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STUDENT HANDBOOK

Some revisions to the student handbook document may be made over the summer. The “official” handbook will be available online at <https://www.huntington.edu/residence-life>. Huntington University strives to create and promote an atmosphere consistent with the Christian faith, which encourages the student to develop his/her fullest potential, both in and out of the classroom. This atmosphere is realized through a community of students, staff, and faculty who are distinguished by their commitment to each other and Jesus Christ as Lord and Savior. Huntington University is not only interested in teaching the student how to make a living, but rather more importantly, how to make a life. At Huntington University, students are encouraged to develop the skills and abilities necessary to respond to the different needs of those around them and the world they live in.

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

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-campus and off-campus. 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-campus 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-campus. All other members of the campus community are urged to avoid the use of alcohol off-campus 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.

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

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The campus 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-campus 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 campus or even allowing students to be on-campus 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.

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 should provide ample educational resources to students in the traditional undergraduate program to enable those students to make wise decisions about alcohol use, both while they are at Huntington University and after they leave the institution.

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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 campus. The use of tobacco is not permitted on campus 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-campus or off-campus.

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-campus.

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).

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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 campus 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 as per the Crime Awareness and Campus Security Act of 1990 is published annually in a brochure and is available for students in the Student Life Office and also at our website

<https://www.huntington.edu/student-life/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 play-list, 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.

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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 speaking to your resident director or by calling Dean of Students Office (260-359-4028) and/or by calling Director of Multicultural Affairs Office (260-359-4286). Residence hall staff are trained to take threats or expressions of hostility seriously and to provide peer support for those who have encountered bias-motivated incidents.
- If you feel unsafe call 911 at any time or Campus Police (260-224-1412).
- Preserve any evidence (graffiti, voice-mail message, email message, letter, etc.).

What will Huntington University do in such cases?

The Student Life 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 under-represented 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.

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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), 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 Student Handbook <https://www.huntington.edu/residence-life> and then choose Student Handbook.

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.

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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 to the campus.

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. A statement of “Guidelines and Responsible and Ethical Usage” is available in the computer lab.

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. This policy includes Resident Assistants in that they often act in an official capacity for the University. 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 campus, 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.

MAIL

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

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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 notify Campus Police and/or Residence Life staff.

NON-VOLUNTARY WITHDRAWAL

Huntington University provides free counseling services to all 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 a student or to others, anything that could cause property damage, or disrupts the normal activities of the University, he/she may be asked to withdraw voluntarily or may be subject to non-voluntary withdrawal. The procedure for non-voluntary withdrawal is on file in the Counseling Center.

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. The expecting mother may remain in the residence hall for the remainder of that current semester. However, because of the importance of prenatal care and the mother’s well-being, the student will be required to move off-campus beginning with the second trimester. Huntington University’s intent is to offer grace to those who are repentant, provide continuing accountability, and restore all students to the community.

UNIVERSITY RELATIONS

In an effort to promote Huntington University, University Relations frequently disseminates information, including photographs, regarding activities on campus to the media as well as to the general public through the University’s website. This information includes, but is not limited to, graduation announcements; athletic, theatre and music involvements; general campus photos; and images from various activities on campus.

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 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 in the University Relations office.

All information, photographs and graphics generated by University 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 University Relations, 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, and SnapChat.

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SEXUAL ASSAULT POLICY (FOR HUNTINGTON UNIVERSITY)

Huntington University is deeply committed to providing a safe academic, working and living environment for its students, faculty and staff. The university is particularly concerned about the increasing number of sexual assaults occurring on the nation's 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 campus 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](https://www.huntington.edu/student-life/health-safety).

STORM WARNING / TORNADO WARNING

In the event of a storm or tornado warning, appropriate personnel will notify the campus community via text and voice communication and local storm sirens will sound. You should seek shelter in a designated area and remain there until an "all clear" message is given.

The following locations are designated shelter areas in the residence halls:

- Baker/Roush Halls: Bathrooms on each floor, or storage or mechanical room in the basement.
- Forester Village: First floor bathrooms or storage/laundry located in the basement of 1913 and 817.
- Hardy Hall: Basement hallway near the resident rooms or bathrooms on each floor.
- Livingston Hall: Basement hallway and storage area or bathrooms on each floor.
- Meadows/Miller Halls: Bathrooms in the basement or on each floor.
- Wright Hall: Hallway adjacent to laundry room (NE corner) or bathrooms on each floor.

Other instructions will be provided by the Residence Life staff or Campus Police in the event of a major storm or tornado.

UNIVERSITY WEBSITE

The University Website <https://www.huntington.edu> is an educational site that serves the campus and provides information to the larger World Wide Web. Student home pages may be posted only through academic departments. Commercial uses of any home page are not appropriate.

WEAPONS

The possession and/or use of weapons on University property or at any HU sponsored function or event is strictly prohibited. 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. Huntington University Police reserve the right to confiscate any weapons found on campus, regardless of whether or not the owner has a current permit.

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ACADEMIC LIFE

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

Official academic policies and procedures are listed in the **University Catalog**. Students are expected to know and follow these policies and procedures and, therefore, are encouraged to review them periodically. A student is required to complete all course requirements listed in the **Catalog** for the year in which he/she first became continuously enrolled, or all the requirements of a subsequent Catalog for the period in which the student is enrolled.

ADVISING

Each student is assigned an official University advisor. The list of these advisors is maintained in the Registrar's Office. 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 office of the Academic Dean. Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

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ADDING / DROPPING / WITHDRAWING FROM A TRADITIONAL 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 or the first class day of summer terms (prorated for courses that do not follow the regular semester schedule and for special terms). 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. To withdraw from a class, a student has through the tenth week of the semester or the tenth class day of January or prorated for summer classes. 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 / WITHDRAWING FROM AN ONLINE CLASS

A student may not add an online class once the class has started. A student may only drop a class if they have not participated in **any** manner on the class web site. The class will not appear on the student's transcript, and there is no impact on his/her G.P.A. To withdraw from a class, a student who has participated in a seven-week online class may do so up until the end of the fifth week of class. A student who withdraws will receive a grade of **W**, but there is not impact on his/her G.P.A. After the fifth week of class, a student who withdraws will receive the grade of **WF**, which will affect the student's G.P.A. If a student does not officially withdraw from an online course, he/she will receive the grade of **F** for the course. Dates are prorated for classes of different lengths.

ADDING / DROPPING A CLASS- ATHLETES

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

ADDING / DROPPING A CLASS- GRADUATING SENIORS

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

ADDING / DROPPING A CLASS- INTERNATIONAL STUDENTS

Anytime you drop or withdraw from a course, be sure to check with the Designated School Official for international students in the Student Life Office to ensure your F1 status is still valid. SEVIS (INS) has specific guidelines established regarding the number of credit hours an international student must earn per semester to keep F1 status.

CHANGING YOUR MAJOR

A student wanting to change his/her major may submit a change from the campus portal or complete a form in the Registrar's Office. The student will be notified of his/her new advisor.

International students: Notify the Designated School Official for international students in the Student Life Office to update your SEVIS (INS) record. USCIS has specific guidelines established regarding the change of majors to keep F1 status.

