Welcome!

Welcome to Anderson University. This is our student handbook. In this handbook, you will find information essential for making your way through your journey at Anderson University.

If you cannot find a particular item, search the Index. If you are still unsure, call the Office of Student Development at (864) 231-2075.

This handbook does not constitute a contract between the student and Anderson University. The handbook is intended to provide students information about the University’s policies, expectations, rules, and guidelines for personal conduct. The university retains the right to enact additional policies and regulations, correct errors, or modify existing policies as it determines necessary. This handbook supersedes and replaces all previously published and/or online versions of the Anderson University Student Handbook. In addition, policies and practices described in this handbook are subject to change without prior notice. Any amendments, revisions, additions, or deletions to this handbook may not be immediately reflected in this publication, but will be made available here. New or modified policies are effective immediately unless otherwise noted.

The Office of Student Development is here to help (as are the other fine offices at Anderson University). Look for us on the first floor of the Merritt Administration Building.
INTRODUCTION
Non-discrimination Statement ............ 4
Presidential Welcome.......................... 5
University Mission Statement ............... 6
University Vision ................................ 6
University Values ................................ 6
Introduction to Handbook ..................... 9
SGA Presidential Welcome .................... 10
Academic Calendar ............................ 11
Exam Schedules ................................ 12
Quick Reference ............................... 13

STUDENT GOVERNMENT
Mission Statement ............................ 15
Vision Statement ............................... 15
Executive Officer List .......................... 15
Elections ....................................... 15
Student Organizations ......................... 16

STUDENT DEVELOPMENT
Introduction and Overview ...................... 18
Student Development Services and Office:
Career Services ................................ 19
Center for Student Success ..................... 19
Disability Services ............................. 19
Counseling Services ............................ 20
CEP ............................................. 20
Health Services ................................ 21
After Hours Care and/or Medical Emergencies ....... 21
Intramural Athletics ............................ 22
New Student Experience ....................... 22
Residence Life ................................ 23
Student Activities ............................. 23
U-SERVE ..................................... 23
Additional Services and Offices:
Anderson Central ............................. 24
Campus Safety ................................ 24
Campus Store ................................ 24
Campus Food Services ......................... 25
Campus Ministries ............................. 25
Financial Aid Planning ......................... 26
International Programs ......................... 26
Post Office ................................... 27
Technology Support And Services ............. 27
Thrift Library ................................... 28
Where do I find? ................................ 29

CAMPUS SAFETY
Introduction .................................... 33
Lost and Found .................................. 33
Identification .................................... 33
Skateboarding Policy ........................... 34
Bike Policy ..................................... 34
Anderson University Vehicle Code (Auvc) ........... 34
Inclement Weather ............................. 39
RAVE Alert ..................................... 41

ACADEMIC POLICIES
Academic Honesty/Dishonesty .................. 43
Student Withdrawal .............................. 47
Co-Curricular Graduation Requirements (CEP/Journey) .... 47

STUDENT CONDUCT AND EXPECTATIONS
Community Values and Expectations ........... 50
Alcohol and Drug Standards of Conduct Policy ........... 59
Good Samaritan Policy ........................... 60

UNIVERSITY POLICIES
Appropriate Dress Policies ....................... 62
Change of Address Policy ........................ 62
FERPA ........................................ 62
Harassment & Sexual Misconduct Policy ............. 65
Violent Acts Policy ................................ 76
IT Policy ........................................ 76
Social Media Policy ............................. 80
Medical/Mental Health .......................... 81
Missing Student Policy ........................... 83
Notice of Disclosure:
Directory/Public Info ........................... 84
Possession of Firearms and Other Weapons ............ 84
Solicitation ..................................... 84
Student Insurance ............................... 85
Tobacco Free Campus ........................... 85
Information on Use and Abuse of Alcohol, Tobacco, and Controlled Substances ...... 85
Resources and Student/Employee Assistance .......... 89
Information ..................................... 89
Education /Programing .......................... 89
Counseling/Referral ............................. 89
Thief of Personal Belongings ..................... 90

RESIDENCE LIFE
Residence Hall Leadership ....................... 92
Housing Policies .................................. 93
Housing Assignments ............................ 94
Room and Building Guidelines .................. 96
Nondiscrimination Statement
Anderson University does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other University-administered programs. In order to fulfill its purpose, the University may legally discriminate on the basis of religion in employment. The University has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University’s religious tenets.
FROM THE PRESIDENT

Welcome to Anderson University!

The academic year outlined in this catalogue continues our second century as a university. Each year, we pause to reflect on where we are and how faithful this institution has been to the dreams of the original founders. The coming year will prove how serious we are about building on those dreams and stretching to even greater heights.

And so it is that today Anderson is a rare place indeed – where the entire campus community is devoted to the high ideals of Christian higher education in an intellectually stimulating environment.

Here, we view life as a journey . . . gifted to each of us by God and filled with choice and possibility every step of the way.

As you pursue your particular goals and dreams this year, I encourage you to consider that the greatest danger to becoming the person you were meant to be is to fall into the trap of complacency. Anderson University itself is a very good place and our greatest challenge is to energize one another to make certain that as good as we are, we are continuously cultivating the desire, ability, and expectation to improve on what we do.

Students, we have a deep desire that attending Anderson University will be just the start of a lifetime marked by an unquenchable thirst for knowledge, exploration, and service. Have a great year at AU!

Cordially,

Evans P. Whitaker, Ph.D.
Mission, Vision and Values Statement

Mission Statement of Purpose
Anderson University is an academic community, affiliated with the South Carolina Baptist Convention, providing a challenging education grounded in the liberal arts, enhanced by professional and graduate programs and a co-curricular focus on the development of character, servant leadership, and cultural engagement. This is a diverse community that is Christ-centered, people-focused, student-oriented, quality-driven, and future-directed.

Vision Statement
For God and humanity, Anderson University seeks to be an innovative, entrepreneurial, premier comprehensive university where liberal arts, professional studies, and graduate studies thrive within an uplifting, welcoming, and distinctively Christian community of diverse faculty, staff and students dedicated to intellectually rigorous learning, a caring and hospitable campus culture, and personal transformation.

Values
Anderson University takes pride in being able to function as a community rather than a conglomerate. Accordingly, we have adopted a set of community values that support our aspiration to fulfill the University’s mission and achieve its vision, both of which are considerable aims. Values serve as guiding principles that shape our daily actions. These are dimensions of our community we believe are very important and should be known and understood by everyone within our institution.

Value: A Commitment to a Christian Community
Anderson University is a Christ-centered community that presents Jesus as the Christ and as the ultimate model for personal behavior. The unifying principle of Anderson University is a Christian vision of life in which community participants are encouraged to develop a Christian worldview and live up to the high calling of the Great Commandments which tell us to love God with our hearts, with our minds, and with our souls, and to love others completely. We seek to build an academic community where men and women can be lovingly and gracefully introduced to an understanding of God, His creation and grace, and humanity’s place of great privilege and responsibility in God’s world.

Value: A Commitment to Liberal Arts
Anderson University dedicates itself to provide a challenging commitment to Liberal Arts. Anderson University is a comprehensive institution that provides an exceptional education. We offer a variety of majors and concentrations in both the liberal arts and the professional disciplines. All programs provide the student with a rigorous and engaging learning experiences that emphasizes the knowledge, intellectual skills, and conceptual frameworks central to the discipline.
A central, cohering value of the Anderson University academic experience is that each field of study includes a rich core of liberal arts courses in the foundational fields of human knowledge and achievement. These courses comprise the requisite knowledge to facilitate the development of skills in critical thinking, interpersonal relationships, ethical reflection, and an appreciation of the fine arts as integral to an educated citizenry.

**Value: Commitment to the Individual**
Anderson University is a people-focused community where individuals are valued and where all participants seek to honor one another through words, behavior, and a commitment to each person's success. Here, people are encouraged to value individuals and the creative possibilities that lie within each of us. Together, we dedicate ourselves to the values and success of Anderson University.

**Value: Commitment to Students**
Anderson University is a student-oriented community where our core process is teaching and learning aimed at the development of graduates of disciplined intelligence, competence, character, and faith. We acknowledge that significant responsibility for their education. Thus, Anderson University provides opportunities for academic, spiritual, social, and physical growth through the academic program as well as co-curricular programs including Campus Ministries, student government and student activities, residence life, athletics, community service, and health services.

**Value: Commitment to a Diverse Student Body**
Anderson University is committed to recruiting students who are supportive of the mission of the university as a Christian institution and who can benefit from the academic programs and student services offered. Our goal is to recruit a student body broadly representative of the cultural and ethnic diversity of our region and characterizes the society in which graduates will live and work. The University seeks to offer programs appropriate for resident students, commuting students, traditional university age students, and adult students, as well as graduate students. Moreover, Anderson University has a primary goal to provide a safe and supportive environment that fosters the development of the whole person and nurtures respect for the worth of the individual, the sanctity of life, and for all God’s creation.

**Value: Commitment to Continuous Quality Improvement**
Anderson University is a quality-driven community where a commitment to continuous quality improvement enhances all aspects of the university, as well as improves the effectiveness of individuals in carrying out our responsibilities. Being a quality-driven institution requires us to be a “learning organization” wherein we constantly learn from our own organizational experience, we stay abreast of and learn from best practices in the larger higher education community, and we continuously strive to strengthen and add value to our institution so it can function at its best and serve its stakeholders to the fullest of its potential.
Value: Commitment to the Future
Anderson University is a future-directed community. We seek to be an agile institution that continuously identifies, evaluates, and if appropriate, seizes upon windows of organizational opportunities in a timely manner to the extent our resources will allow. As stewards of our institution, we seek to maximize all our resources to fulfill our common mission and vision.

Value: Commitment to Servant Leadership
Anderson University seeks to equip men and women to have the skills, knowledge, and dispositions to impact their communities and the world through their professional contributions and spiritual gifts. Our goal is to develop servant leaders who live out their daily lives at home and at work with a deep and profound commitment to the tenets of Jesus Christ. Most importantly, servant leaders are first and foremost servants. They are affirmative builders of a better society. They understand the value of effective listening and are skilled communicators. Servant leaders have empathy for others and are accepting of diverse people. Servant leaders have power through a voluntary commitment of others. They are able to view events and situations from a broad perspective yet also spend time in the trenches and understand the practical and realistic. They help others grow to become wiser and more independent and ultimately to become servant leaders themselves.
Dear Student,

Welcome to the Anderson University community! You are about to begin an amazing educational journey that will change your life.

Members of the Student Development team are here to serve and to support you in your academic endeavors at Anderson. Through Residence Life, Student Activities, Student Government, New Student Experience, Intramural Sports, and the offices of Health Services, Counseling Services, Career Services, and the Center for Student Success, members of the Student Development team walk alongside you during the AU journey. We are also here to encourage and assist you as you discover and become the person God has created and called you to be.

The information that follows in this Student Handbook will help you succeed in your educational journey at Anderson. In it you will find information about offices and services specifically designed to assist you in a whole host of ways. You will also find policies that have been developed to support and strengthen our life together as a Christian educational community.

Whenever we can be of help to you, please do not hesitate to contact a member of the Student Development team. Our contact information is found on page 13 of this handbook.

Have a wonderful and blessed year at Anderson University!

Sincerely,

Jim Fereira, Ph.D.
Vice President for Student Development
Welcome to Anderson!

On behalf of the Anderson University Student Government Association (AUSGA), I’d like to extend a warm welcome to all new and returning students. I hope that everyone is well rested and prepared for another great year at Anderson University.

This year at AU will be the best yet and I hope that you are excited to be a part of it. Remember that once you enter under the arch, you are a Trojan and from that moment will remain a Trojan for life. I encourage you to take pride in Anderson and respect your fellow students, faculty, and staff.

The four years you have at AU only happen once (for most) so make the best out of every situation! This is a time to learn and grow, so take every opportunity that comes your way. Hopefully by graduation your memories will be filled with fun traditions, new friends, and unforgettable times.

Please do not hesitate to contact the Student Government Association if you have any questions, concerns, or comments that would enhance the Anderson University experience.

