat to life, limb, or property,
- (2) Legal authorities,
- (3) Frequent repetition or severity of violation of offensive behavior necessitating immediate community response, and
- (4) 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.

Director of AZ Operations - If the person is not able to obtain the needed assistance from a fellow community member, or the student persists in unacceptable behavior, the Director of AZ Operations 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 Life will take disciplinary action. The formal judicial process is comprised of 3 students selected by Student Government Association and 2 faculty members selected by Faculty Concerns Committee. A Student Life 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 student concerns committee (SCC) 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.

HU 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 Life 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 Life.
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 Student Government Association student publications 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.

Parental/Guardian Notification

Students are encouraged during all levels of the Student Conduct Process to share information with their parents/guardians. University personnel seek student permission before contacting parents/guardians. However, due to concern for the safety and welfare of students, Huntington University reserves the right to contact parents/guardians in particular situations. Examples include, but are not limited to: hospitalization, serious injury, illegal activity, and major discipline offenses.

Spirit of Repentance

It is the desire of Huntington University to create an environment that welcomes honesty as students pursue full healing and restoration in their lives. We invite any student who may be struggling with an issue (including, but certainly not limited to those contained in the Community Life Agreement) to make contact with any member of the Student Life staff, in order that resources and support might be provided.

Appeals

A HU student has the right to appeal a disciplinary decision by the Office of Student Life. 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 Office of Student Life 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 Life. 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.

Discipline & Accountability

Discipline and accountability supports the Mission of Huntington University to educate students broadly for a life of moral and spiritual integrity, personal and social responsibility, and a continued quest for wisdom. Working in conjunction with the expectations of the Community Life Agreement and Academic Catalog, the university seeks to provide a redemptive environment where students are supported and challenged to lead Christ like lives.

Like all communities, we are responsible to hold each other accountable. This accountability can be done peer to peer, student leader to peer or faculty/staff person to student. We hope that students feel comfortable approaching one another or a faculty/staff person about the many challenges that they are facing. As stated below, it is the desire of Huntington University to create an environment that welcomes honesty as students pursue full healing and restoration in their lives. We invite any student who may be struggling with an issue to make contact with any member of the Student Life staff, in order that resources and support might be provided.

In the event that additional accountability is needed, the disciplinary process becomes essential. Most of the disciplinary issues that students encounter are resolved after an initial conversation and response. Many students make the necessary behavioral changes and continue moving forward in their university experience. In the event that further disciplinary responses are required, the severity of the response may be increased which may include community service, restitution and even suspension

or dismissal from the University. It is our hope that students will live lives of integrity and humility where the discipline process can serve as a teachable moment along their journey.

Alcohol

As stated above in the explanatory notes for the Community Life Agreement, alcohol use is a complex and controversial issue for Christians. While the Bible speaks strongly against drunkenness (Ephesians 5:18, Galatians 5:21, Romans 13:13), it is also true that Jesus' first miracle involved turning water into wine (John 2:1-11) and that the use of alcohol is not condemned in the Bible. The developmental principle is certainly relevant to the use of alcohol. University students may lack the maturity necessary to make responsible choices about drinking (<http://www.hsph.harvard.edu/cas/>). The community principle is also of major concern when considering the use of alcohol. Allowing alcohol or even allowing students to be on site while under the influence of alcohol would be likely to change the character of the institution in ways that would not be desirable.

Most Huntington University students are not yet old enough to drink legally. While 21-year-olds could be allowed to drink without violating the law, the difficulties of keeping the campus alcohol-free would be much greater in that situation. And, students under the age of 21 would be much more likely to find themselves in social situations in which their slightly older classmates were using alcohol, thus creating more temptations for illegal under-age consumption of alcohol.

For an alcohol violation, the following response is common:

- Disciplinary probation for 30 days. As a result, the student will be prohibited to participate in any extracurricular groups or organizations at Huntington University.
- Twenty hours of community service in 30 days depicted by the University. Failure to complete any or all of these hours will result in a \$10 fine per incomplete hour.
- Either a number of counseling sessions, reflection paper or meeting with a mentor.
- Online alcohol assessment (\$35 cost which is placed on your student account).

Alcohol and Arizona 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 Arizona. Additional information on the laws of Arizona may be found at the following website <http://www.azliquor.gov/faq.cfm>.