EMERGENCY CLOSINGS

Classes are rarely canceled for winter weather conditions. Most full-time students live on campus or in the immediate vicinity of Huntington, and if it is at all possible for the professor to get to the campus, classes are expected to meet. When there is a severe storm or blizzard, or roads become impassable, an announcement that classes have been canceled will be posted on the university website and broadcast over WLAB (88.3), WAJI (FM95), WBCL (FM90), WMEE (FM97), and WOWO (AM1190 and FM103). The campus switchboard may be contacted, if there is a question as to whether the University is in session. If commuter students are unable to attend class due to weather conditions, they should consult with their professors as soon as possible about the coursework missed.

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FINAL EXAMS

Final examinations are two hours in length and are to be taken at the scheduled hour during exam week. Students who miss a final examination must seek permission to make up the 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 Academic Dean of the University. Students may not change final exam times in order to make more convenient travel arrangements; air flights particularly should be reserved well in advance so that reservations may be obtained for the end of the examination period.

Students who have four final examinations in one day and students who have three finals in one day including two comprehensive exams may petition the academic dean of the University to arrange to take one of the exams at another time. Petitions are to be completed one week ahead of exam week.

FINAL GRADES

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 PROCEDURE FOR ACADEMIC MATTERS

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

1. Grievance procedure for grades

- a. Students who wish to appeal the final grade for a course on the grounds that it was assigned arbitrarily or capriciously must first seek conciliation directly with the professor. If a satisfactory agreement cannot be reached through informal discussion, the student may seek to resolve the dispute through the following process.
- b. A written appeal to the Vice President for Academic Affairs and Dean of the University must be made within two 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 for Academic Affairs 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.

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- 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 for Academic Affairs 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 of the Division 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, web-site 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 Student Handbook
<https://www.huntington.edu/residence-life> and then choose Student Handbook.

INTEGRITY

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

OFF CAMPUS 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. Information is available through the Global Studies Office <https://www.huntington.edu/global-studies-office>.

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).

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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 (whether in person or over the phone) and emailed requests that do not include a signature cannot be processed. Students may request a transcript from the campus 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 campus portal and submit a request there, or send a signed and dated written note requesting a copy of the transcript, or complete a *Transcript Request* form in the Registrar's Office. Transcripts are free to students and alumni. At the request of the student or alumni, the Registrar's Office will also send transcripts to any specified destination at no cost. 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 in the Registrar's Office. The University maintains a complete policy statement in accord with the Family Education Rights and Privacy Act of 1974, which can be obtained in the Registrar's Office.

WITHDRAWAL FROM THE UNIVERSITY

A student deciding to discontinue traditional undergraduate academic studies must inform the Office of Student Success to initiate the withdrawal process prior to leaving campus. An exit interview with the Executive Director of Student Success 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.

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CAMPUS 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 fund-raising efforts must be approved by the Advancement Office.**

EVENTS ON CAMPUS

- **Alpha Chi Induction** - The induction of new members into Alpha Chi National College Honor Society takes place on the Friday of Homecoming every fall.
- **Athletic Banquets** – Student athletes are recognized at special banquets in the fall, winter, and spring at which time the respective sports honor students for outstanding athletic achievement. Huntington University athletic letters and special conference and national awards are presented at these banquets.
- **Elections** – Elections for all student government association (SGA) positions 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.
 - **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 portal <https://my.huntington.edu/ICS/Students/Organizations/SGA/>.
- **Forester Awards Night** – Awards for the Professor, Male and Female Forester of the Year, and several academic awards are presented at this occasion.
- **Homecoming and Family Weekend** – Every fall Huntington University invites alumni, parents, and friends to join students and faculty for a weekend of festivities and celebration. Various activities include Homecoming Queen and King Coronation, Davis Hall Follies, several athletic events, and special student activities.
- **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.
- **Olympiad** – The Olympiad takes place each year in November and is sponsored by the Student Activities Board. The event is open to all undergraduate students and is intended to facilitate the forging of new relationships among students from all across campus through participation in unique fun/competitive events. Teams are established using residence hall floor and commuter groups.

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. [Return](#)

- **Alpha Psi Omega** – APO is the national theatre honor society. Membership in APO is comprised of both theatre majors/minors and non-majors/minors. APO is responsible for numerous theatrical events on campus, including Reader’s Theatre and *The Golden Weenie Awards* held at the end of each spring.
- **Chi Alpha Sigma** – is a national honor society that recognizes intercollegiate athletes who have excelled in the classroom and on the field/court. Membership is by recommendation and limited to upper-class students who have achieved a cumulative 3.5 grade point average and who have earned a letter in a varsity intercollegiate sport.
- **Kappa Delta Pi** – is an International Honor Society in Education. KDP is both a University honor society and a professional organization for educators, with over 50,000 members worldwide. It seeks to promote service and academic excellence in the education profession. Membership is open to education majors who are at least second semester sophomores, have been accepted into the Teacher Education program, and whose GPA ranks in the top 20% of the institution.
- **Kappa Pi** - The designation for the Huntington University Chapter of Kappa Pi is Zeta Alpha Pi. The purpose of Zeta Alpha Pi Chapter, also known as Kappa Pi, shall be to promote excellence and recognize outstanding contributions of art in and with our community. Membership in Zeta Alpha Pi Chapter is open to undergraduate students, graduate students, faculty members, and other professional educators. Qualifications for Kappa Pi are: Have no less than first-term sophomore standing (the equivalent of at least 30 semester hours earned by the end of the term prior to the time of initiation). Have at least 12 hours (or equivalent) of art courses programmed, in progress, or completed, with at least a B (3.0) average in these art subjects. Have cumulative GPA of 2.5 or higher for all course work completed. Exemplify worthy achievement in the field of art. Express an intention of continuing in the field of art. Give evidence of leadership abilities.
- **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.
- **Phi Alpha Society**– is a nationally recognized honor society for bachelor and masters level social work students who have a grade point average of at least a 3.25. The Huntington University chapter of Phi Alpha Society is called the Sigma Chi Chapter. Students are invited to join by invitation based upon completion of at least nine (9) credit hours in the major for required social work courses, have declared social work as the major and completed at least the sophomore year. The mission of the honor society for social work majors is a dedication to the promotion of humanitarian goals and ideals by a professional group with quality educational preparation deemed as imperative for the social work profession.
- **Sigma Tau Delta** – is the international English honor society. It is open to upper-class English majors/minors with good academic standing.

INTERCOLLEGIATE ATHLETICS

The men and women’s athletic program is affiliated on the national level with the National Association of Intercollegiate Athletics (NAIA) and regionally with the Crossroads League (CL). Huntington University’s athletic program provides intercollegiate competition for men in baseball, basketball, bowling, cross country, golf, soccer, tennis and track and field. Women compete in basketball, bowling, cross country, golf, soccer, softball, tennis, track and field and volleyball.

INTRAMURALS

The intramural program provides both men and women students with competitive team and individual sports activities. Included are activities such as: basketball, wallyball, softball, flag football, dodge ball, volleyball, and indoor soccer. Be sure to check online at <http://www.huntington.edu/students/student-activities/intramurals/> to see what activities are being offered and how you can get involved!