Best wishes,

Anna Tabor

Student Body President
2015-2016
ACADEMIC CALENDAR – 2015-2016 (Traditional Program)

SUMMER SCHOOL, 2015
Session 1: May 4 – 2; Registration Deadline – May 1
ACCEL Term V: May 4 – June 29 (Holiday May 25)
Session 2: May 25 – June 19; Registration Deadline – May 22

SUMMER ORIENTATIONS, 2015
June 15, 16, 17, 18, 19, and 26

ADULT ACCELERATED DEGREE PROGRAM - FALL, 2015
Term I - August 24 – October 12
Term II - October 19 – December 10 (Holiday – November 26)

FALL SEMESTER, 2015
IPG Retreat ................................................................. Monday, August 17
New Faculty Orientation ................................................... Tuesday, August 18
Faculty/Staff Meeting and College Planning ................... Wednesday, August 19
Faculty Retreat .............................................................. Thursday, August 20
New Student Residents Move Into Residence Halls .......... Saturday, August 22
Opening Worship for New Students and Their Families .... Sunday (Morning), August 23
First Day of Class for the Fall Semester ......................... Wednesday, August 26
Labor Day Holiday .......................................................... Monday, September 7
Opening Convocation (During Chapel Period) ................. Wednesday, September 9
Last Day to Withdraw from a Course With No Grade (Fin. Responsibility After This Date) .................. Thursday, September 10
Fall Break ..................................................................... Thursday – Sunday, October 15-18
Last Day to Withdraw from Courses .............................. Wednesday, October 21
Pre-Registration for Spring Semester, 2016 .......... Friday, November 6
Thanksgiving Holidays ..................................................... Wednesday - Sunday, November 25-29
Last Class Day ................................................................. Wednesday, December 9
Final Examinations ....................................................... Thursday, December 10 - Wednesday, December 16
Senior Grades Due ....................................................... Thursday, December 17 (noon)
Graduation ................................................................... Friday, December 18
All Grades Due ............................................................ Tuesday, December 22 (noon)

ADULT ACCELERATED DEGREE PROGRAM - SPRING, 2016
Term III - January 14 – March 7 (MLK Holiday, Jan. 18)
Term IV - March 21 – May 9

SPRING SEMESTER, 2016
Faculty Planning Day....................................................... Monday, January 11
Faculty In-Service Training ........................................... Tuesday, January 12
New Student Residents Move Into Residence Halls .......... Tuesday, January 12
Orientation for New Students ........................................ Wednesday, January 13
First Day of Class for the Spring Semester .................... Thursday, January 14
Martin Luther King Holiday .......................................... Monday, January 18
Last Day to Withdraw from a Course With No Grade (Fin. Responsibility After This Date) ................ Thursday, January 28
Founders’ Day Convocation ........................................... Wednesday, February 17
Last Day to Withdraw from Courses ............................. Thursday, March 10
Spring Break ................................................................ Saturday, March 12- Sunday, March 20
Good Friday Holiday ..................................................... Friday, March 25
Pre-Registration for Summer Sessions and Fall Semester, 2016 ..................................... Thursday, March 31
Honors Convocation ................................................... Wednesday, April 6
Last Class Day ............................................................... Monday, May 2
Final Examinations ....................................................... Tuesday, May 3 – Monday, May 9
Senior Grades Due ....................................................... Friday, May 13
Baccalaureate ............................................................... Thursday, May 12, noon
Graduation ................................................................. Friday, May 13
All Grades Due ........................................................... Saturday, May 14

SUMMER SCHOOL, 2016
Session 1: May 16 – June 3; Registration Deadline – May 14
ACCEL Term V: May 16 – June 30 (Holiday May 30) – Class periods will be lengthened by 10 minutes
Session 2: June 6 – July 1; Registration Deadline – June 3

(Revised 2-5-15)

Student Development Handbook | 11
### Exam Schedule Fall 2015

<table>
<thead>
<tr>
<th>Exam Period</th>
<th>THURSDAY DEC 10</th>
<th>FRIDAY DEC 11</th>
<th>MONDAY DEC 14</th>
<th>TUESDAY DEC 15</th>
<th>WEDNESDAY DEC 16</th>
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<td>3:40 MWF</td>
<td>4:45 MWF</td>
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<td>6:00-8:00</td>
<td>3:30 TR</td>
<td>5:00 TR</td>
<td>6:30 M</td>
<td>*6:30 R</td>
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Tuesday night class - Tuesday, December 9 at 6:00 p.m.

Wednesday night class - Wednesday, December 3 at 6:00 p.m.

*Thursday evening and Adult Studies exams

**NOTE:** Any student who has more than 2 exams scheduled per day may ask for an adjusted schedule.

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### Exam Schedule Spring 2016

<table>
<thead>
<tr>
<th>Exam Period</th>
<th>TUESDAY May 3</th>
<th>WEDNESDAY May 4</th>
<th>THURSDAY May 5</th>
<th>FRIDAY May 6</th>
<th>MONDAY May 9</th>
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<td>3:00-5:00</td>
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<td>6:00-8:00</td>
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<td>6:30 W</td>
<td>6:30 R</td>
<td>6:30 M</td>
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**NOTE:** Any student who has more than 2 exams scheduled per day may ask for an adjusted schedule.
## Quick Reference

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Student Government Association

The Student Government Association (SGA) is the voice of the student body and seeks to enhance the student experience at Anderson University. SGA is actively involved in student life by allocating funding for student organizations, campus events, and campus improvements.

Mission:
The mission of the Anderson University Student Government Association is to serve the AU campus by promoting effective student leadership and establishing a unified voice on behalf of the student body for the glory of God and the benefit of the campus community.

Vision Statement:
Lead * Serve * Connect

2015-2016 SGA Executive Officers:
Student Body President……………………………………. Anna Tabor
Student Body Vice President…………………………….. Rob Battenfield
Student Body Treasurer…………………………………….. Andrew Hartsell
Student Body Secretary ………………………………. Curtis “Ben” Stauffer
SGA Marketing Director ………………………………….. Frances Stephens

Meeting Time/Location
SGA Meetings take place on Mondays at 7 p.m. in School of Nursing 201. SGA meetings are open to all members of the Anderson University community.

SGA Elections
Elections for Freshman Senate positions will take place within the first two weeks of the fall semester. Students wishing to run for a position should contact one of the SGA Executive Officers using the contact information below. Students may also receive more information at the Expo event during Welcome Week.

Contact Information:
Email: sga@andersonuniversity.edu.
Facebook: https://www.facebook.com/trojansga
Twitter: @andersonSGA1
Student Organizations

Students may choose to participate in one of the over 40 different student organizations. All registered Student Organizations are eligible to receive funding through the Student Government Association. Here are some of the available organizations: Alpha Psi Omega, American Society of Interior Designers, Anderson Ultimate Frisbee Club, Anderson University Education Club, Art Education Club (Start), AU AIGA, AU Comedy Club (Far Sketched), AU Math Club, AU Psychology Club, AU Student Nurses’ Association, AUGOP, Baptist Collegiate Ministries (BCM), Business Club, Clay Club of SCSA, Connect, Council for Exceptional Children, Criminal Justice Society, Cru (formerly Campus Crusade for Christ), Delta Mu Delta, Ducks Unlimited, Enactus, Fellowship of Christian Athletes (FCA), Gamma Beta Phi, Handprints Early Childhood Club, History Club, International Student Organization, Kinesiology Club, Lights, Camera, Action!, Omicron Delta Epsilon, Psi Chi, Rotaract Club, Reformed University Fellowship (RUF), Science Club, Sigma Tau Delta, Special Olympics, Student Alumni Association, Student Government Association, Trojan Disc Golf Team, Unveiled, Writers’ Block

For more information about any of these groups and to express interest in joining contact the Student Activities office or visit the Community site.
The University provides a comprehensive student development program to serve and support Anderson students. Through partnership with the Academic and Christian Life divisions, the Office of Student Development and its various areas seek to provide a transformational co-curricular experience for students with the goal of educating, encouraging and serving students as they develop their God-given potential and purpose at Anderson University. Several areas of Student Development work together toward this end including Career Services, the Center for Student Success, the Counseling Center, Health Services, Residence Life and Housing, Student Activities and Intramurals, and the New Student Experience.

Anderson University’s administration, faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally, and spiritually. Anderson students, whether residing on campus or commuting, should expect to find a supportive campus environment with a wide variety of opportunities for learning, growing, and enjoying life. All students are encouraged to take an active part in the life of the university community, to join campus social and academic organizations, to participate in intramural sports, and to enjoy the various musical, theatrical, and cultural events hosted at Anderson University. The following pages highlight some of those opportunities for participation.

Student Development Vision, Mission, and Learning Outcomes

VISION: To provide transformational co-curricular programs and services to educate, encourage, and serve Anderson University students.

MISSION: The Anderson University Student Development division is a strategic, transformational, learning organization using a team-oriented approach to partner with the Academic and Christian Life divisions of the University to educate, encourage, and serve students toward full development of their God-given potential and purpose.

These are the learning outcomes we hope to help our students achieve:

- Personal maturity
- Christian life & character
- Spiritual formation
- Academic achievement
- Interpersonal relationships
- Civic engagement
- Appreciation of diverse people and cultures
- Global perspective
- Appreciation of the arts
- Habits of physical health and well-being
Career Services
The Office of Career Services seeks to assist students by helping them relate their career goals to their educational goals. This process begins in the freshman year through the use of personal interest inventories, skills, and experiences, and expands throughout a student’s university years to resume development, internships, graduate school planning, and job search. Career Services is located in the lower level of the Village Residence Hall adjacent to the Health Center.

CONTACT EMAIL: kbell@andersonuniversity.edu
PHONE: 231-2149

Center For Student Success
The Center for Student Success makes academic support services available to undergraduate students. Students may receive one-on-one assistance with non-tutoring academic issues such as organization, mild test anxiety, and time management. Student success seminars are offered periodically for any student desiring to improve his or her academic skills. Foundationally admitted students participate in a specific course and other activities designed to support their academic success. Other services include:

- Services and support to students with qualified disabilities in accordance with federal and state laws. Students who are interested in requesting these services should provide recent and relevant documentation of their disability from an appropriate professional and make an appointment with CSS staff to discuss their needs and interactively develop a plan that will provide the student with access to the educational program of the institution. Additional information is available on the University's web page, or by calling the Center.

- The Tutoring Lab is staffed by peer tutors and is available to all undergraduate students on the main AU campus. Our tutors assist students in general education and many beginning major courses. Tutoring is located on second floor of Thrift Library.

- The Writing Center assists students at all skill levels with any college writing tasks, with an emphasis on building skills and confidence in academic writing. These peer tutors are employed by the English Department and work from Watkins Teaching Center 140. Contact cbrooks@andersonuniversity.edu for additional information.

The Center for Student Success is located in the lower level of the Village residence hall next to the Health Center.

CONTACT EMAIL: studentsuccess@andersonuniversity.edu
PHONE: 328-1420
Counseling Services
The mission of the Anderson University Counseling Center is to provide a confidential, caring, and supportive environment in which students can grow academically, personally, and spiritually. Our counselors challenge students to reach their full potential by helping them become self-aware, build healthy coping skills, and make change that leads to a more satisfying lifestyle and greater success at Anderson University. Individual and group counseling is a free service offered to all full-time traditional students. Consultation services are offered to evening and part-time students. Personal counseling is a unique and collaborative relationship between a trained helper and a person seeking help, created to assist people with learning to relate to themselves and others in healthier ways. Students coming to the Counseling Center are usually seeking more effective and rewarding lives by confronting personal problems, relationship issues, faith questions, lifestyle choices, mental health disorders, or any concern that is hindering them from being a healthy, happy and productive individual. Maintaining confidentiality is of the utmost importance to the staff of the Counseling Center, which is located in the lower level of the Village Residence Hall next to the Health Center.

CONTACT EMAIL: emaurer@andersonuniversity.edu
PHONE: 231-2149

The Cultural Experience Program
The purpose of the Cultural Experience Program (CEP) is to enrich the student’s academic experience by providing co-curricular opportunities for students to grow in the knowledge and appreciation of the arts, to grow in the knowledge of the components of a healthy lifestyle, and to develop knowledge that supports personal, professional, and civic growth. Programs include fine arts events (music, theatre, and art), guest speakers on a variety of topics, academic enrichment workshops, presentations on healthy lifestyles, and community and civic awareness events.

Attendance at a specified number of CEP opportunities is a graduation requirement. Please refer to Academic Policies, Co-Curricular Graduation Requirements, for additional information.

Information about the Cultural Experience Program, as well as information about progress toward fulfillment of CEP requirements, may be obtained from the Office of Student Development located in the Merritt Administration Building. You may also check online at www.andersonuniversity.edu/CEP.

CONTACT EMAIL: rsanderson@andersonuniversity.edu
PHONE: 231-2075
Health Service Center

The Health Service Center is located on the bottom level of the Village residence hall and is staffed by two Registered Nurses who will triage, treat or refer students to a physician if needed. Services at the Health Center are available to all students, including residential and commuter.

The hours of operation are 8:30AM-4:30PM Monday through Friday with designated drop-in times posted each semester in the Health Service Center & on the Health Service Center webpage.

CONTACT EMAIL: dtaylor@andersonuniversity.edu
PHONE: 622-6063

After Hours Care and/or Medical Emergencies

Students may call the After Hours Nurse Line @ 864.622.6063 to talk with a nurse who will triage and advise a plan of action. This service is available after hours, weekends, and during the holidays.

Students may be referred to AnMed Family Medicine for a limited fee. This special fee covers acute sick or injury-related visits. Fees for services rendered off campus are the responsibility of the student. Students are responsible for their own transportation to appointments off campus.