Penalties for Violation

The following are the penalties typically handed out by the Maricopa County Court with regard to the various offenses:

1. Driving while intoxicated (DWI)

a. First Offense – Driving under the influence is a Class 1 misdemeanor for a first offense. If you are accused of a first offense DUI charge in Arizona you will face the following penalties: Jail time: Minimum of 10 days in jail. Maximum jail sentence: up to 6 months, Minimum of \$250 in fines and up to \$2,500 in total fines and fees, possible community service hours, possible probation for 3 years, and license suspension with required ignition interlock device on your car. Nine days of your 10 day jail sentence may be suspended in many cases if you complete a drug/alcohol assessment and possibly attend an alcohol education class.

b. Extreme DUI – First Offense Laws and Penalties – An Extreme DUI charge in Arizona is defined as a DUI in which your blood alcohol level is .15 or higher. Extreme DUI is a Class 1 misdemeanor for a first offense. If you are accused of a first offense DUI charge in Arizona you will face the following penalties: Jail time: Minimum of 30 days in jail. If your blood alcohol level is above a 0.2 you could be looking at a mandatory minimum of 45 days in jail. Maximum jail sentence: up to 6 months, Minimum of \$250 in fines and up to \$2,500 in total fines and fees, possible community service hours, possible probation for 3 years, and license suspension with required ignition interlock device on your car for 1 year.

c. Second Offense within 7 years - Driving under the influence is a Class 1 misdemeanor for a first offense. If convicted of a 2nd offense DUI within 7 years: you could be required to serve a minimum of 90 days in jail depending on your blood alcohol level. The maximum jail sentence that you could be looking at is 6 months. If your blood alcohol level is between .15 and .199 you could be required to serve the mandatory minimum of 120 days and if your blood alcohol level is above .2 you could be required to serve the mandatory minimum of 180 days. The judge will require you to pay at least \$500 in fines and up to \$2,500 in fines plus additional surcharges. You will have a minimum of 30 hours community services. You will also lose your license for one full year. When your license is reinstated, you will be required to have an ignition interlock device. You will most likely be required to undergo some drug and alcohol evaluations as well as some treatment or education classes.

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

a. First Offense – It's considered a class 1 misdemeanor. It is possible to be sentenced to jail time and stuck with a criminal conviction, but that doesn't typically happen on the first offense unless the circumstances are extreme. In most cases, the penalties are a year of probation, fine, possible community service, and alcohol education or addiction programs. It is also possible you could meet with a probation officer for 6 months or more, and if there are no further problems, the charges against you can be dismissed.

b. Second Offense – For any subsequent offense, the minor will spend time in jail 30 days min. - 6 months max., may be subject to fines \$500 min. - \$2,500 max., attend a diversion program, and sentenced to a number of community service hours.

3. Public Intoxication

a. Refer to first or second offense above.

4. False Identification

a. This is considered a class 1 misdemeanor. If you use a fake ID, your driver's license will be suspended for up to 6 months for a first conviction. You'll also go to jail for up to six months in county and fined \$2,500. If you use another person's identity, that is considered a class 5 felony, which has a maximum fine of \$150,000 and a presumptive prison sentence of 1 ½ years.

5. Furnishing Alcohol to a Minor

a. Arizona law is very specific about providing alcoholic beverages to minors. If convicted, the penalties can include: maximum fine of \$2,500 plus surcharges, maximum jail sentence of six months, and a criminal record for life.

6. Driving While Suspended

a. Driving while your license is revoked or suspended is a crime as a Class 1 misdemeanor. It is punishable to a maximum of 6 months in jail, a maximum fine of \$2,500, and your car may be impounded.

7. Leaving the Scene of an Accident

a. Damage to a Vehicle: Failure to stop in this type of situation is a class 3 misdemeanor and punishable by 30 days in jail and up to \$500 in fines.

b. Accidents Involving Death or Personal Injury: Up to 2 ½ years in prison (Class 4 felony) or up to a year in prison (Class 6 felony).

Fees and penalties 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.

Health Assistance – HU AZ doesn't financially support a student's health needs, but can provide guidance.

Huntington University Counseling Center (260) 359-4027

Options at Huntington (260) 356-9601

Bowen Center for Human Services, Inc. (260) 356-2875

NextCare Urgent Care (Sun City) Walk-In Clinic (602) 547-2600

Appendix

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 "unintentional" 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. Plagiarism can occur in creative works, like poems and screenplays, as well as in research papers and reports. 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; other-wise, 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 dots (...), and your own insertions in-to 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.

(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 re-phrasing, 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 of-fending 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.