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MUSIC

- **Chamber Orchestra** – The Chamber Orchestra is open to both University students and members of the Huntington community. The major emphasis of the Chamber Orchestra is performing at the annual December presentation of the Messiah.
- **Concert Choir** – Concert Choir is open to all students by audition. The focus is on a wide variety of the best in choral literature. Highlights include an annual spring tour and occasional performances with other Choirs.
- **Ensembles** – A variety of small ensembles, woodwind quintets, and Baroque Chamber Players exist to help students use and develop their music talents. Organization of these groups occurs on an annual basis in the fall through the Music Department.
- **Wind Ensemble** – The Wind Ensemble is a group made up of selected wind, brass, and percussion players that perform standard band literature.

SCHEDULING OF EVENTS

All organizational events are to be scheduled through the Coordinator of Conferences and Retreats located in the MCA. Call 260-359-4260 for more information. HUB events are scheduled through the Office of Student Life. Call 260-359-4026 for 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.
- **Delight Ministries** - Delight seeks to establish a college women's community that grows together, serves together, learns together, and does life together while chasing the heart of God. Delight is intentional about learning from one another through stories and experiences while potentially discovering or continuing to grow in relationships with Christ. Delight exists to be a place that any Huntington University collegiate woman can come and grow in relationships with others, ask difficult questions, and find a strong community of Christians and non-Christians alike. Delight provides an opportunity for the women of Huntington University to explore their faith in a nonjudgmental and open environment. In addition, Delight will provide a variety of service opportunities each semester in order to help and engage Huntington University campus and the local community. Delight hopes to equip the women of Huntington University to give back through these service and fund-raising activities.
- **Eunomia** is a student group designed to spark interest in fields related to law and order, as well as organizing events for the entire campus. Eunomia will help support and inform students interested in studying: Pre-Law (Law School Applicants); Criminal Justice; and Government-Related Careers.

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- **Fellowship of Christian Athletes** - The Fellowship of Christian Athletes challenges coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA meetings welcome both athletes and non-athletes as well.
- **Forester E-sports** - is an organization with the sole purpose of fostering a community of gamers on campus. Not only do we host tournaments but also participate in community events like viewing parties for major gaming events. We are also the representative of the university in competitive collegiate E-sports conferences and tournaments.
- **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 campus 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.
- **Huntington University Ultimate Frisbee Club (H.U.U.F.)**
H.U.U.F strives to build a strong community of people who each have a passion for the sport of Ultimate Frisbee. This club team will promote healthier and active lifestyles while teaching the sport of Ultimate Frisbee. Practice goals will highlight the benefits of teamwork and working toward achieving goals as a collective group. The club team will attend tournaments hosted throughout the academic school year and compete against other university club teams. During tournaments, our club team will strive to glorify God through our interactions with other teams and will utilize the physical and athletic gifts He has given us. H.U.U.F. will be a club team that encourages all students to find community through its membership, which will continue to grow through attendance at club practices, tournaments, and other events hosted throughout the school year.
- **Indiana Farm Bureau Collegiate Chapter at Huntington University** – The purpose of this organization shall be to promote agriculture through public education, member engagement, and by advocating for agricultural and rural needs. The Collegiate Chapter will be a proactive organization providing opportunities for members to influence positive outcomes in agriculture and their communities.
- **Love Your Melon** - is an apparel brand dedicated to giving a hat to every child battling cancer in America as well as supporting nonprofit organizations who leads the fight against pediatric cancer. Our campus crew is open to any student who is wanting to join our story by meeting biweekly and attending events on and off campus in our community to help raise awareness and spread love and hats to kids with cancer. To support our local mission, you can purchase an item from loveyourmelon.com and search for Huntington University in the drop-down menu at checkout. To stay up-to-date on our campus crew, follow us on social media @hu_lymcrew on Instagram and Twitter and @hulymcrew on Facebook.
- **Mu Kappa** is a ministry whose primary purpose is to reach out to the missionary kids on campus and help integrate them into the campus community life in a way that encourages them not only to learn from the community but also to use their unique perspective, their abilities, and their past experiences to engage and benefit the community. Mu Kappa provides an environment where missionary kids (MKs) can enjoy one another’s fellowship and affirm the validity of their life experience.
- **Nursing Student Council** is open to all students who declare nursing as their major and exists to facilitate communication amongst students, faculty, and the administration. The Council will provide social and professional opportunities for nursing students to interact within Huntington University and the Huntington community.
- **Recreation Club** – The purpose of the Recreation Club is to promote participation in athletic activities, emphasize physical fitness, and foster a comprehensive recreational program.

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- **Social Work Club** - is open to all social work majors or any student strongly considering the major of social work. The purpose of the club is to promote a Christ driven lifestyle among the social work cohorts of the university, to develop leadership skills in the profession of social work, to facilitate communication among students, faculty and the administration, to elect a representative from the junior or senior year to offer input into the current curriculum and to promote awareness of social issues on the campus and in the community of Huntington.
- **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 issues 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; one international student representative. Two PR members are selected by SGA. The Student government Office is located in the HUB.
- **Undignified** – The purpose of the organization is to express and enjoy the art of dance while serving God and the Huntington community and to demonstrate the positive impact of dance in the lives of people.

MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs endeavors to see our campus community be culturally competent. Cultural competence is accepting, understanding, and engaging with others who might be different in many ways. Multicultural Affairs is committed to ensuring that Huntington University is a place where ethnic and racial inclusiveness is a hallmark of the community we create. We are not aloof to the fact that diversity work can be challenging. Therefore, we boldly embrace the challenge as Christians understanding that it is right. In addition, as a liberal arts institution being diverse in thought, facilitates a healthy exchange of cultural, economic, social, religious, philosophical, and political views within the classroom and in campus activities. We are able to create a diverse atmosphere by allowing students to engage in three ways:

- **Multicultural Activities Council** - The Multicultural Activities Council (MAC) is a council of diverse students who strive ensure that our campus is culturally enriched through student activities. These activities allow for HU students, faculty, and staff to have a front row seat in understanding how race, ethnicity, and multiculturalism influences who we are. The goal is to break stereotypes that prevent harmony.
- **International Student Council** - The International Student Council (ISC) of Huntington University seeks to understand, support, and satisfy the needs of international students, as well as coordinate quality recreational and educational activities in an effort to promote community involvement and harmony among international students and the student body at large.
- **The Multicultural House** - The Multicultural House functions as an inclusive cultural center for learning through engagement of all cultures. It is often used for campus wide student activities and programming by MAC and ISC. However, it is open for anyone to use. There is a fully functioning kitchen, lounge area, study room with printer and computer, and a conference room that can be used for group projects or meetings. The space will be open daily from 2:00pm-10:00pm under supervision.

STUDENT PUBLICATIONS

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

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

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

THEATRE

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

VOLUNTEER OPPORTUNITIES

Friesen Center for Volunteer Service – The Friesen Center for Volunteer Service is a branch of Campus Ministries that encourages students to get actively 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 on-going 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, Upwards Basketball/Soccer, YFC, Open Door, and many more. For a more complete list of organizations and opportunities, you can visit the FC website at

<https://www.huntington.edu/campus-ministries/friesen-center/>.

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RESIDENCE LIFE

A student's experience at Huntington University is holistic as learning happens inside and outside of the academic classroom. At Huntington University, we believe that the residential experience plays a vital and active role in a student's ability to grow and develop as this experience contributes to social integration, personal growth and development, and academic success.