Services offered at the Health Service Center include but not limited to:

* Assessment by RN
* Health Consultation
* Limited physical exam
* Referral for physician evaluation if needed
* Health education literature
* Health programming
* Limited vaccines and immunizations

Alternate Care Options

| Care Connect          | 600 North Fant Street  
|                       | Anderson, S.C. 29621  
|                       | 864.512.1787           
|                       | Hours: 7:00am – 7:00pm |

| Doctors Care          | 2126 N. Hwy. 81        
|                       | Anderson, S.C. 29621   
|                       | 864.226.2660           
|                       | Mon. – Fri. 8:00am – 8:00pm |
|                       | Sat. 9:00am – 5:00pm   
|                       | Sun. 1:00pm – 6:00pm   |
| CVS Minute Clinic | 1405 East Greenville Street  
Anderson, S.C. 29621  
864.389.2727  
Mon. – Fri. 8:30am – 7:30pm  
Sat. 9:00am – 5:30pm  
Sun. 10:00am – 5:30pm |
|------------------|------------------------------------------------|
| AnMed Health EMERGENCY DEPARTMENT | 800 North Fant Street  
Anderson, S.C. 29621  
864.512.1000 |

**Intramural Athletics**
The Intramural Program offers students an opportunity to participate in a variety of competitive athletic activities throughout the school year. Intramural athletics promote character, physical fitness, and team building. All AU students may participate in intramural events. The Intramural Program offers at least four competitive sports per semester including volleyball, ultimate frisbee, powder-puff football, soccer, flag football, dodge ball, softball, tennis and basketball. The Intramural Program also oversees the Abney Fitness Center and the Athletic Campus Gym. Hours for these facilities are posted each semester. All Intramural sign-ups take place through www.imleagues.com. You may go to that address at any time to create a profile and view the current Intramural schedule. The Intramural Office is located in the Student Center next to the Post Office.

**CONTACT EMAIL:** wgreen@andersonuniversity.edu  
**PHONE:** 622-6061

**New Student Experience Program**
The purpose of the New Student Experience program is to help students make a successful transition into the University community. New students are placed into small groups led by upper-class students that provide support, encouragement, and guidance throughout a student’s transition to college. In addition, the New Student Experience staff provides programs and events designed to answer student questions and to help them develop connections across campus. Programming is also provided to assist parents as they support their students during this transition. The New Student Experience encompasses Base Camp Summer Orientation, Welcome Week, and Alpha Group/First Year Experience (FYE) programming.

**CONTACT EMAIL:** smudd@andersonuniversity.edu  
**PHONE:** 622-6062

**Residence Life**
The primary goal of Residence Life is to provide comfortable and safe living facilities
and to assist students with personal, academic and spiritual growth and development. Residence Life seeks to create purposeful living communities where students will experience life-changing relationships and transformational learning that will enhance their college experience and help them to meet their educational goals. Residence Halls are staffed by full-time Residence Directors (RD) and/or graduate Community Advisors. These professionals live in the buildings and serve as mentors and guides to students while managing all aspects of the living area. Additionally, each floor is assigned a Resident Advisor (RA) who is an upperclassman student leader. Together, the RDs and RAs work to develop a strong community in each living area by getting to know resident students personally and facilitating events that allow residents to meet others, challenge them to grow, and assist them in finding success in college and beyond.

CONTACT EMAIL: residencelife@andersonuniversity.edu  
PHONE: 622-6011

Student Activities
The Office of Student Activities creates opportunities for Anderson University students to get involved, get connected, and grow. Student Activities accomplishes this mission through community, cultural and educational, and off-campus programming as well as leadership development opportunities. Student Activities also supports a wide range of Student Organizations and the Student Government Association.

CONTACT EMAIL: studentactivities@andersonuniversity.edu  
PHONE: 231-2107

U-SERVE
As a Christ-centered community, Anderson University is committed to service to others. Students are encouraged to seek out opportunities for community service during their time at the University. To demonstrate our commitment to service as a Christian value, and to provide our new students with an initial opportunity to serve the local community, AU organizes an annual service project called U-Serve that is required for all first-time students. U-Serve provides students the chance to experience first-hand the rewards of giving back to the community while bonding with their peers during Welcome Week.

CONTACT EMAIL: smudd@andersonuniversity.edu  
PHONE: 231-2075

Additional Student Services and Offices

Anderson Central
Many student services are offered in one central location in Anderson Central. Services offered include transcript requests, name/address changes, check cashing, tuition
CONTACT EMAIL: andersoncentral@andersonuniversity.edu
PHONE: 864-231-2845

Campus Safety
The office of Campus Safety is responsible for the security of the campus. Campus Safety officers are on duty 24 hours a day, seven days a week. The primary goal of Campus Safety is to maintain a Christian environment that is characterized by respect for others and for property, and a spirit of love and cooperation. Campus Safety officers are responsible for enforcing all disciplinary rules and regulations of the University as well as parking regulations. Campus Safety officers are first and foremost concerned with the safety of all students, faculty, and staff. Campus Safety provides the following additional services: parking decals, fire safety, minor vehicle assistance, officer escort during nighttime hours, event security, support for medical emergencies, and an automated emergency text alert program. The Campus Safety Office is located at the front of the campus near the intersection of Boulevard and Kingsley Road.

CONTACT EMAIL: campussafety@andersonuniversity.edu
PHONE: 864-231-2060

Campus Store
OPERATING HOURS:
MON: 8:30 AM - 6:00 PM (4:30 PM During summer)
TUES-FRI: 8:30 AM - 4:30 PM
The Campus Store offers items for purchase including textbooks, study aids and books, supplies, computer accessories and media, art supplies, University apparel and gift items, snacks and drinks, cards, and gifts. In addition to purchasing new or used textbooks, you may also rent new/used texts when available and our digital/ebook inventory is growing as well. We also offer the Microsoft Office program (Educational discounted version) at the store in both PC and MAC formats.

Please make sure that you carry your student ID with you, as we will ask for it when you purchase from us, sell back books to us, and when you buy the software. The Campus Store will have extended operating hours for special events, such as book rush and buyback.

CONTACT EMAIL: bookstore@andersonuniversity.edu
PHONE: 864-231-2010

Campus Food Services
Campus Food Services are provided by Aramark in four campus locations: Martin Dining Hall (Merritt Administration Building); Student Grille (in the Student Center);
Food for Thought and Java City (basement of Thrift Library). Resident students have several meal plan options, and commuters also have two meal plan options available to meet their needs and preferences.

CONTACT EMAIL: ccarter@andersonuniversity.edu
PHONE: 231-2031

Campus Ministries
Because Anderson University is a Christian institution affiliated with the South Carolina Baptist Convention, Christian activities are an important part of campus life. There are a variety of these activities and all students, regardless of denominational affiliation, can find means of expressing their Christian faith at Anderson University.

CAMPUS MINISTRIES, a part of the Office of Christian Life, is an umbrella term for a variety of Christian activities outside of the classroom at Anderson University. It provides a network of support, social activities, service events, leadership opportunities and other programs designed to foster Christian outreach and spiritual growth. The main components of Campus Ministries are:

· Ministry groups, including BCM (Baptist Campus Ministries), FCA (Fellowship of Christian Athletes), RUF (Reformed University Fellowship), and Cru (formerly Campus Crusade for Christ)
· Mission projects (local, state, national, and international)
· The Journey Program (Campus Worship – see below)
· Ministry activities (Bible study groups, concerts, leadership and enrichment retreats, Journey Teams that do ministry in local churches, praise teams that lead worship, drama groups, and other community outreach including nursing home ministries, children’s ministry, DiscipleNow and other youth ministries, tutoring, recreation, and many other service opportunities).
· Church relations (Southern Baptist Convention, South Carolina Baptist Convention, Baptist association and local church participation)

The JOURNEY PROGRAM is the AU equivalent of “chapel” at other Christian institutions. Through the Journey Program we have the opportunity to emphasize our spiritual development as we learn to worship and grow together. Students along with faculty and staff are given a variety of worship services, concerts, conferences, and creative presentations designed to introduce them to the person and work of Jesus Christ and to help them grow spiritually through engaging His presence in their lives.

Successful completion of the Journey Program is required for graduation at Anderson University. Please refer to Academic Policies, Co-Curricular Graduation Requirements, for additional information.

The goal of Campus Ministries is to influence the campus, the community and local churches with the good news of Jesus Christ in words and actions that are meaningful and relevant. Our desire is to present the image of the Christian life as one of excitement, challenge and adventure, rather than something boring, irrelevant or outdated. We
hope to empower and encourage students to reach their God-given potential, to live by faith in Jesus Christ, to adopt a Christian perspective of all of life, and to function with moral conviction, integrity, honesty and genuine love for their fellow students and their community.

Campus Ministries seeks to foster a healthy balance in a student’s experience of the emotional, physical, mental and spiritual aspects of life. Contact us for information on the many Campus Ministries opportunities available at Anderson University.

CONTACT EMAIL: lguthrie@andersonuniversity.edu; or gallgood@andersonuniversity.edu
PHONE: 231-2077

Financial Aid Planning
The primary purpose of the Office of Financial Aid Planning (OFAP) is to provide financial aid information and resources to those students who, without such assistance, would be unable to attend Anderson University. Please refer to the Financial Aid section of the Anderson University website for the Financial Aid Handbook, FAQs, Cost, Fees, & Financial Aid information, including possible required documents and forms. Please refer to your assigned AU student email & student Self-Service account for detailed information regarding your financial aid awards and required documents. Please contact the Office of Financial Aid Planning with any questions or concerns regarding your account. Financial Aid is located in the Rice Building, across the street from the Thrift Library.

CONTACT EMAIL: finaid@andersonuniversity.edu
PHONE: 864-231-1719

International Programs
Anderson University students have a variety of international programs and opportunities from which to choose; short-term learning abroad programs, semester study abroad programs, participation in the Global Envoy program, academic classes with a global focus and participation in International Education Week activities. During the junior year students with a 2.5 GPA may also enroll in an Anderson University Abroad course that includes a short-term learning abroad experience and an Anderson University travel subsidy. Semester study abroad as well as short-term learning abroad and summer programs are offered to countries around the world with major semester programs in Australia, Ecuador, Thailand, Wales, Lithuania, China and Jordan. Students interested in studying abroad for a semester should start planning for the semester as early as possible during their college career. The first step in the planning process is to learn about all international programs by visiting the International Programs office in the student center on the same side as the campus store. Secondly, students should work with their advisors to determine the best time in their program to study abroad, the courses they want to take and to save as many elective hours as possible to be used during the program. Thirdly, students should start planning for the financial
implications of studying abroad and develop a savings fund. To learn more about International Programs contact the International Programs Office, and for information about opportunities for international missions travel contact Campus Ministries (231-2077).

CONTACT EMAIL: athemistocleous@andersonuniversity.edu
PHONE: 231-2185

Post Office
The campus post office is located in the Student Center. The post office is open Monday through Friday from 8:30 a.m.—4:30 p.m. The campus post office is not equipped to handle the mailing of large packages over 40 lbs. Large packages may be sent at the local Post Office, which is located about one mile from campus. We receive packages from UPS, USPS, Fed-Ex and can ship with the same companies with a preprinted label. All resident students are furnished a mailbox with a key. A student’s University address will be provided prior to arrival on campus. The cost for replacing a lost key is $5.00 during the year. Failure to return the key to the post office when moving off-campus, at the end of the school term, or at time of withdrawal will result in a nonrefundable fine of $40.00.

It is very important that any mail or packages sent to you at Anderson University are correctly addressed. It is imperative that you do NOT use PO Box; the mailboxes here are strictly for Anderson University use. Mail that is incorrectly addressed is at risk of being lost or misdirected. Below is a template showing the correct address placement:

Student Name
Anderson University
316 Boulevard, Box number
Anderson, SC 29621-4002

CONTACT EMAIL: staylor@andersonuniversity.edu
PHONE: 231-2113

Technology Support And Services
Anderson University Information Technology provides computer, television, and internet support and services to the University Community. The members of the Information Technology department provide technology assistance through email (help@andersonuniversity.edu), IT Help Desk telephone (231-2457), and office walk-ins. One IT staff member is dedicated to student support, although all staff will provide assistance as needed. By way of the Internet, all students have access to their email and to relevant campus data, including faculty websites, assignments, and student data, such as grades and registration. All students are required to abide by AU’s Internet Use & Email Policy.

• Anderson University EMAIL: All students have access to an Anderson University email account. The email account is a Microsoft Exchange account
which can be used for appointments and tasks as well as email. Student email accounts are limited to 65 Mbytes in your mailbox, so students should clean out their mailboxes regularly. Students should pay particular attention to their Deleted Items, Drafts, and Sent Items folders, as it is easy to forget to empty these. The system will automatically delete mail over 30 days old from the inbox each week. It will leave untouched mail placed in any other folder as long as the folders are not located in the “inbox” section. Your AU email account is the primary method instructors and Self-Service (your web-based access into your student records and registration) will use to contact you. Check it regularly!

- **Wireless Network Access:** AUSTUDENTN is the network most often available for use by students. The network is secure and encrypted, but it does require a username and login (the same as your network login as described below.) Follow the instructions for your device for connecting to secure networks. AUSTUDENTN uses the WPA Enterprise security protocol.

- **Wireless Network in Residence Halls:** All residence halls are equipped with a wireless network. You must have a wireless network adapter (built-in or add-on) to access the internet. (Wireless standard: 802.11b, 802.11g or 802.11n Wi-Fi Compliant.) The usual SSID (wireless network name) for the residence halls is AUSTUDENTN. There is also an AUGUEST SSID available in some areas, which is available for guests or for quick access, but it has very limited capability. Students are strongly encouraged to use AUSTUDENTN. When your residence hall wireless network asks for a login, use your university network account username (everything before “@andersonuniversity.edu”) and password to log in.

- **iPads:** The iPads assigned by the University use a special wireless network while in class areas called AUMOBILEN. This network is only available for iPad users and is dedicated to Anderson University’s Mobile Learning Initiative.