HU is a residential campus. The residence halls at Huntington University are integrated with different majors and classes so that students have the opportunities to learn from difference classes, majors and, in some cases, genders. In living together, students are exposed to a variety of people and opinions as well as a host of shared experiences. This is why our students live on campus during their years at Huntington University.

We believe the benefits of a residential campus include the development of informal mentoring relationships, a sense of community, healthy and balanced interpersonal relationships all of which happens in the mixed gendered residence halls.

RESIDENCE HALLS

Huntington University offers several residence hall options for students to choose from. Livingston Hall (separate floors for men and women) Wright Hall (men) and Hardy Hall (women) are traditional residence halls, with common bathrooms and lounge areas. Roush Hall (women) is a modified suite arrangement with two rooms and a bathroom per suite. Baker Hall is a suite arrangement, with 8-10 students per suite. Meadows and Miller Halls are suite arrangements with cooking facilities on each floor. Juniors and seniors may apply to live in Forester Village, which are apartments located on campus.

RESIDENT DIRECTORS (RD)

Each residence hall has a live-in professional staff person who is focused on the development of the residence hall community. The RDs work closely with the Resident Assistants and coordinate the whole program of their respective residence halls.

RESIDENT ASSISTANTS (RA)

Each floor or wing has a Resident Assistant who is an upper-classman, and who has been selected to help students in their adjustment to the residence hall and University life. The RA serves as a mentor, programmer, disciplinarian and administrator of the residence halls. RAs are highly motivated student leaders who are interested in serving their residents and the campus community.

CAMPUS MINISTRIES COORDINATORS (CMC)

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

OFFICE OF STUDENT LIFE

The central office for residence life or housing is located on the second floor of the HUB. This office coordinates all housing assignments and changes with the appropriate Resident Director. The Office of Student Life also concerns itself with the selection, training, and supervision of Resident Assistants.

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RESIDENCE LIFE POLICIES

CABLE

Cable television is provided in each of the floor lounges. If you would like to have Comcast cable in your room, contact Comcast by calling 1-800-COMCAST (1-800-226-2278). Comcast will work in cooperation with Technology Services to resolve issues with installation.

CANDLES

Candles, oil lamps, and incense are not permitted in the residence halls, apartments, or on-campus houses. Burning or evidence of burning these items may result in a \$50 fine.

COOKING

Due to local and state fire regulations, no open coil or open flame cooking devices may be used in the residence hall. Cooking areas including microwave ovens are provided on each floor in Livingston, Baker, Roush, Meadows, and Miller Halls and in the basement of Wright and Hardy Halls. No cooking of any kind is to take place in residence hall rooms. Students may use coffee makers or hotpots for the preparation of hot drinks in the room. However, the use of microwave ovens or toasters in residence hall rooms is prohibited. All kitchen areas are to be kept clean. Following any food preparation, dishes and utensils should be cleaned and stored. Any questions related to the kitchen should be directed to your RD. Cooking in apartments and on-campus houses should be done with respect to the others living with you. Please be sure to clean up after yourselves.

EARLY ARRIVALS / LATE DEPARTURES

Any student who has an extenuating need to arrive to campus prior to the designated opening of the residence hall or stay late beyond the designated closing of the residence hall must get permission from their resident director. This includes, but is not limited to international students, athletes, student teachers, and those traveling a significant distance.

FIRE ALARMS AND FIRE SAFETY

Fire alarms are in place for the safety of the residents of each residence hall and campus buildings. 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 Indiana 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. All residence hall rooms, suites, and apartments are equipped with smoke detectors. Forester Village apartments are also equipped with carbon monoxide detectors.

FIREARMS / FIREWORKS

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

FRONT DESK

Baker, Hardy, Roush, and Wright Halls have a desk area that is located in its main lobby. The desks are staffed by a student worker during afternoon and evening hours. Snack items are available for purchase.

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FURNITURE

Upholstered furniture is not permitted in the residence halls. Students are responsible for the removal, storage, or disposal of any furniture they bring to campus. If the furniture is left, the student is responsible for the disposal cost.

HALLWAYS

In order to maintain a safe and clean hallway, students should refrain from storing or keeping items in the stairwells, doorways, landings and hallways. Items like bicycles, boxes, suitcases, furniture and clothing should remain in students' rooms or residence hall storage areas.

HALOGEN LAMPS / LAVA LAMPS

Because of the heat produced by halogen light bulbs and the fire hazard that this may cause, halogen lamps and lava lamps are not permitted in the residence halls.

HOUSEKEEPING

Each residence hall has a housekeeping staff that is responsible for the cleaning of public lounges, hallways, bathrooms (except Roush Hall), and wing/suite lounges. They are only expected to clean normal, everyday residence living. Additional cleaning beyond the norm, such that occurs as a result of pranks or carelessness will become the responsibility of those residents in the living area of that abuse. Forester Village apartments and houses are to be cleaned by the occupants.

HOUSING DISMISSAL

Students may be removed from Huntington University housing if the student negatively affects the growth, health, or safety of others, or cannot live independently (such as a student who requires medical care). This decision is made on a case-by-case basis.

LAUNDRY

Washers and dryers are available in each of the residence halls. Please be considerate and remove your laundry after it is finished so that someone else may use the washer/dryer.

LINENS AND BEDDING

Huntington University does not have linen services available. Therefore, it is the responsibility of each student to furnish necessary linens, blankets, and pillows. All beds are extra-long twin size.

LOCK CHANGES

Lost keys will result in a \$45 per lock change fee to cover the cost of materials. Residence Hall students will be charged \$45 and Forester Village students will be charged \$90 because each apartment has two (2) locks.

LOFTS

Bringing materials to loft beds is not permitted because of safety and fire reasons.

LOUNGE HOURS

The main lounges of the residence complexes and the kitchen/lobby areas of Meadows and Miller are open to members of the opposite sex from 8:00 AM to 1:00 AM Sunday through Thursday. In Livingston Hall, the floor lounges will be open to members of the opposite sex from 5 PM to 11 PM Sunday through Thursday. On Friday and Saturday, all main lounges are open until 2:00 AM. All members of the opposite sex remaining in the lounge past the end of open hours will be subject to disciplinary action, which may include a \$100.00 fine.

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LOUNGE TELEVISIONS

The main lounge television sets, which are placed in Baker and Roush Hall lobby, Hardy and Wright Hall basement, and each floor in Livingston, Miller and Meadows Hall kitchen/lounge area, are for general viewing. Please be reminded that the present film policy on campus is that we will show G, PG, and some PG-13 films. Groups wishing to show films that do not fall into this category will not be permitted to use lounge televisions or personal room televisions. We suggest not bringing R-rated movies.

MEDIA EQUIPMENT

Low volume levels or headphones must be used during quiet hours. Please be sensitive to those living above, below and to each side of your room or apartment.

MEDIA POLICY

Television, film and video games are popular forms of entertainment in American culture. In most aspects of current media, Christian ideals and principles are not prominently reflected. In this important aspect of our culture, proper discernment on the part of the believer is essential so that whatever we say in word or deed brings glory to our Father in heaven, Col. 3:17. The cornerstone for this policy is found in Philippians 4:8: "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things." From a holistic point of view, Huntington University strives to facilitate the development of critical thinking and the consumption of current media demands these skills now more than ever.

While the university does not recommend the viewing of R-rated movies, students, using discernment, may view movies with an R rating in the privacy of their room or apartment. For public venues such as residence hall lounges and university sponsored activities, no movies above the rating of PG-13 are permitted to be shown. Exceptions may be made for educational purposes, but such events will require the presence of a faculty member or student life staff member. A thoughtful discussion facilitated by faculty and/or staff member will be expected at the close of the viewing.

In conclusion, Huntington University seeks to be a community reflective of mutual respect for its members. Conversation between roommates about boundaries and expectations in the area of acceptable media in the residence hall room is expected. In true Christian community, it is essential that all members model I Corinthians 8:9, "Be careful, however, that the exercise of your rights does not become a stumbling block to the weak."

MUSICAL INSTRUMENTS

Practice rooms have been provided in the Merillat Centre for the Arts for anyone wishing to play or practice a musical instrument. Out of respect for those sharing your space, only small, non-amplified instruments can be played in the residence halls.

OPEN HOURS

During visitation hours, students are permitted to spend time in all residence facilities, regardless of the building's/floor's designated gender. Huntington University requires that all doors of rooms containing guests of the opposite sex remain fully open. If students are hosting on or off-campus guests of the opposite sex, it is the host's responsibility to make sure that guests leave when visitation ends. Resident Assistants will walk through the buildings at designated times, ensuring that guests have left the building as appropriate.

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Visitation hours are as follows:

Wednesday 7:00 PM – 9:00 PM

Friday/Saturday 7:00 PM – 12:00 AM

Sunday 1:00 PM – 5:00 PM and 7:00 PM - 9:00 PM

GUEST POLICY

A resident may host a guest(s) while the University is in session. A guest is defined as any non-student. The host is responsible for the actions of one's guest(s), and will be held responsible for the actions of the guest(s) through the University's conduct process. The host is required to be with the guest(s) at all times, and must receive permission from roommate(s) before the guest is permitted into the place of residence. The rights of the roommate(s) take precedence over those of the guest(s). Guest(s) of the same gender are allowed to stay overnight on-campus with a 3-day visit per semester limit, and are required to notify the RA on the floor. Students that do not reside in campus housing are prohibited from being routine overnight guests. Any guest failing to comply with Community Life Agreement policies will be asked to leave campus immediately.

PERSONAL RESPONSIBILITY

All HU students are expected to conduct themselves in a manner that promotes and supports the well-being of the Christ-centered academic community it strives to create. Huntington University reserves the right to confront and hold students accountable for behavior that is detrimental to the student, infringes upon the rights and sensitivities of others, or has the appearance of impropriety. For example, students are expected to refrain from actively participating in or being present during violations of community standards.

PETS

With respect for the sanitation of the residence halls and the health and safety of each resident, students are not permitted to have pets in the residence halls and Forester Village apartments. The only exemption to this would be for fish kept in an aquarium not to exceed 20 gallons. ***Students are limited to one aquarium per room.*** Any attempt to house a creature other than a fish will result in the animal's removal.

- **Emotional Support Animal** - The Fair Housing Act (FHA) permits a student with a disability to keep an emotional support animal in a campus residence hall when there is an established need for the therapeutic nature of the animal that is connected to his/her disability. Contact the director of the Academic Center for Excellence (ACE) for further information or to make a request.
- **Service Animal** - 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), especially if other academic accommodations are requested.

PICTURES AND POSTERS

All wall hangings such as pictures, posters, and signs should only be hung with plastic removable adhesives such as Plasti-tac. Nails, tacks, tapes, and other adhesives are strictly prohibited, in order to protect and preserve the condition of campus property. All room decorations are expected to be in good taste and in accordance with Huntington University Lifestyle standards. This demonstrates respect for other residents and for one's personal integrity. Examples of inappropriate decor: nudity, partial nudity, sexually suggestive material, alcohol and tobacco advertisements, material that focuses on or represents aspects of the occult, etc. Final decisions regarding these items will be determined by the Resident Director in your building.

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POSTING INFORMATION / SIGNS ON CAMPUS

Bulletin boards are located in each building; therefore, posters and notices should not be taped to glass doors and windows. Tape is difficult to remove and can damage the finish on many surfaces. Please use the bulletin boards for your postings. Items posted on glass or other areas other than the bulletin boards will be removed.

QUIET HOURS

Since study and proper rest are vital factors for success at the University, quiet hours have been established as a necessary part of community life. This policy also encourages a sense of community responsibility and takes into consideration one another's needs.

11:00 PM - 8:00 AM Sunday – Thursday and 12:00 AM - 8:00 AM Friday and Saturday.

RESIDENCE HALL CLOSING

Resident students are encouraged to make travel and break plans early in each semester because all residence halls are closed during Thanksgiving, Christmas and Spring Break. No students are permitted in the residence halls when they are closed except for international students, those who are student teaching during spring recess and those given special permission from the RD or Director of Housing. Any student found in a residence hall for any reason without the appropriate clearance will be subject to disciplinary action. At the conclusion of each semester (December and May), students are given 24-hours past the completion of their last final to check-out of their residence hall room. For all other break periods, the residence halls will close at 7:00 PM on the last day classes are conducted. Failure to satisfactorily check-out of one's residence hall room could result in a \$150 fine. This policy exists so that Huntington University can do the best job possible at caring for the safety of its students and their possessions.

RESIDENCE REQUIREMENT

All full-time single students are required to live on campus except those who live with their parents or court appointed guardian or those who can establish that they have dependent(s). Exceptions may be made by the Student Life office. **Seniors who are at least 21 years of age prior to the fall semester may apply to move off campus.** Applications can be obtained on the student portal page at the https://huforms.formstack.com/forms/housing_policy_exemption_petition. Single students approved to move off campus must agree to live by The Community Life Agreement stated in the Student Handbook and are not permitted to live with individuals of the opposite sex. **Students living in residence halls, Forester Village Apartments, or HU owned houses** are required to participate in the University's board (meal) plans.

Students living off campus without permission are subject to disciplinary procedures, which could include a substantial fine.

All exceptions to the above housing policy must be petitioned to the V.P. for Student Life, and will be acted on by the Student Concerns Committee (SCC). All petitions must be submitted no later than two weeks before the final day of classes. If after that date, no decision will be made by the SCC until the following semester. If the petition is approved, a refund adjustment will be made. Application for housing exemptions are made on the student portal page at https://huforms.formstack.com/forms/housing_policy_exemption_petition.

Each spring students go through room draw to determine their residence hall room for the following fall.

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REFUND - ROOM & TUITION FEES

This information can be found in the online undergraduate academic catalog link

<https://www.huntington.edu/academics/academic-catalog>. Students who officially withdraw from Huntington or who reduce their course credit load (which reduces the tuition to be charged) may be entitled to a refund on the tuition paid for courses dropped, according to the schedule shown below. Before the official beginning of classes, full tuition is refunded.