**Thrift Library**

Opened in 2007, the Thrift Library Building contains an art gallery, computer lab, Java City café, Food for Thought dining venue, curriculum lab, special collections, music technology lab, 110-seat multimedia center, conference room, classroom, and 10 group study rooms. Besides its collection of approximately 100,000 traditional volumes, electronic resources include more than 225,000 eBooks, over 160 databases, and more than 33,000 full text periodicals. The Library supports the University’s educational mission through its resources and services and by encouraging its users to be self-directed, lifelong learners.

**CONTACT EMAIL:** library@andersonuniversity.edu  
**PHONE:** 231-2050
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<tr>
<td><strong>POSTAL SERVICES, MAIL DELIVERY, PACKAGE PICK UP</strong></td>
<td>Scott Taylor, Post Office <a href="mailto:staylor@andersonuniversity.edu">staylor@andersonuniversity.edu</a>; 231.2113</td>
<td>page 30</td>
</tr>
<tr>
<td><strong>RESIDENCE HALL INQUIRIES</strong></td>
<td>Residence Life Office 622.6011 <a href="mailto:residencelife@andersonuniversity.edu">residencelife@andersonuniversity.edu</a></td>
<td>page 25</td>
</tr>
<tr>
<td>Room Keys</td>
<td>Roommate Assignments</td>
<td></td>
</tr>
<tr>
<td>Meal Plan</td>
<td>Visitor Registration</td>
<td></td>
</tr>
<tr>
<td><strong>STUDENT ACTIVITIES</strong></td>
<td>Student Activities Office 622.6029</td>
<td>page 25</td>
</tr>
<tr>
<td><strong>TRANSFERRING TO ANOTHER UNIVERSITY</strong></td>
<td>Academic Advisor</td>
<td>page 22</td>
</tr>
<tr>
<td><strong>TUTORING</strong></td>
<td>Jane Maclennan, Center for Student Success Office <a href="mailto:jmaclennan@andersonuniversity.edu">jmaclennan@andersonuniversity.edu</a>; 231.1420</td>
<td>page 22</td>
</tr>
<tr>
<td><strong>WITHDRAWING FROM THE UNIVERSITY</strong></td>
<td>Dianne King, Center for Student Success <a href="mailto:ldking@andersonuniversity.edu">ldking@andersonuniversity.edu</a>; 231.2026</td>
<td>page 49</td>
</tr>
<tr>
<td>(during academic term)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WRITING CENTER</strong></td>
<td>Cari Brooks, Writing Center <a href="mailto:cbrooks@andersonuniversity.edu">cbrooks@andersonuniversity.edu</a>; 231.2135</td>
<td>page 22</td>
</tr>
</tbody>
</table>
Campus Safety
Campus Safety

The primary purpose of the Campus Safety department is to protect the property and lives of the faculty, staff, students and guests of Anderson University. The department is also responsible for enforcement of parking regulations. The Campus Safety officers are employees of Anderson University. They are certified by the state of South Carolina and have the same arrest power of a deputy sheriff. One or more members of the department are on duty 24 hours a day.

The officers are available any time after dark to transport students from their cars to their campus housing or from one building to another on campus. Officers will assist students with dead batteries and in making arrangements to call a locksmith if needed. Students are encouraged to provide Campus Safety with an extra set of car keys.

In compliance with the Federal Crime Awareness and Security Act of 1990, Anderson University prepares an annual report setting forth campus security policies and campus crime statistics. This report, which also contains safety and security tips, is furnished to all current students and employees and to any applicant for enrollment or employment upon request.

Location: The Campus Safety office is located in the Gatehouse on Kingsley Street
Hours: The office is staffed between 8:30am-4:30pm, and Campus Safety officers are working on campus 24 hours a day, 7 days a week. Officers may be on patrol at night and in the evenings, in which case students stopping by the office may use phone beside the Campus Safety door to contact the patrolling officer via the Campus Safety cell phone number which is posted.

Director of Campus Safety: Jim Kines
CONTACT EMAIL: jkines@andersonuniversity.edu
Phone: 864-231-2060

Lost and Found
Articles that are lost or found should be reported to or brought to the Campus Safety Office. Items not claimed after six months are donated to local charities. While students are encouraged to contact Campus Safety in regards to lost items, students are also encouraged to retrace their steps and check with the cafeteria, Java City, library, and the reception area in Merritt. These areas often receive lost items before they are ultimately turned over to Campus Safety.

Identification Cards
Campus Safety shall issue identification cards to all students which shall remain valid during the student’s tenure at the University. Missing or lost cards will be replaced at an escalating cost of $5.00 added for each subsequent card with a cost cap of $30.00. Example: The first replacement card will cost $5.00, second $10.00, and so on until the $30.00 limit is reached and each additional card afterwards will be $30.00. Damaged or
defective cards are replaced at no charge when the card is brought to the Campus Safety Office.

Students should carry their university-issued identification cards with them at all times while on campus or on university-sponsored trips. Students will need to present their cards at CEP and Journey events in order to receive credits. Students should also be prepared to use their ID cards at the library and dining facilities on campus. Students shall provide their identification cards to any Campus Safety Officer or other university official upon request.

Skateboarding Policy
In consideration of local ordinances restricting the use of skateboards on Anderson City streets and sidewalks and for the safety of Anderson University students, employees, and guests, no person will ride or operate a skateboard on Anderson University owned property, including but not limited to buildings, sidewalks, streets, and parking facilities. This includes the main campus and the Athletic Campus.

Bicycle Policy
Students may bring bicycles to campus for transportation and recreation. For the safety of all, please follow these expectations:

- Students are required to wear helmets when riding their bicycles on campus.
- Riders should operate bikes according to traffic laws to maintain their safety as well as the safety of vehicle and pedestrian traffic.
- Bicycles should be parked in designated spaces on campus or may be stored in the student’s room on campus provided they do not impede exit from the room or inconvenience roommates. Bicycles should be stored in ways that will not damage walls, room furniture or fixtures.
- Students are encouraged to register their bicycle with Campus Safety and lock their bicycle when it is stored outside as the University is not responsible for the theft or damage to bicycles.

Anderson University Vehicle Code (AUVC)
Anderson University owns and occupies approximately 280 acres. The University’s right to control traffic and parking on its campus is conferred by the South Carolina Vehicle Code (SCVC). All fees listed herein are subject to change at the discretion of administration. The Campus Safety Department has the responsibility and authority to administer the traffic policy of the University and to control traffic accordingly. The operation of a bicycle or motorized vehicle on campus is a privilege granted by the University and is not a right of any employee, student, or visitor. AUVC rules and regulations are designed to aid the flow of traffic, provide the maximum parking possible, and to make the streets safe for vehicles, pedestrians, residents and children playing on campus.
SECTION 1. STATEMENT OF POLICY

All individuals registering a vehicle with the Campus Safety Department, or operating a vehicle on University property, agree to:

A. Obey all University Policies, Rules, and Regulations:
   1. Obtain, read, and abide by the University Vehicle Code.
   2. Pay all fees and fines assessed for violations of this code.
   3. Protect and hold harmless the University and its students, officers, and employees from all claims from injuries to any persons or damage to property by reason of operation of this vehicle or any vehicle on campus.
   4. Maintain licenses, registration, and Liability and Property Damage Insurance for vehicles as required by law.
   5. Permit: Issuance of a Permit is not a guarantee that a parking space will be available.
   6. Campus shall include the property of the University, areas where University events occur, and areas where students assemble or congregate.

B. Permits shall not be issued without proof of:
   1. Valid Driver’s License.
   2. Current DMV Vehicle Registration and license plate.
   3. Current Vehicle Insurance for each vehicle operating on University property. Additionally, the insurance status of each vehicle may be verified at any time following the decal issuance by Campus Safety Officers.

C. Any expenses incurred by this Department pertaining to vehicles on campus will be the responsibility of the Permit holder, registered owner, or violator with charges applied to that account.

D. Anderson University neither warrants the safety of vehicles nor assumes the responsibility for loss due to theft, vandalism, accident, or damage while the vehicles on University property.

E. Parking, Policy, and Moving violations may be issued at the time of the infraction and posted on the vehicle, or mailed to the violator.

SECTION 2. REGISTRATION, PERMITS and RESPONSIBILITIES

A. Vehicle Registration: All vehicles must be registered with the Campus Safety Department within 24 hours of driving on campus. Failure to comply may result in a 50% late registration fee.
   1. Vehicle Registration: Current student fees are $80.00 per school year for Traditional Students, $25.00 per school year for Traditional Resident Freshmen, and $40.00 per school year for Accelerated and Graduate Students for the first vehicle permit. A second decal will be issued at no cost for supplementary vehicle. The two vehicles will not be allowed on campus simultaneously.
   2. Responsible person: The individual registering the vehicle is held responsible for its operation on campus at all times, including payment of all fines.

B. Unregistered/abandoned vehicles are subject to being towed away at owner’s expense.

C. Parking permits are not transferable from one vehicle to another vehicle without prior approval from the Campus Safety Department. Parking permits must be attached in a
visible location on the left side of the rear bumper or lower left side of the rear window.  
D. Temporary-Visitors-Special Permits are available at no cost from the Campus Safety  
Department.  
E. Vehicle storage on campus requires special permission from the Campus Safety  
Department.  
F. Vehicle/Equipment/Maintenance: Vehicles operated on University property must  
comply with the State vehicle equipment regulations.  
   1. Vehicle repairs or maintenance requires special permission from the Campus  
      Safety Department. This permission is issued for a specific period of time and  
      repairs must be completed within the time specified.  
   2. Unattended vehicles being repaired or requiring further maintenance which  
      are left in an unsafe condition (up on jacks, etc.) are subject to immediate towing.  
   3. Inoperative registered vehicles remaining inoperative for a period of 30 days  
      are subject to being towed away at owner’s expense.  

SECTION 3. ZONES, CURBS, PARKING, RESERVED AREAS  
The Campus Safety Department, Physical Plant, and Grounds Department vehicles are  
exempt. All other vehicles are subject to being towed away at owner’s expense. Designated  
parking stalls are the only authorized parking spaces. No person shall stop, park, or leave  
standing any vehicle, unattended, in any of the following places, or conditions:  
A. Yellow Crossed Out Zones means no parking or stopping at anytime.  
B. Fire Lane/Hydrant: No parking or stopping at anytime (Tow Away Zones).  
C. Fire Hydrant: No parking within 18 feet of hydrant.  
D. Blue Zones (whether marked with a sign or not) are reserved for handicapped parking  
   only, and require a handicap I.D. placard. User must be in possession of a DMV Placard.  
   Anderson Police Department has the right to ticket for handicap violations.  
E. Designated Faculty/Staff parking (the yellow spaces): No student shall park in areas  
   posted and reserved for Faculty/Staff. (7:30 a.m. - 4:30 p.m., Monday - Friday)  
F. Visitors Parking: No student, faculty, or staff member shall park in parking area or  
   space designated for Visitors. (8 a.m. - 4:30 p.m., Monday - Friday)  
G. Sidewalk, dirt, lawn, or landscaped areas may not be used for parking, deliveries,  
   loading, or unloading.  
H. Vehicles must park within a marked space and never occupy more than one space.  
I. Motorcycles, Mopeds, Scooters, and Bicycles must park in appropriate spaces.  
J. Unattended Bicycles must be secured with a sturdy lock, or inside living quarters. No  
   storage is permitted in stairwells, or hallways. Failure to comply may result in immediate  
   removal/loss of locking device.  

SECTION 4. REGULATIONS  
A. All provisions of the South Carolina Vehicle Code are applicable on University  
   property, except as modified by the AUVC.  
B. Posted signs shall be obeyed at all times.  
C. Traffic control signs shall not be evaded by driving neither around the sign nor off the  
   designated roadway.  
D. The speed limit on Campus is “No Faster Than it is Safe.” It is never safe to travel  
   faster than 15 MPH on campus.
E. Pedestrians have the right of way over vehicles when crossing roadways, within marked crosswalks, unmarked crosswalks at road intersections, and within parking lots.

F. Sidewalks/Pedestrian walkways: Motorized vehicles, skateboards, and bicycles are prohibited from operating upon sidewalks and pedestrian walkways.

G. Parking lots must be entered and exited through designated areas. Vehicles shall not be driven across an unbroken white line marking parking lot or pedestrian walkway boundaries.

H. Backing into slanted parking spaces on campus is prohibited. The penalty for this violation shall not exceed $55.00.

I. Barriers, cones, barricades, fences, or posts or any other traffic control devices may be placed at any point necessary for safety, convenience, or traffic control. The removal or moving of such barriers, barrier-tape, barricades, fences, cones, or posts, is forbidden without the permission of the Campus Safety Department. There will be a fine levied not to exceed $55.00 for moving, removing or otherwise tampering with any traffic control devices such as cones, barriers, barricades, fences, or posts.

J. Vehicle anti-theft/burglar alarms must reset automatically within five (5) minutes of activation. Non-resetting vehicle alarms may result in immediate tow away with the owner or driver responsible for the expense of towing.
   1. Campus Areas: Activated alarms that interfere with classes, office business, or Facility Use events, are subject to immediate tow away.
   2. Residential Areas: During the hours of darkness, a third resetting false alarm during the same night may result in the vehicle being towed away.

K. Blocking campus access, roadways spaces, or vehicles on University property or at University-sponsored or supervised functions: Vehicles parked in front of a closed or open gate or obstructing traffic flow are subject to immediate citation and/or tow-away. Blocking specific traffic spaces or blocking vehicles in place will result in citations and/or immediate tow-away. Fines for blocking or illegal and improper parking shall not exceed $55.00 plus any applicable tow charge and vehicle storage fees.

L. Dumping or littering: No person shall place, deposit, or dump any garbage, debris, materials, or hazardous materials upon the grounds of this campus, except in appropriate or designated receptacles.

SECTION 5. OFFENSES

A. Any violation of rule, regulation, or policy of the Anderson University Vehicle Code, South Carolina Vehicle Code, Personnel Handbook, Student Handbook, or the University Catalog is considered an offense and will be adjudicated appropriately.

B. Any other applicable violation of regulations not specifically listed above is considered an offense and will be adjudicated appropriately.

SECTION 6. FINES, FEES, AND PENALTIES

A. Fines are assessed proportionate to the severity of the violation in accordance with the current fine schedule of the Annual (Campus Safety) Report, and as posted in the Campus Safety Department office.

LIST OF FREQUENT OFFENSES  FINE
No Current Anderson University Parking Permit  $55.00
Improperly placed parking permits: $30.00
Parked in reserved parking space: $45.00
Traveling wrong way on one-way street: $60.00
Parking in fire lane or area not marked as a parking space: $50.00
Improperly parked or obstructing traffic: $45.00
Parking in handicapped zone (Anderson City Police Department has the right to ticket): $50.00
Reckless driving: $60.00
Zoned Parking Violation: $45.00
Improper Overnight Parking: $25.00
Backing into a parking space: $55.00
Removing, altering or taking traffic control device: $55.00
Warning: $00.00
Other: $_______

B. Receipt of (three) or more unpaid parking fines will result in your vehicle being immobilized with a vehicle “boot.” The boot will not be removed from your vehicle until all tickets are paid. Once you have received (5) paid or unpaid parking fines will result in your vehicle being booted again. If you receive two boots during the academic year, your parking privileges will be revoked for that academic year. You will not be allowed to operate a vehicle on the University property during this time. If your vehicle is located on University property, it will be towed. Immobilization devices may also be applied for vehicles without a current decal or with no decal or to habitual offenders with more than three instances of vehicle violations, ticketed or not.

C. Fines are to be paid at the Campus Safety Office. Fines paid within five (5) business days will be reduced by $15.00. Fines not paid within these five days will be assessed with an additional $5.00 administration fee to the original fine amount. Unpaid fines may prevent a student from being accepted for another semester or receiving a transcript of grades or successfully applying for graduation. Any further reduction or lack of reduction is at the discretion of the Campus Safety Director or their Designee.

SECTION 7. APPEALS
A. Citation appeals must be made in writing to the Campus Safety Department within 24 hours of the violation. Appeals will only be considered and granted under extenuating circumstances.

B. Ignorance of regulations or a lack of nearby parking spaces will not be considered as a defense for violations.

C. All traffic appeals must be emailed to the address below. To appeal your traffic ticket, include the following information: ticket number, phone number, reason for appeal.

D. To support your appeal, state all relevant facts and mitigating circumstances.

SECTION 8. TROJAN TRANSIT
A. The Trojan Transit shuttle service is provided to offer transportation around the main campus and to and from the Athletic Campus and for special events as arranged. It is
available to all members of the Anderson University family and is available at no cost.
B. The hours of operation for the Trojan Transit are Monday through Friday from 7:30 AM until 11:00 PM and from 5:00 PM until 11:00 PM on Sundays during the academic year. Students needing safe transportation during hours of darkness when the Transit is not in operation may call Campus Safety at 231-2060 to arrange a security escort.
C. Transit drivers normally pick up and drop off passengers at Thrift Library, Abney Athletic Center, and at the marked Transit stop at the Athletic Campus. Other stops for picking up or dropping off passengers are performed at the discretion of each particular driver, with safety being the predominant deciding factor.
D. Horseplay and other inappropriate behavior is prohibited on the Transit at all times and the drivers have the authority to eject passengers for improper conduct and take any appropriate action to insure the safety of everyone on board.
E. The Transit may be called during operational hours at 245-2041 to request a pick up. If there is no answer, Campus Safety may be contacted at 231-2060.

Inclement Weather
During periods of severe inclement weather, the university may announce, through the electronic mail system and through the local news media, that some or all of the university’s offices and facilities are closed for part or all of a day.

Decisions regarding the day time class schedule will be made no later than 6:30am and decisions regarding the evening class schedule will be announced no later than 1pm. Please note that media outlets only report when classes are canceled; they will not report when classes are to remain on schedule.

The following is a list of locations for which students, faculty, and staff may obtain information about Anderson University’s class schedule during serve winter weather:

AU Information Line
Messages will be placed on this voice mail when we have bad weather or power outages. The number is 864-622-6057.

Internet: weather announcements will be posted to the Anderson University website homepage.

Television and radio stations:
WRIX 103.1 FM
You can also call the radio station at 864-224-9749.
WYFF-TV
WSPA-TV
All Faculty, Staff, and Students Are Reminded That in Case of Severe Thunderstorms and Other Inclement Weather Shelters Are As Follows:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>SHELTER LOCATION</th>
<th>ADDITIONAL NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abney Athletic Center</td>
<td>basement hallway and rooms without windows</td>
<td>do not go on gym floor</td>
</tr>
<tr>
<td>All houses</td>
<td>interior spaces or closed spaces without windows</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>inner office space or basement</td>
<td></td>
</tr>
<tr>
<td>Evening Admissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anderson Central</td>
<td>inner office spaces/basement of Johnston Hall</td>
<td></td>
</tr>
<tr>
<td>(Financial Aid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Campus</td>
<td>large rostrums in buildings A &amp; C</td>
<td></td>
</tr>
<tr>
<td>Boulevard Halls</td>
<td>interior hallways or closed spaces without windows on lowest level possible</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>back Offices in the rear of main office and storage room</td>
<td></td>
</tr>
<tr>
<td>Denmark</td>
<td>basement/Laundry room</td>
<td></td>
</tr>
<tr>
<td>Inner Campus</td>
<td>bookstore</td>
<td></td>
</tr>
<tr>
<td>(Bookstore, Inside the Post Office and the hallway connecting the Post Office &amp; Student Center)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for Student Success</td>
<td>any rooms in the village basement without windows or in the restrooms</td>
<td></td>
</tr>
<tr>
<td>Johnston Hall</td>
<td>basement/restroom on main floor</td>
<td></td>
</tr>
<tr>
<td>Kingsley Hall</td>
<td>hallway on first floor near room 14</td>
<td></td>
</tr>
<tr>
<td>Lawton</td>
<td>suites 1A, 1b, 1C</td>
<td></td>
</tr>
<tr>
<td>Merritt Administration</td>
<td>bottom hallway at entrance to the dining hall</td>
<td>do not go in dining room or Merritt Theater</td>
</tr>
<tr>
<td>North Rouse</td>
<td>laundry room and hallway near laundry room</td>
<td></td>
</tr>
<tr>
<td>Pratt Hall</td>
<td>Basement</td>
<td></td>
</tr>
<tr>
<td>Rainey Fine Arts Center</td>
<td>Interior hallways/basement and restrooms</td>
<td>do not go in theaters or stage area or areas with windows</td>
</tr>
<tr>
<td>South Rouse</td>
<td>basement hallway</td>
<td></td>
</tr>
<tr>
<td>Stringer Commons</td>
<td>bottom of stairwells of each building</td>
<td></td>
</tr>
<tr>
<td>Sullivan building</td>
<td>basement, basement stairwell or restrooms</td>
<td>do not go into Chapel</td>
</tr>
<tr>
<td>LOCATION CONT.</td>
<td>SHELTER LOCATION</td>
<td>ADDITIONAL NOTES</td>
</tr>
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<tr>
<td>Thrift Library</td>
<td>Hallway near basement restrooms, basement restrooms, hallway behind Java City/Food for Thought or IT</td>
<td>do not go into Java City, Food for Thought, or Bunton Computer Lab</td>
</tr>
<tr>
<td>Vandiver Hall</td>
<td>Bottom level hallway</td>
<td></td>
</tr>
<tr>
<td>Village</td>
<td>First floor hallways</td>
<td></td>
</tr>
<tr>
<td>Village Basement</td>
<td>Any rooms without windows or the restrooms</td>
<td></td>
</tr>
<tr>
<td>Watkins Teaching Center</td>
<td>Basement level hallway and basement rooms without windows</td>
<td></td>
</tr>
</tbody>
</table>

**AU Emergency Alert System: RAVE alerts**

All students are strongly urged to sign up for the AU Emergency Alert System. This text and e-mail system is administered by Campus Safety and operated through our alert vendor, the Rave Mobile Alert Company. This is the primary method of alerting all persons on campus about impending urgent situations.

To sign up for RAVE alerts:

Go to the main website: www.andersonuniversity.edu and choose the “Resources” tab, then select “Campus Safety: from the left side menu. Next select “AU Safety Alerts” and click “Sign Up” at the bottom of the page. You must have an AU e-mail address to sign up. After signing-up you may add other phone numbers and/or e-mail addresses so your family members may also receive alerts. The password you choose for the RAVE sign-up will not change unless you choose to do so.

Emergency notifications and advisories will also be sent by campus e-mail, but the emergency alert system remains the primary alert method for urgent situations. Cautions and advisory information will be sent by campus e-mail only.
Academic Honesty and Dishonesty
Academic Honesty and Dishonesty

I. POLICY ON ACADEMIC DISHONESTY

Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. Just as academic honesty is vitally important to the value of a college education, academic dishonesty is a serious offense because it diminishes the quality of academic scholarship at Anderson University and defrauds society, the institution, faculty and other students. Additionally, academic dishonesty undermines the efforts of those who may eventually depend upon our knowledge and integrity. Anderson University encourages the imposition of strict penalties for academic dishonesty and does so in order to protect the integrity of the grading system and to affirm the importance of honesty, integrity and accountability in the University community.

ASSUMPTIONS

1. Inherent in a Christian approach to higher education, and as espoused by the University, a concern for the whole person is foundational to its educational philosophy and the University recognizes academic dishonesty as the antithesis of this philosophy.
2. Academic dishonesty, in any form, corrupts the essential process by which knowledge is advanced.
3. Apparent tolerance of academic dishonesty may encourage cheating, plagiarism and fraud.
4. Lack of concern for and inattention to the issue of academic dishonesty suggests that the values of integrity and honesty are not important and therefore, will not be encouraged.
5. Dishonesty in academic matters deceives and threatens not only the individual institution of higher education but also the larger society.
6. Students and faculty alike are alarmed, concerned, and justifiably disappointed and outraged by acts of academic dishonesty.
7. Standardization of the University’s policy addressing academic dishonesty, and the expectation that all students and instructors will adhere to it, will ensure equity, justice and fairness in academic matters related to academic honesty and dishonesty.

FORMS OF ACADEMIC DISHONESTY

It should be assumed that improper and/or illegal uses of information technology, including the Internet and its sources, fall within the forms of academic dishonesty cited below.

A. PLAGIARISM - Plagiarism is the presentation of someone else’s words, ideas or data as one’s own work. When a student submits work for credit that includes the words, ideas or data belonging to or produced by others, the source of that information must be acknowledged through complete, accurate, and specific footnote or “in-text” references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not
otherwise identified by appropriate acknowledgements.

Students can avoid being charged with plagiarism if there is an acknowledgement of indebtedness:

1. Whenever one quotes another person's actual words;
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words; and
3. Whenever one borrows facts, statistics, or other illustrative material (unless the information is common knowledge).

B. **FABRICATION** - Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise, unless directed by the instructor to list references consulted even if not cited.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as one’s own any academic exercise (e.g. written work, printing, sculpture, etc.) prepared totally or in part by another, including purchased essays or research papers.
5. Taking a test for someone else or permitting someone else to take a test in one’s place.

C. **CHEATING** - Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

Examples:

1. Copying from another student’s test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared materials during a test (e.g. notes, formula lists, notes written on the student’s clothing, body, or other objects, etc.).
6. Using the same or similar paper for meeting the requirements for multiple courses (unless permission is given in writing by the instructors involved).

D. **ACADEMIC MISCONDUCT** - Academic misconduct is the intentional violation of Anderson University policies by tampering with grades, or taking part in obtaining or distributing any part of an un-administered test or other restricted educational materials, whether from Anderson University or other institutions.

Examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test or any other material produced by faculty.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any
information about the test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, in a learning management system, a “change of grade” form, or other official academic records of the University which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.
7. Changing, altering, or being an accessory to changing and/or altering any Anderson University form or document for the purpose of fabrication of information.

II. PROCEDURES - Individual faculty members have the responsibility for determining the action, within the guidelines provided below, to be taken in cases of academic dishonesty relating to their courses. Acts of academic dishonesty are never to be ignored or overlooked for any reason.

A. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:

1. The instructor will inform the student in private, direct conversation by an individual email to the students AU email account, of the nature of the charge of alleged academic dishonesty. It is at this point that the student may respond verbally to the instructor’s charge by denial or admission of guilt. The instructor will simultaneously request in writing that the Vice Provost verify the incident’s being a first offense. (NOTE: This contact with the Vice Provost is not intended to circumvent the levels of the process of appeal; rather, it is to ensure the tracking and record keeping related to repeat offenses of academic dishonesty.)