For withdrawal after the beginning of classes, the date for any refund is the official date of withdrawal based on whether that official date falls within the specified week or day below:

Semester January Summer Tuition Refund

First Week* First Day First Class Day 90%

Second Week Second Day Second Class Day 80%

Third Week Third Day Third Class Day 60%

Fourth Week Fourth Day Fourth Class Day 40%

Fifth Week Fifth Day Fifth Class Day 20%

After these weeks or days none

*including at least second class session in a regular semester

No refund of activity fees, lab fees, or other fees is made after the official beginning of classes. Students who have been dismissed may not appeal for refund of tuition. Students who are called to active military duty and withdraw from classes at any point in the term will receive a refund of 100% of tuition and fees.

Room and board refunds are calculated as described below:

Room refund follows the same schedule and policies above. Board refund is provided at 90% of the unused full weeks remaining in the term.

Students considering reducing their status from full time to part time (less than 12 hours) should discuss those plans with the financial aid office since most financial assistance is available only to full-time students. If a student withdraws or is dismissed, scholarships and grants are prorated to the tuition charged. University scholarships and grants may be recomputed and the student charged for the unpaid cost.

Students receiving Federal Title IV Student Financial Assistance may be entitled to a refund in accordance with the Federal Refund Policy or the Federal Statutory Pro Rata Refund Policy. All refund distributions will be made according to Federal laws and regulations. Students with questions regarding these policies should contact the Office of Financial Aid.

ROOFTOPS

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

ROOM CARE

It is the responsibility of each student to keep his/her room neat and orderly. It is against University policy to remove any furniture from the room that is attached to the walls or floor areas of the rooms, as the likelihood is increased for this furniture to become damaged. Any furniture that is removed or even exchanged 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. Fake spray-on snow and excess carpet freshener is discouraged because it often leaves a residue behind that does not come clean. Each residence hall room, apartment and house is completely furnished for two-person occupancy. Furnishings should be arranged so that there is visual access into the room and so persons inside of the room can exit safely in an emergency.

To help ensure a sanitary environment in the residence halls and to prevent the spread of unseen allergens, insects, etc., only students living in an apartment or house can bring extra furniture. Failing to care for the furniture or room may result in a fine to replace the damaged item.

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ROOM SEARCH

Huntington University reserves the right to inspect a student's room, apartment, or house in response to an emergency or concern for a student's safety. If the university has reason to believe that a student is in violation of university policy and possesses illegal substances, alcohol, weapons, or is involved in illegal or dangerous behavior, a Student Life or Campus Security staff member may search the student's room. If possible, staff personnel will have one or both occupants present during a search or inspection. In the event that this is not possible within a reasonable amount of time, or if there is a possibility that evidence may be removed, staff personnel may inspect or search the room without an occupant present.

SINGLE ROOM

With the exception of dedicated single rooms, all single rooms including paid single rooms are contingent upon enrollment. Students who are without a roommate and are not willing to pay the additional amount for the privilege of having a single room, will be consolidated with another student that is in the same situation. Huntington University reserves the right to make exceptions to this policy in special situations that may include students with specific medical or emotional needs. Application for a paid single room or medical exception single room is https://huforms.formstack.com/forms/residence_hall_petition.

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. Bicycles are not permitted in the residence hallways or stairways. Violators will be fined \$25.00 per violation. Students are encouraged to use the bike racks located outside of the residence halls.

SOLICITATION

For the security and safety of the members of the residence community, solicitation of any kind is prohibited within the residence hall areas. Only those vendors that have received permission from the Vice-President of Student Life or the Dean of Students will be allowed to act as vendors within the residence halls. If any student observes anyone involved in solicitation within the residence halls, please report the individual(s) to an RA, RD, or the Office of Student Life.

SPORTS AND RECREATION

Because of the many intramural and other informal recreational opportunities available in the PLEX and other facilities, it is not permissible for students to participate in these activities in the residence halls, apartments or on-campus houses where damages may occur to university properties. All damages that occur as a result of games in the residence hall will result in punitive as well as compensatory fines.

STAYING ON CAMPUS FOR BREAKS

Huntington University residence halls will be closed during Thanksgiving, Christmas break and spring break. Students will not have access to the residence halls during these periods and will need to plan accordingly. Those who have an extenuating need to stay (international students, athletes, student teachers, etc.) must receive permission from their resident director. There are no open hours during visitation breaks. Dining services are closed during breaks.

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STORAGE

Each residence complex has storage space that is available for students to store boxes and suitcases. Any items stored in these areas are to be clearly marked and neatly placed on the available shelving in the appropriate residence hall. Huntington University is not responsible for the safety of any items stored in storage rooms. Items stored in these areas during the school year or during the summer months are stored at the risk of the student. Any items left in storage beyond the normal school year without clearance or that are not marked, become the property of Huntington University. For Forester Village apartments, do not store items in the furnace / hot water heater closet.

SUNBATHING

Sunbathing is prohibited around residence areas and any main campus areas as well. Sunbathing is allowed in grassy areas behind the (PLEX) Merillat Physical Education Recreational Complex. Students should be reminded to wear modest attire when sunbathing.

WINDOWS / SCREENS

Residents are responsible for closing windows and screens to avoid weather damage. Any damage of this nature may be charged to the room occupant(s). Windows and screens are to be left in place at all times. Any students found with their screen out will be subject to a \$10.00 fine for each screen. Under no circumstances should items be projected or hung outside of windows. This includes personal possessions or your own person.

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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 acknowledgment of God among us. Chapel experiences offer students an opportunity to participate in a total campus gathering designed to enlarge his/her spiritual, social, and academic life from a Christian worldview. Because of the flexibility of chapel attendance requirements, 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

All non-married full-time students under the age of 25 are required to receive 30 chapel credits each semester, 20 of which need to be from the Community chapels on Tuesday and Thursday or the Friday small group experience or midday prayer service. Students can check their Chapel attendance on the following website: <https://my.huntington.edu/ICS/Students/>. The website is updated weekly. Students who fail to receive the required 20 Community Chapel credits, plus at least 10 additional credits any time during their Huntington University career will be subject to the following sanctions:

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

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

3rd Offense: One semester suspension.

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

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

We realize that, for some students, there are circumstances that complicate their ability to receive the required amount of chapel credit. To be considered for a reduction in chapel credit expectations or alternative approaches, students need to fill out a chapel exemption form, located in the office of campus ministries, in a responsible and timely manner.

*Any revisions to this policy will be communicated to students by the Dean of Spiritual Life in a timely manner.

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SPECIAL EMPHASIS WEEKS

The Dean of Spiritual Life works with other departments to offer several weeks of special emphasis including such things as Service Emphasis Week, Missions Emphasis Week, and Relationship Emphasis Week.

SUNDAY WORSHIP

Students are encouraged to worship regularly with one of the many congregations in the Huntington area. A list of nearby churches is online at <http://www.sharefaith.com/guide/church-directory/indiana/huntington-county/index.html>.

CAMPUS MINISTRIES COORDINATORS (CMC)

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

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STUDENT HEALTH AND WELLNESS

Huntington University has partnered with Parkview Medical Plaza walk-in clinic to provide for the health needs of our students. It is located just a few blocks from campus. Students will need to use their medical insurance to cover payment of services, including co-pays. Payment is expected at time of visit. The contact information is Parkview Medical Plaza 2708 Guilford Street Huntington, IN 46750 (260) 355-3900.