2. When the incident has been verified as a first offense, the instructor will notify the student in writing of the charge of academic dishonesty and the action or penalty imposed by the instructor.

3. When a student is accused of academic dishonesty, the faculty member must be prepared to provide evidence and/or support for the accusation upon which the decision rests.

4. A student may appeal the decision/penalty if he or she feels there are extenuating circumstances that warrant a reconsideration of the decision or action or if he/she feels he/she has been treated unfairly or arbitrarily. All appeals by students must be initiated within five (5) working days after the student is notified by the instructor of the alleged violation (see #2 above).

5. All student appeals must be presented IN WRITING by the student to the individuals in the order listed.
   a. Instructor;
   b. Dean of the College/School (unless this is also the instructor);
   c. Vice Provost.

Each person to whom an appeal is made has five working days in which to communicate the decision to the student.
6. If the alleged violation occurs during the final examination period of a semester, the Vice Provost may authorize the assignment of an “I” grade to show incomplete work. The grade will remain until the alleged violation is adjudicated.

III. PENALTIES
A. A student guilty of the first offense of academic dishonesty will receive as a maximum penalty a grade of “F” for the course. Lesser penalties will be left to the discretion of the instructor. Allowing a student accused of a violation to withdraw from or drop the course is not an appropriate action.
B. A student guilty of the second offense of academic dishonesty will receive a grade of “F” for the course, may be suspended for one semester and may be permanently dismissed from Anderson University.
C. A student guilty of the third offense of academic dishonesty will be required to meet with the Vice Provost, and will be subject to dismissal from Anderson University.

What can students do to protect themselves from being charged with academic dishonesty?
1. Use information technology sources as directed by professors.
2. Prepare thoroughly for examinations and assignments.
3. Take the initiative to prevent other students from copying your exam or assignments, (e.g. shield your answer sheet during examinations, do not lend to other students assignments to be turned in).
4. Check your faculty member’s course syllabus for a section dealing with academic dishonesty for that course. There may be special requirements. If you cannot find a written section in the syllabus, ask the faculty member to outline expectations.
5. Do not look in the direction of other students’ papers during examinations.
6. Utilize a recognized handbook, see AU Library website, for instruction on citing source materials in papers. Consult with individual faculty or academic departments when in doubt.
7. Discourage dishonesty among other students.
8. Refuse to assist students who cheat.

IV. CONFIDENTIALITY - In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, any information related to an alleged violation of the University’s Policy on Academic Honesty and Dishonesty must be treated as strictly confidential by members of the faculty and administrative staff.

Withdrawal From Courses
Students may withdraw from individual courses during the academic term. This may affect the student’s financial aid and/or billing for the term, and past the published date, the student will receive a grade of F for the course. Therefore, students should consult with published Registrar’s dates and the Office of Financial Aid Planning if they are interested in withdrawing from a course during the term.
Students who cease to attend class (or participate in online courses) shall be administratively withdrawn by the University. The professor reports to the University Registrar and the Office of Financial Aid Planning the last date of attendance/participation, and a grade of WP or WF is assigned. This may also affect the student’s financial aid situation.

**Withdrawal From The University**

The University recognizes that certain situations cause a student to need to withdraw from enrollment during an academic term. This process begins in the Center for Student Success. Depending on the date of withdrawal, grades for classes may be W or F. Eligibility for federal financial aid will be reviewed and adjusted per regulations. Students may be eligible for a partial refund and should consult the Financial Information section of the University catalog for the refund schedules.

Temporary Leave of Absence: On occasion a student may face unavoidable and extenuating circumstances that require him or her to withdraw from the University during an academic term. Such circumstances may allow the student to request a Temporary Leave of Absence from the University. Temporary Leave may be requested for a number of extenuating circumstances, including but not limited to childbirth, military service, or physical or mental health crises. Under Temporary Leave the student will be allowed to return to the University within one year without having to reapply or to change the catalog for her or his program of study.

A student may qualify for Temporary Leave of Absence if 1) the student is in good academic standing with the University; and 2) the student provides supporting documentation and receives approval from the Center for Student Success.

While financial obligations still apply for students granted Temporary Leave, the student receives a grade of W for all courses.

Additional information may be found in the University catalog or the Center for Student Success.

Requests for Temporary Leave of Absence for a given term are not granted after classes have ended for that term.

**Co-Curricular Graduation Requirements**

**Cultural Experience Program (CEP)**

Successful completion of the Cultural Experience Program is required in order to graduate from Anderson University. All traditional, full-time students must participate in a minimum of twenty-four (24) approved CEP events to be eligible for graduation.

First-year students (freshman or transfers with less than 13 credits) are required to participate in three (3) CEP events that are designed to provide knowledge and skills
that support their freshmen-year experience and orientation to Anderson University. These will be completed by the end of the student’s first year at Anderson. The remaining twenty-one (21) CEP credits may be accumulated at varying rates over the student’s semesters of attendance but must be completed before graduation.

The only exemption for this graduation requirement is if the student is over the age of twenty-four (24). Transfer students are awarded CEP event credits on a prorated basis of one CEP event credit per three hours of academic credit received in transfer. For additional information contact Robyn Sanderson, Dean of Student Development, in the Office of Student Development.

The Journey Program
Successful completion of the Journey Program is required for graduation at Anderson University. During each semester all traditional, full-time students (both resident and commuter) should earn a minimum of eight (8) credits in the program. Each student in the traditional undergraduate academic program will need to successfully pass eight (8) semesters of the Journey Program in order to meet graduation requirements. A grade of CR (8 or more credits) or NC (less than 8) will be recorded on each student’s transcript reflecting each semester’s attendance. However, this grade will not affect the student’s GPA.

Exemptions: Every student who is 25 years or older and lives off campus is exempt from the Journey Program requirements. Also, student teachers, students who study abroad, and student in other off-campus academic internships during the semester are exempt. No make-up work is required in these instances. Students who are enrolled in the majority of online courses as a part of a traditional four year academic program and live off-campus may register for an online Journey Program alternative. All exemptions must be approved ahead of time and registered with the Office of Campus Ministries in Sullivan Hall. For additional information, contact Greg Allgood or Lynn Guthrie in the Office of Campus Ministries in Sullivan Hall.
Student Conduct and Expectations
Community Values and Expectations

Anderson University is a Christ-centered community that presents Jesus as the Christ and as the ultimate model for personal behavior. The unifying principle of Anderson University is a Christian vision of life in which community participants are encouraged to develop a Christian worldview and strive toward the high calling of the great commandments which tell us to love God with our hearts, with our minds, and with our souls, and to love others as ourselves (Luke 10:27). We seek to build an academic community where men and women can be lovingly and gracefully introduced to an understanding of God, His creation and grace, and humanity’s place of great privilege and responsibility in God’s world.

Community life at Anderson University involves both privilege and responsibility, which may at times require restrictions on our personal and collective freedoms, and which concurrently necessitates both internal and external restraint for the benefit of all members of our educational community. From this perspective, community life requires first self-discipline, but it is also the responsibility of all community members to hold one another accountable (Matthew 18: 15-17) to ensure a safe and healthy environment conducive to our pursuit of learning as a Christian educational community.

As members of the Anderson University community, students and employees enjoy the benefits and privileges accompanying such membership. As community members, students are also expected to abide by all University policies and guidelines as well as local, state, and federal laws. Students are expected to act responsibly and to avoid conduct that is detrimental to themselves or the University, both on-campus and away from campus.

We as the Anderson University family commit ourselves to the Christian values on which Anderson was founded. We affirm the necessity of both academic and social standards of conduct to support a healthy and purposeful learning community. Whether on campus, online, or in venues such as internships or student teaching, we commit ourselves to living out these values.

Following are some of the specific ways that students live out the values and uphold the standards of the Anderson community.

Respecting the Individual

We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community.

Examples of actions that violate this value include, but are not limited to:

Harassment
Definition: Verbal or physical abuse, annoying communications or threats directed toward any student, faculty, staff or guest of the university. Examples include,
but are not limited to: uncivil communication, intimidation, prank calls, stalking or abuse because of one’s race, color, disability, age, or national or ethnic origin. Sexual harassment is unwelcome conduct of a sexual nature. See also Harassment and Sexual Misconduct policy on page 67.

**Hazing**

Definition: Engaging in or coercing others to engage in any activity which has a foreseeable potential for causing physical harm; threat of physical harm; emotional or mental strain; humiliation; loss or damage to property; or damage to the physical, moral or scholastic well-being of any individual for the purpose of initiation or admission into, affiliation with, or continued membership in a group or organization.

**Sexual Misconduct**

Definition: Sexual misconduct includes but is not limited to, sexual violence, sexual assault, stalking, and dating and domestic violence. See also Harassment and Sexual Misconduct policy on page 67.

**Inappropriate Sexual Activity**

Definition: Sexual activity between unmarried people of the opposite or the same sex.

**Bullying**

Definition: A gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of harming a person physically or emotionally or damaging a person’s property, or placing a person in reasonable fear of personal harm or property damage; or insulting or demeaning a person or group of people.

**Assault**

Definition: An attempt or offer with force or violence to do harm to another person. This includes, but is not limited to: striking, shoving, kicking, slapping or otherwise forcefully touching a person; or engaging in reckless behavior that causes physical injury to another person.

**Pranks**

Definition: Participating in any activity on or off campus that threatens and intimidates and/or endangers the health, physical, or emotional well-being of a community member, or results in damage, malicious or non-malicious vandalism or general disregard for university or private property.

**Acts of Incivility**

Definition: Derogatory comments toward an individual or group. Disrespectful or uncivil communications with or actions involving a University official.

**Violent Acts or Threats**

Definition: The University will not tolerate acts or threats of violence against members of this community or retaliation against any individual reporting a threat or act of violence. This prohibition includes verbal, nonverbal, or written actions and all forms of intimidation. Student Development staff members may require students involved in prohibited conduct to leave campus immediately pending the investigation of the incident. Violations of this policy, regardless of intent, may result in suspension or other disciplinary action, up to and including dismissal from the University.
Leading a Self-Disciplined Life

Recognizing the image of God in each individual, we value personal responsibility and the individual’s need for physical, intellectual, spiritual, social and emotional wholeness. We support the full development of every student toward a healthy self image, a commitment to self-discipline, and responsible self-expression.

Examples of actions that violate this value include, but are not limited to:

Indecent Behavior and Language
Definition: Spoken or written comments that are lewd, obscene or indecent. This includes but is not limited to sexually explicit or derogatory racial/ethnic comments or gestures.

Gambling
Definition: To play a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

Cohabitation
Definition: Unmarried students are not allowed to live with or engage in overnight stays with members of the opposite sex in the same living arrangements either on or off campus. This may not apply to students living in their parents’ home or living with a relative.

Disorderly Conduct
Definition: Conduct or behavior that breaches the peace, disrupts the normal operations of the University, or is disruptive of the rights of others.

Sexually explicit material
Definition: Accessing or possessing pornographic materials (including magazines, books, posters, photos, videos, CD ROMs, computer games, electronic files, and Web sites) is prohibited. Violation of this policy is grounds for disciplinary action. The University reserves the right to confiscate any pornographic materials found on the campus. The University reserves the right to search any computer or electronic device located on campus or connected to campus information systems if there is a reasonable suspicion that the computer or device contains pornographic materials.

Possessing, Consuming or Distributing Alcoholic Beverages or Other Illegal Drugs
Definition: Refer to Alcohol and Drug Policy (page 62).
Possession of alcohol containers, either empty or full, on campus, at University sponsored events, or in vehicles located on University property is prohibited.

Possessing or Using Drug Paraphernalia
Definition: Possession of any tool, instrument, device, etc., that is used or can be used in illegal drug use. Items include, but are not limited to: bongs, rolling papers, grinders, marijuana clips, needles, syringes, etc.

Misuse of Prescription Drugs
Definition: The use or possession of a controlled substance without a prescription from a practicing physician is strictly prohibited.

Tobacco and related products:
Definition: The University is a smoke-free, tobacco-free campus. The use of tobacco products is prohibited anywhere on University premises. The use of tobacco products is also prohibited at any Anderson University sponsored off-campus event. Students may not store tobacco or related products in campus residence halls.
Prohibited tobacco related products include but are not limited to e-cigarettes, vape, hookah and other smoking devices.

Students may not smoke on properties contiguous to the campus without the permission of the property owner.

Developing Personal Character
We value a campus community that encourages personal growth in character and integrity guided by the principles of Christian faith. We encourage the development of these qualities in and out of the classroom.

Examples of actions that violate this value include, but are not limited to:

**Academic Dishonesty**
Definition: The misrepresentation of one’s work to deceive for personal gain, when in fact said work is not that person’s, or assisting another to do the same. (Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication and misuse of computer information.) For more information regarding Academic Dishonesty please see the Anderson University Academic Catalog.

**Fraud**
Definition: Knowingly furnishing false information to the University, and forgery, alteration or misuse of miscellaneous documents, equipment (including computers), records or identification.

**Dishonesty**
Definition: Knowingly or intentionally being untruthful, deceptive or deliberately concealing requested information.

**Failure to Comply**
Definition: Failure to follow directions of University officials acting in an official capacity or failure to identify oneself when requested to do so.