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 Guide-line” of the University. This policy is on file and available for examination in the Office of Student Life.

ATHLETES

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

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

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

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 residence hall director 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.

EMERGENCY SITUATIONS

In the event of medical emergencies the R.D. (or R.A. in the R.D.’s absence) should be notified for referral to the Parkview Huntington Hospital Emergency Room. Parkview Huntington Hospital is located approximately one mile from campus.

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CAMPUS SERVICES

ACADEMIC CENTER FOR EXCELLENCE (ACE)

- **The Academic Center for Excellence (ACE)**, located in Loew-Brenn Hall, provides academic services designed to help HU students achieve academic success. In individual or small group settings, these free supports range from peer tutoring in a variety of courses to academic counseling in areas such as time management, test anxiety, test preparation, and learning styles.
- **The Writing Center** is open several times each week to help students improve their writing skills. Students may drop in to request assistance in developing and organizing a paper, expressing their ideas clearly, editing compositions, etc. There is no fee for these services.
- **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 online and in the ACE.
- **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 campus. 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

The HU Bookstore is located on the main floor of the HUB. 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, American Express, personal checks, and cash will be accepted. Students may use their Bookstore Charge accounts to purchase anything that is sold in the store leading up to and through two weeks after the start of each semester. Bookstore hours are Monday-Friday 9:00 AM-5:00 PM during the academic year.

The Bookstore is closed for chapel. Check out the options from the Follett bookstore's online website <http://www.bkstr.com/huntingtonuniversitystore/home>.

CAMPUS POLICE

Huntington University values the safety and security of our campus community. Because of this, we have Huntington City Police Officers who patrol our campus. They respond to emergencies, escort students to their residence halls, secure campus buildings, and provide a safe environment for students, faculty and staff. As with all recognized state and local safety and emergency agencies, we expect that members of our community will comply with all directions given by Campus Police. Failing to cooperate with Campus Police (including running from Campus Police) will result in disciplinary action and a fine.

CAREER DEVELOPMENT

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

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

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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.
3. Career Exploration class offered each spring semester for freshmen and sophomores.

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

Career counseling (a one-on-one opportunity to discuss career/major options) is a free service for students. A variety of assessments are used in career counseling to measure student's interests, values, personality styles, skills, etc. as it relates to careers and majors. The Career Development Office also offers a career exploration class in the spring semester to help students learn more about themselves and potential careers and/or majors. Contact Martha Smith (260-359-4040) for more information.

COMPUTER LABS

The labs and hours are posted on the HU portal IT Services link at https://my.huntington.edu/ICS/Students/IT_Services/. Three general computer labs are available. The first lab is located in the upper level of the Loew-Brenn building. It is open Loew-Brenn operation hours. The second lab is located on the first floor of the Science Hall building. It is open Monday, Tuesday, Thursday and Friday from 7:30 AM to 1:00 AM, Wednesday 7:30 AM to 9:00 PM, Saturday from 1:00 PM to 5:00 PM, and Sunday from 2:00 PM to 1:00 AM. The lab in the RichLyn Library observes the library hours. There are also computers available for student use in each residence hall.

COUNSELING

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.

DINING SERVICES

Chartwells Dining Services operates the Dining Service at Huntington University. They are responsible for the nutritional care of resident students and others who use the dining facilities. All resident students are required to be on a meal plan. Detailed meal plan information can be found at <https://www.huntington.edu/dining/meal-plans>

ENTERPRISE RESOURCE CENTER (ERC)

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
- Check us out at <http://www.huntington.edu/erc> stop by the Enterprise Resource Center or contact Kyle Shondell, Coordinator (x4310) or Martha Smith (x4040).

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LIBRARY

Regular hours for RichLyn Library are posted on the library website and at the front entrance. Typical hours for RichLyn Library are: Sunday, 2:00 pm – 11:00 pm, Monday – Thursday: 8:00 am – 11:00 pm, Friday 8:00 am – 5:00 pm and Saturday: Noon – 5:00 pm. The Library closes from 9:45 AM to 10:45 AM on Tuesdays and Thursdays for Chapel. Special hours will be posted in advance for vacations, holidays, summer term, and End of the Semester extended evening hours. The afterhours study area give students the opportunity for late-night individualized or group study. A current student ID card is needed for checkout privileges. Books and periodicals from the open stacks are loaned for a specified period, most with one renewal. Reference books are can be checked out overnight, one half hour before closing and must be back in the library one half hour after it opens the next day. We have a CD, DVD, IPAD, and Kindle collection.

The Library home page: <http://www.huntington.edu/library> gains access to the library's online catalog and many databases which can be accessed anywhere there is Internet access. Laptops, Digital Audio Recorders, SLR cameras and Camcorders are also available for loan. The library provides access to other resources from a variety of networks, regional, state, and national, through interlibrary loan service.

Reserve materials are designated as such for the purpose of maximum use for students from specific classes who need them. Reserve materials may be checked out for a term specified by the professor. Some in library-use-only reserve materials may be taken out overnight at one half hour before closing time, (unless restricted by professor). These materials are due the following day one half hour after opening. Fines depend on the nature of the item returned late. The library has photocopy machines available for student use, as well as laminators and various supplies such as transparencies. You may also send and receive faxes at the library.

Librarians are delighted to assist students with their research needs and questions. Face-to-face assistance is available during regular "business hours" but librarians are also happy to help after hours either by appointment or through email.

LOST AND FOUND

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

MEAL PLANS

All resident students are required to be on a meal plan. **All exceptions to the meal plan policy** must be petitioned to the V.P. for Student Life, and will be acted on by the Student Concerns Committee (SCC).

For fall semester meal plans: All petitions must be submitted no later than two weeks after the start of fall semester or the petition will not be considered until the next semester.

For spring semester meal plans: All petitions must be submitted no later than two weeks after the start of spring semester.

For meal plans for the following fall semester: All petitions must be submitted no later than two weeks before the final day of classes of the spring semester. For petitions submitted later than that date, no decision will be made by the SCC until the following fall semester has started. If the petition is approved, a refund adjustment will be made. Detailed meal plan information can be found <https://www.huntington.edu/dining/meal-plans>.

Commuters: commuters may choose to be on any of the residence meal plans or chose one of the commuter plans. Please notify the student life office by email ResLife@huntington.edu to be placed on a resident meal plan. Detailed meal plan information can be found <https://www.huntington.edu/dining/meal-plans>.

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MERRILLAT PHYSICAL EDUCATION AND RECREATION COMPLEX (PLEX)

The PLEX contains a gymnasium, racquetball courts, a field house with three basketball courts and an indoor track, two state of the art weight rooms, cardio room, and an aerobics/core fitness room. For more information on PLEX availability, please call 260-359-4288 or extension 4288.

MOTOR VEHICLES AND PARKING

All motor vehicles on campus must be registered with the Office of Student Life (HUB) and are subject to campus parking regulations. All students with a valid driver's license are allowed to operate motor vehicles in keeping with the laws of the State of Indiana and regulations of Huntington University. All students (regular and part-time regardless of course load, resident or commuter), who bring a motor vehicle on campus at any time must register that vehicle. Vehicle registration is done on the portal page at https://my.huntington.edu/ICS/Students/Student_Life/Vehicle_Information.jnz. The cost for a decal is \$25 a semester. If you do not have a vehicle on campus, you have to waive the parking decal fee at the above portal site. You will need to do this each semester. Also, the Parking Policy is found on the portal page. Parking lots are provided for students. Vehicles improperly parked or parked in the wrong area are subject to a parking fine.

Indiana residents: Your license plate can help to underwrite scholarships at Huntington University, one of America's top-ranked Christian colleges. When you choose a Huntington University license plate, \$25 will be directed toward the University's Forester Fund where more than 92% of students receive some form of scholarship assistance.* Your gift is part of the \$40 fee collected by the State for specialty recognition license plates. Our partnership with the Bureau of Motor Vehicles offers a convenient way for you to show your support to our students while proudly promoting a fun HU license plate! Any Indiana resident can order a Huntington University plate for passenger cars, trucks, recreational vehicles and motorcycles! We appreciate the support of all those who display a Huntington University license plate on their vehicle. Order online today! <http://www.in.gov/bmv/2728.htm> or visit your local BMV.

*If you'd like acknowledgement of your financial support, be sure to check the box on the order form that permits the BMV to share your information with us. Otherwise, your gift will be anonymous. Thanks for your support of our students!

POSTAL SERVICES

The University Postal Service is located in the maintenance building on Fruit Street. Hours of operation are from 8:00 AM to 5:00 PM, Monday-Friday. The Postal Service offers United Parcel Service (UPS) for students and University personnel. All full-time students are assigned a mailbox (resident and commuter).

STUDENT EMPLOYMENT

On-campus student Employment - An on-campus job provides an opportunity to earn extra money, meet people, develop transferrable job skills, learn time-management skills, gain experience, and get more involved on campus. The University employs students in many areas, including but not limited to: library, residence halls, maintenance, the PLEX, IT Services, DMA Equipment Center, MCA, Student Admissions Staff and departmental assistants. The link for student employment is on the portal https://my.huntington.edu/ICS/Students/Student_Employment/. The Career Development Office coordinates all off-campus employment opportunities, whether part-time or full-time. The link is on the portal https://my.huntington.edu/ICS/Students/Student_Employment/.

International students should see the Designated School Official (DSO) for international students before starting any job. You need special permissions to work.

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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.

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

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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 intercollegiate athletics, Student Government Association student publications, cheerleading, or any position in which the student represents the University. If disciplinary probation occurs during two consecutive semesters or more than twice during the four years of University, dismissal from University may result. A permanent record is kept in the student's file and a copy will be sent to parents of dependent students.
6. **Suspension:** A specific length of time during which the student is temporarily separated from the University. Parents of dependent students are notified and a permanent record is kept in the student's file. No class work will be permitted to be made up, including tests and papers. Suspensions are recommended to the President of the University for action.
7. **Dismissal:** A separation of the student from the University for at least the remainder of the semester. An appropriate notation of the reasons for such termination is placed in the student's personal file. Dismissals are recommended to the President of the University for action and parents of dependent students are notified.

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

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.

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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 on campus or even allowing students to be on-campus 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. Huntington University defines possession of alcohol by a person physically handling an alcoholic beverage, or by being in the same dwelling where alcohol is present.

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 at one of the following places: Food Services, the MCA scene shop, the athletic office or the Maintenance office. 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 is placed on your student account).

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ATHLETES: ALCOHOL AND DRUGS

Athletes who consume alcohol, the University wants to provide a way to maintain the community of the athletic team while appropriately responding to the violation of our Community Life Agreement. The athlete will miss 20% of the athletic competitions for their current or upcoming season, which is designated below. Contests that can be used to serve the suspension include regular season and post-season competition only.

For athletes who are disciplined for a first-time offense of consuming, possessing or purchasing alcohol, the response will be as follows:

Baseball	9	Soccer (M/W)	3
Basketball (M/W)	6	Softball.....	7
Bowling	2	Tennis (M/W).....	3
Cheerleading.....	6	Indoor Track (M/W)	1
Cross Country (M/W).....	1	Outdoor Track (M/W).....	1
Golf (M/W).....	2	Volleyball.....	7

The athlete will be permitted to practice and travel with the team, but will be unable to dress in uniform for competitions for the designated amount of time above. The athlete will complete 20 hours of community service for the athletic office within 30 days of meeting with the Student Life office official. This will be done in conjunction with the Associate Director of Athletics. If no community service hours are available through the Athletics office, then you may complete your community service hours at one of the following places: Food Services, the MCA scene shop, or the Maintenance office. Failure to complete any or all of these hours will result in a \$10 fine per incomplete hour. For dual-sport athletes, all violations are served during the sport that the student is currently playing in. For a violation taking place after the fall sport is over, the student will serve the suspension during the next spring sport session. If a violation happens after the spring sport is over, the student will serve the suspension during the next fall sport season.

ALCOHOL AND INDIANA STATE LAW

No person under 21 years of age shall purchase, possess, or consume alcohol beverages (i.e., beer, wine, hard liquor, etc.) or non-alcoholic beer/wine/etc. in the state of Indiana. Additional information on the laws of Indiana may be found at the following website <https://secure.in.gov/atc/2331.htm>.

Penalties for Violation

The following are the penalties typically handed out by the Huntington County Court (as provided by the court judge) with regard to the various offenses:

1. Driving while intoxicated (DWI)

- a. **First Offense** – First time DWI offenders in Huntington County normally receive one year with all but six (6) days suspended. Since a person receives day for day credit, this means the defendant will actually spend three days in the Huntington County Jail. The defendant is fined \$50.00 plus court costs of \$113.00, assessed a \$200.00 drug and alcohol fee, and a \$50.00 probation fee, is ordered to attend an alcohol education program, and the individual's license is suspended for a period of 90 days. (Although not part of the court's sentence, the defendant's insurance premium will usually double because the defendant will now be considered high risk).
- b. **Second Offense** – Second time DWI offenders will normally receive a minimum of thirty (30) days in jail, a fine of \$250.00 plus court costs, a \$200.00 drug and alcohol fee, a one year license suspension, one and one half year probation, and either an in-patient treatment program or an intensive out-patient treatment program (cost of \$2,000-\$4,000).

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

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

3. Public Intoxication

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

4. False Identification

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

5. Furnishing Alcohol to a Minor

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

6. Driving While Suspended

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

7. Leaving the Scene of an Accident

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

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

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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 heart-beat, extreme excitability, and possible heart attack.

HEALTH ASSISTANCE

Huntington University Counseling Center 260-359-4027
Options at Huntington 260-356-9601
Bowen Center for Human Services, Inc. 260-356-2875
Parkview First Care Walk-In Clinic 260-355-3900

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:

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a. Original Source

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

b. Examples of Proper Acknowledgment

(1) Direct Quotation

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

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

EXAMPLE: 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.

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

(2) Attempts to Avoid Direct Quotation Which Fail

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

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

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

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

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

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

Work Cited:

Smardo, Frances A. "Helping Children Adjust to Moving." *Children Today*, 16.3 (May-June, 1987): 10-13. Updated and Revised by the HU English Department and Authorized by the Academic Concerns Committee, September 1989.