Respecting and Caring for Community and Personal Resources
We value the God-given resources that have been entrusted to us as individuals and as an academic community. We recognize the benefits of preserving and stewarding both personal property and natural resources.

Examples of actions that violate this value include, but are not limited to:

**Theft or Possession of Stolen or Lost Property**
Definition: Attempted or actual theft of University property, property belonging to a member of the University community, other personal or public property, or possession of stolen property. This includes tangible property as well as intellectual property and identity theft.

**Property Damage**
Definition: Destroying, defacing or damaging University property or property
belonging to students, faculty, staff or guests of the University. This includes tampering with, misusing or abusing computer equipment, programs and/or data. This may refer to unintentional damage as well as vandalism.

**Fire Safety Violations:**
Definition: Setting off a false fire alarm or tampering with the fire safety equipment, failing to vacate a building when a fire alarm is sounded, or discharging a fire extinguisher without justifiable cause. Setting a fire, using fireworks or other explosives anywhere on University property or at University sponsored events.

**Living Responsibly in Community**
We recognize that membership in the Anderson learning community brings both privileges and responsibilities. We value community standards of conduct, be they the University’s or municipal, state, and federal laws. Commitment to these standards obligates students to refrain from and discourage behaviors that threaten or disrupt the learning-centered purpose of this community.

Examples of actions that violate this value are:

**Possessing Firearms or Weapons on Campus**
Definition: The possession, whether openly or concealed, of any weapon including, but not limited to, firearms, explosives, BB guns, airsoft guns, knives with blades of more than four inches, and any other weapon of any kind or an imitation that could be used to cause fear in another person.

**Unauthorized Entry**
Definition: Entering any University building or facility without authorization. Unauthorized possession of keys or key cards to any University premises.

**Computer Misuse**
Definition: Violating the Computing and Information Technology Policies.

**Repeated violations of the Anderson University Vehicle Code (see pages 36)**

**Participation in Disruptive Gatherings**
Definition: Students may not participate in disruptive gatherings that disturb or interfere with University operations or peace of another. Students also may not participate in or promote gatherings that involve the use of alcohol or illegal drugs.

**Demonstrations**
Definition: Participation in unauthorized assemblies/demonstrations and behaving in such a manner that interferes with rights of others or interferes with University operations or engaging in or sponsoring any activity in opposition to the mission of Anderson University or the community values and expectations expressed in the Student Handbook.

**Violation of Law:** Students who violate federal, state, or local laws may be subject to disciplinary action from the University. If arrested for a criminal violation, a student must report the arrest to the Office of Student Development within 5 days; athletes must also report the arrest to the Athletic Director. University disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of the University Community Standards and Values. Proceedings under the student conduct process may be carried out prior to, simultaneous with, or following civil or criminal proceedings off-campus.
Violation through Implied Consent: Any student’s continued presence in a room or other area where an observable violation of the University’s standards of conduct is ongoing may be considered to be participating in that conduct violation and may be subject to disciplinary action. The student’s implied participation in the misconduct does not depend on whether the student is actively participating in the behavior, is in possession of the prohibited items, or how long the student has been in the room. Examples include, but are not limited to, alcohol/drugs in room or a visitation violation. In order to avoid participation in a conduct violation through implied consent, a student should, if practical, immediately leave the area where a violation of policy is occurring.

Student Conduct Process
Purpose of the Student Conduct Process
The student conduct process exists to provide a redemptive and transformative approach to maintaining a safe and comfortable learning environment for all Anderson University members. Our goals in the conduct process are to be first redemptive (Romans 8:1) and then for students to be restored to the community and to one another.

Goals of the Student Conduct process
1. Provide an opportunity for students to be heard.
2. Help students recognize how their behavior impacts them individually and also the community in which they live.
3. Challenge students to consider whether or not their actions are congruent with their personal and spiritual values, and with the mission and character of Anderson University.
4. Assist students in developing a plan to avoid detrimental behaviors in the future make life choices that will permit them to live successfully in the Anderson community and beyond.
5. Encourage students to develop a life of self-discipline and the ability to discern what is right.
6. Provide an opportunity for students to develop a relationship with a Student Development staff member who can be an advocate for the student in navigating personal and academic challenges.
7. Protect the other members of the University community from persons who are unable or unwilling to embrace these standards of conduct and live in harmony with the University community.

Student Conduct Procedures
1. When a violation of community standards occurs, a Campus Safety Officer, Student Development Staff member, or Resident Advisor will document the incident by completing an incident report.
2. A Student Life staff member will schedule a meeting with the student(s) involved to discuss the alleged violation, gather additional information, hear the student’s response, and explain the student conduct process. The student may choose to bring an advisor to this meeting. However the advisor must be a member of the Anderson community (i.e., faculty or staff) and may not speak in the meeting on behalf of the student.
3. If there is enough information to support the conclusion that a violation has
occurred, the staff member will assign appropriate sanctions. Notice of the sanctions will be sent to the student by email and kept on file. If a student chooses not to be present at the meeting, a decision will be made without his or her input.

4. Sanctions are determined relative to the level of the violation found on page 58. Sanctions may include but are not limited to the following:

- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.

- **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to violate any institutional regulation(s) during the probationary period. Probationary status may effect participation in student organizations, intercollegiate athletics, financial aid eligibility and transfer to another institution.

- **Loss of Privileges** - Denial of specified privileges for a designated period of time. Such privileges include visitation, employment, parking, involvement in club, organizations, extracurricular activities, athletics, performance groups, internships (including student teaching), or other privileges appropriate to the violation.

- **Fines** - Previously established and published fines may be imposed.

- **Educational Assignments** - Student may be required to complete educational assignments related to the violation. Assignments may include, seminars, research, reflection papers, and online courses.

- **Parental Notification** - In the more serious violations, the student will notify his or her parent(s) or guardian of the policy violation. The parent or guardian will then be asked to verify the notification by contacting the appropriate Student Development staff member. Parental Notification is imposed only with the student’s consent unless permitted by applicable law, including the Family Educational Rights and Privacy Act.

- **Behavioral Agreement** - The student and the Office of Student Development enter into an agreement, often signed by both parties, stating the nature of the student’s violation and the steps that the student and/or the Office of Student Development will take as a result of the student’s behavior.

- **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- **Discretionary Sanctions** - Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of a Student Development Dean).

- **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

- **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.

- **Suspension** - Separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

- **Expulsion** - Permanent termination of student status. Student is not eligible to return to the University.
• **Additional Responses**: In addition to the responses delineated above, staff members in the Office of Student Development may use other sanctions when deemed necessary and appropriate. These may include, but are not limited to notification of faculty, coaches, or other staff members when appropriate, reconciliation with individuals or offended groups, and follow-up sessions with a student life staff person, faculty member, or other individual agreed upon by the student and the Office of Student Development.

5. Disciplinary records are maintained for students on a continual basis. Violations of the standards of conduct are cumulative and are carried over from year to year. A student’s complete discipline record will be considered when deciding sanctions.

6. Information regarding a student’s involvement in a violation of the standards of conduct may be shared as needed with other University departments or offices.

**Student Conduct Appeal Process**

The student wishing to appeal the outcome of the student conduct process must do so, in writing, to the supervisor of the staff member who imposed the sanction on the student within three school days of the date of the written decision which will include contact information for the appropriate supervisor. An appeal can only be made for one of the following reasons:

• There is new and significant information that has not yet been considered.
• The published student conduct process was not followed.
• Sanctions imposed are not appropriate to the violation(s).

**Guidelines for Writing a Letter of Appeal**

The letter must include:

1. Names of the parties involved
2. Clear statement of the nature of the appeal must consist of one or more of the reasons listed above.
3. A narrative of the incident including:
   • Why it occurred
   • How it occurred
   • Where it occurred
   • Who was present
   • The information on which the appeal is based
4. The desired outcome

The staff member who considers the appeal may or may not choose to talk with the student appealing and/or other pertinent individuals. Appeal decisions will be made in a timely manner. Students are reminded that unhappiness with the outcome of the conduct process is not a sufficient reason to justify an appeal.

**Interim Suspension**

In certain circumstances, the Vice President of Student Development or his or her designee may impose an interim University or residence-hall suspension prior to the student conduct meeting.

Interim suspension may be imposed only:
A. To ensure the safety and well-being of members of the University community or for the preservation of University property;
B. To ensure the student’s own physical or emotional safety and well being; or
C. If the student poses a definite threat of disruption of or interference with the normal operations of the University.

During the interim suspension, the student will be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President may determine to be appropriate.

Community Standard Violation Levels
In order to remain fair and consistent in how the University responds to conduct violations, the Student Development staff will normally follow the guidelines below. A student’s specific behavior and any previous violations will be considered in determining the standing. The following list is not meant to be exhaustive but to provide examples of violations and likely outcomes. The full range of sanctions is always available to the University, for any violation, if warranted by serious and extenuating circumstances. Failure to complete any component of a disciplinary sanction may result in additional disciplinary action.

Level 1
Level 1 violations are generally first time policy infractions that may require a meeting with a Student Development staff member. Some common infractions in this category include, but are not limited to the following:

- Property damage
- Tobacco Policy violation
- Appropriate dress violation
- Residence hall health and safety violation
- Residence hall policy violations (See Residential Housing Policies)

Possible outcomes include but are not limited to warning, loss of privileges, written assignments, restitution, fines, and probation.

Level 2
Level 2 violations include but are not limited to repeat Level 1 violations and the following:

- Failure to comply with University Official
- First-time RSVP violations
- Alcohol policy violation
- Gambling
- Tampering with Fire Safety equipment
- Theft

Possible outcomes include but are not limited to loss of privileges, fines, behavioral agreement, probation, parental notification, and residence hall suspension.

Level 3
Level 3 violations are behaviors that the University considers extremely serious and may lead to suspension or expulsion. Level 3 infractions include but are not limited to repeat Level 2 violations and the following:

- Repeated Alcohol policy violations
- Repeated RSVP violations
- Possession of Firearms
- Cohabitation
- Sexual activity outside of marriage
- Harassment, intimidation, or other forms of bullying
- Providing alcohol to a minor
- Violation of local, state or federal law
- Threats towards individuals or community
- Hazing
- Possession of drug paraphernalia

Level 4
Level 4 violations are behaviors that cannot be tolerated in the University community and are likely to lead to suspension or expulsion. Level 4 infractions include but are not limited to:

- Sexual assault
- Illegal drug use
- Hosting gatherings where alcohol or illegal drugs are provided by the host or permitting your home to be used for such gatherings.
- Violent acts towards individuals or community

Repeated Violations or Non Compliance
Repeated violations of the Anderson University community values and expectations or non-compliance with sanctions given to the student in response to earlier violations may result in additional and increasingly severe sanctions.

Alcohol and Drug Standards of Conduct Policy
Anderson University is committed to maintaining a safe, healthy, lawful, and productive study and work environment for all employees and students.

Students enrolled in the undergraduate traditional programs of the University are required to refrain from the possession and/or use of alcohol during the academic year. The possession, use, or distribution of alcohol and illicit drugs by students and employees, on University property or as part of any of the University’s activities, is prohibited. The University further prohibits employees and students from being under the influence of alcohol, drugs, or other substances or chemicals, such as mind or perception altering drugs, glues, or solvents, on University property or as part of any of the University’s activities.

Any student who hosts events off-campus where alcohol and/or illegal drugs are present, any student who permits such a party to be hosted at their residence, and any student
who violates South Carolina law by providing alcohol to one under the age of 21, shall be subject to discipline.

The University will impose disciplinary sanctions on students and employees who violate this policy up to and including expulsion or termination and referral for prosecution by law enforcement authorities. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Good Samaritan Policy
In crisis situations where a student becomes incapacitated by the overuse of alcohol and/or drugs and where medical attention is necessary for the individual’s safety, Anderson University strongly encourages fellow students and/or bystanders to take responsible action by calling emergency personnel at 911 and Campus Safety (231-2060).

When authorities are called in such circumstances, no formal University disciplinary actions or sanctions will be assigned to the reporting student(s) or the effected individual. If the incident occurs on-campus, Residence Life personnel will be included in the response and the Student Development deans will be notified. The incident will still be documented, and education and/or health intervention may be required as a condition of deferring disciplinary sanctions.

This policy is not intended to protect repeated, flagrant, or serious violations of Anderson University policies, nor does this policy preclude or prevent action by police or legal authorities.
University Policies

Appropriate Dress
Anderson University is a Christ-centered community that presents Jesus as the Christ and as the ultimate model for personal behavior. Therefore, the University expects community members to dress in a way that reflects our University values and shows love and respect for others. Attire that is sexually provocative, immodest, or displays advertisements or language violating or encouraging the violation of community standards is not acceptable. The list below should serve as a guide for student dress.

Tops (includes shirts, tops of dresses, etc…)
- Should be worn in public places at all times.
- Should not reveal the torso in any fashion (includes mid-riff, cleavage, sides, and mid/lower back).

Bottoms (includes pants, shorts, skirts, dresses, etc…)
- Should cover undergarments and be modest in appearance.
- Leggings should not be worn as the primary garment below the waist.

Swimwear
- Should only be worn at the Athletic Campus Pool and only outdoors on the main campus as part of a University sponsored activity or event.
- Shorts for men.
- One-piece suit for women or two-piece providing equal coverage as a one-piece suit (no bikinis may be worn).

Footwear
- For safety and health reasons, appropriate footwear should be worn in campus buildings and on campus grounds.

Hats
- By longstanding tradition as well as the practice of respectful manners, hats and caps are not worn in campus worship. Faculty members have discretion in how they manage their classrooms, and individual faculty may have policies against wearing hats/caps in their classes.
- As a matter of traditional civility and etiquette one may not wear hats or caps inside campus buildings.

Pajamas
- Pajamas are appropriate for the residence halls but not for the dining halls, classrooms, library, or other campus buildings.

Change of Address Policy
It is the student’s responsibility to inform the University of address changes. The University will not be responsible for lost communication due to an out-of-date address. Students must inform Anderson Central of any changes in home address as they occur.

Family Educational Rights and Privacy Act (FERPA)
As a Title IV Federal funds granting institution, Anderson University is required to comply with the Family Education Rights and Privacy Act (FERPA). This policy outlines
the FERPA rights of eligible students.

“FERPA,” The Family Educational Rights and Privacy Act affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attend a postsecondary institution.) These rights include:

- The right to inspect and review the student’s education records within 45 days after the day Anderson University receives a request for access. A student should submit to the University Registrar a written request that identifies the record(s) the student wishes to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Registrar, the student will be advised of the correct university official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before Anderson University discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Anderson University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trust; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Anderson University who performs an institutional service of function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Anderson University.

- Anderson University may disclose PII from the education records without
obtaining prior written consent of the student:

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the University’s State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To parents of an eligible student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency.

- Information the school has designated as “directory information.”

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

If you believe that your FERPA rights have been violated please file a complaint with the Office of the Registrar which will investigate the claim.

Contact: Office of the Registrar
registrar@andersinniversity.edu

64 | Student Development Handbook University Policies
The right to file a complaint with the U.S. Department of Education concerning alleged failures by Anderson University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Harassment & Sexual Misconduct Policy

Note: The University will be updating this policy frequently because of the rapidly developing progression of “best practices” in this area and ongoing changes in the regulatory environment. Students and employees are encouraged to review this section regularly in order to remain current on these important policies.

Anderson University is a Christ-centered academic community, committed to providing and maintaining a learning and working environment that is free from sexual, racial, and other forms of harassment and misconduct. Anderson University believes its students, faculty members, employees, and campus guests should be able to enjoy an environment free from sexual misconduct and from harassment based on an individual’s race, sex, age, national origin, disability, military service, or any other legally protected status.

In compliance with federal and state laws, it is the policy of Anderson University to prohibit unlawful harassment and sexual misconduct by any person and in any form. As a Christian institution of higher education, Anderson University reserves the right to take its religious tenets into consideration when making employment decisions.

No student, faculty member, supervisor, employee, or other individual shall engage in sexual misconduct, threaten, or harass any other individual or insinuate harassment toward another individual through their conduct, or through any communication of any nature. Anderson University will investigate all complaints of harassment or sexual misconduct, formal or informal, verbal or written, and take appropriate action or discipline against any person who is found to have violated this policy.

Anderson University recognizes that it may be difficult to specifically define what constitutes harassment under the law. As a result, Anderson University will not tolerate any type of inappropriate behavior that may lead to forms of illegal harassment. Inappropriate behavior includes, but is not limited to, unwanted physical contact; foul language; sexually oriented explicit pictures, cartoons, or other materials such as graffiti that may be offensive to another employee or student; ethnic jokes or racial slurs; and teasing about religious or cultural observance. Because many of the above may be considered offensive to another individual, these activities are prohibited at Anderson University.

A. Statement of Compliance with Title IX

It is the policy of Anderson University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual misconduct or violence) based on sex in the University’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in
claims of sex discrimination, harassment, or misconduct. Anderson has designated the Vice President for Student Development as the Title IX Coordinator and has appointed four individuals to serve as Deputy Coordinators who will collectively insure the University’s compliance with Title IX. The University will also train faculty or staff to serve as investigators in potential Title IX violations. The Title IX Coordinator’s responsibilities include the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation. At Anderson University, the Title IX Coordinator oversees monitoring of University policy, implementation of grievance procedures, including notification, investigation and disposition of complaints; distribution of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX and ensuring a fair and neutral process for all parties.

Title IX Deputies are appointed by the University’s President to assist with the implementation of the Title IX policy and education. Investigators are also appointed by the President to coordinate all investigations regarding potential Title IX violations.

In order to take appropriate corrective action, officials at Anderson University must be aware of harassment, sexual misconduct, or related retaliation. Therefore, any member of the Anderson University community who believes that he or she has been the subject of or has witnessed any form of discrimination, harassment, sexual misconduct, or related retaliation should promptly report such behavior to a University official as outlined below. Additionally, anyone in a supervisory, advisory or evaluative role (e.g. supervisors, managers, department chairs or faculty members) who experiences, witnesses or receives a written or oral report or complaint of harassment, sexual misconduct, or related retaliation shall promptly report it to the appropriate University official as outlined in the “Reporting Harassment or Sexual Misconduct” section of this policy.

Title IX Coordinator
Dr. Jim Fereira
Vice President for Student Development
Location: First Floor Merritt Administration Office
Phone: 864-231-2075
Email: jfereira@andersonuniversity.edu

B. Sexual Harassment & Sexual Misconduct
Anderson University is committed to encouraging and maintaining an educational, working, and living environment reflective of our Christian faith and characterized by civility and mutual respect. Sexual harassment or sexual misconduct, in any form, does not reflect the high standards and ideals of our community and will not be tolerated at Anderson University. As an institution of higher education, Anderson University has adopted this sexual harassment and sexual misconduct prevention and response policy in an effort to eliminate sexual misconduct and sexual harassment on our campus through education, training, clear policies, and serious consequences for violations of these policies. The University’s Title IX Coordinator has responsibility for ensuring
compliance with Anderson’s policies regarding sexual misconduct.

**Sexual Harassment**

Sexual harassment and gender-based harassment that create a hostile environment are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972, and may violate other federal and state law, including Title VII of the Civil Rights Act of 1964, and South Carolina state law. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Gender-based harassment may include acts of verbal, nonverbal, or physical violence, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment and gender-based harassment of a student create a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student’s ability to participate in or benefit from the recipient’s program.

Sexual harassment includes incidents in which the harasser either provides or denies an employment or educational benefit in exchange for sexual favors, or makes an adverse employment or educational decision on the basis of rejection of sexual advances.

Sexual harassment also occurs when the working, learning, or living environment is made hostile or abusive. An abusive or hostile environment is one that is reasonably and actually perceived by the complaining party as abusive such that it makes it difficult to perform job duties or to pursue one’s education.

Sexual harassment is defined by the perception of the person who feels harassed: that is, whether it involves sexual conduct unwelcome to that person. In other words, harassment is subjective and it is “in the eye of the beholder.” Conduct can be sexual harassment whether or not any harassment or hostile feelings were intended.

Examples of sexual harassment may include, but are not limited to, the following:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for or forced sexual activity
- Unnecessary references to parts of the body
- Remarks about a person’s gender or sexual orientation
- Sexual innuendoes or humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Bullying (conduct that may be physically threatening, harmful, or humiliating)
- Stalking or cyber-bullying that is based on gender or sex
- E-mail, texting (“sexting”) and Internet use that violates this policy
- Sexual misconduct (sexual violence, sexual assault, domestic violence, dating violence or stalking)
A hostile environment can exist by virtue of a combination of individual incidents that would not, individually, constitute sexual harassment. Even one serious incident may, however, constitute hostile environment harassment.

Both women and men are protected from sexual harassment under these policies, whether the harassment is perpetrated by a member of the same or the opposite sex. Sexual harassment may be committed by a male or a female toward either a male or a female.

**Sexual Misconduct**
Members of the Anderson University community, including students, staff, faculty, and guests, have the right to be free from sexual misconduct. Sexual misconduct is non-consensual sexual activity and is a violation of Title IX. Sexual misconduct includes, but is not limited to, sexual violence, sexual assault, stalking, and dating and domestic violence. Anderson University will not tolerate sexual misconduct of any form. Such conduct violates the values and principles of our community and disrupts the living, learning, and working environment for students, faculty, staff and guests.

Students and employees are expected to comply with the University’s policies on discrimination, sexual harassment, sexual misconduct, sexual assault, and stalking whether on or off campus. Any student or employee who violates these University’s policies on or off campus is subject to disciplinary sanctions.

**Definitions for the Policy**
Consent is affirmative, conscious, and voluntary agreement to engage in sexual activity. Past consent does not imply future consent. Silence or absence of resistance does not imply consent. Consent must be clearly demonstrated through mutually understandable words and/or actions. Consent can be withdrawn at any time. Consent to one form of sexual activity cannot be assumed to be consent to any other form of sexual activity. Relying on non-verbal communications can lead to misunderstandings. Whether consent has been given will be determined contemporaneously with the activities in question.

If the victim is mentally or physically incapacitated or impaired so that the victim cannot understand the fact, nature or extent of the sexual situation, and the condition was or would be known to a reasonable person, there is no consent. This includes conditions due to alcohol or drug consumption, or being asleep or unconscious.

Sexual assault is any form of sexual contact directed against another person that occurs without the explicit consent of the recipient, including sexual acts committed against a person who is incapable of giving consent (e.g., due to the individual being under the influence of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give clear, unambiguous consent). Sexual
assault may occur through the use of verbal, emotional, or physical force, intimidation, or coercion. Sexual assault includes sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, statutory rape, attempted rape, and non-consensual sexual contact. It also includes any intentional sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without explicit consent of that individual. Sexual assault can be committed by students, university employees, or third parties visiting or working on the Anderson University campus.

Under South Carolina criminal law, sexual assaults may be prosecuted as Assault and Battery or under the prohibitions of the Criminal Sexual Conduct laws. Criminal Sexual Conduct in the First Degree occurs when the assailant sexually batters a victim with one or more of the following aggravating circumstances: 1) the assailant used aggravated force to accomplish the sexual battery; 2) the victim submits to sexual battery after being a victim of forcible confinement, kidnapping, trafficking in persons, robbery, extortion, burglary, housebreaking, or other similar act; or 3) the assailant causes the victim to become mentally incapacitated or physical helpless by administering, distributing, dispensing, delivering, or causing to be such a controlled substance or intoxicating substance. Criminal Sexual Conduct in the Second Degree occurs where the assailant uses aggravated coercion as defined as threats to use force or violence of a high and aggravated nature, where the victim reasonably believes the assailant has the ability to carry out the threat, or where the assailant threatens to retaliate in the future by infliction of physical harm, kidnapping or extortion. Criminal Sexual Conduct in the Third Degree occurs when the assailant the assailant uses force or coercion to accomplish the sexual battery or the assailant has reason to know the victim is mentally defective, mentally incapacitated, or physically helpless.

Non-consensual sexual contact includes any form of sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without the consent of that individual. It may include, but is not limited to, sexual assault or sexual violence as described above.

Domestic Violence is defined under state criminal law as “physical harm, bodily injury, assault or the threat of physical harm” directed toward “persons who have a child in common, and persons cohabiting or formerly cohabiting.” Domestic violence may also include a pattern of abusive or violent used by one partner in a domestic relationship to gain or maintain power and control over another partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence occurs when one person intentionally hurts or scares someone they are dating and includes physical, emotional, and sexual violence.

• Physical abuse may include hitting, shoving, kicking, biting, or throwing objects.
• Emotional abuse may include yelling, name-calling, bullying, embarrassing, preventing interaction with friends, telling someone that they deserve the abuse, or providing gifts to “make up” for the abuse.
• Sexual abuse and violence is forcing someone to engage in a sexual activity or engaging in sexual activity when one of the persons is unable to consent due to use of alcohol or drugs.

Stalking is defined as a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or laying in wait for the victim, damaging or threatening to damage the victim’s property, defaming the victim’s character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim. South Carolina criminal law defines stalking as a “pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that causes the person and would cause a reasonable person in their position to suffer mental distress.”

C. Sexual Misconduct Prevention and Response Policy
Anderson University provides education on Sexual Harassment and Sexual Misconduct, including sexual assault, sexual violence, domestic violence, dating violence, and stalking to all members of the University community through mandatory training, campus programs, printed educational materials, and official campus policies. In addition, mandatory training for all new students is provided at the start of the school year to educate students about sexual harassment and sexual misconduct. All students are required to participate in this training.

Reporting Sexual Harassment or Sexual Misconduct
Any member of the staff or faculty, or any guest, who believes he or she has been the victim of sexual misconduct or harassment based on an individual's sex, pregnancy, race, color, religion, national origin, age, disability, military service, or any other legally protected status by a student, faculty member, member of the staff, or other university personnel, or who has knowledge of or has observed such behavior, should immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be, the chief administrator in his/her division, the Title IX Coordinator or one of the deputy coordinators.

If any member of the Anderson University community believes that he or she has been subjected to sexual misconduct, discriminated against, or harassed by the person to whom he or she would normally report the incident, then the report should be made to one of the other officials listed below.

Any student who believes that he or she has been the victim of sexual misconduct or harassment based on the student’s sex, gender, pregnancy, race, color, religion, national
origin, age, disability, military service, or any other legally protected status by another student, faculty member, member of the staff, guest, or any other University personnel, or who has knowledge of or has observed such behavior, should immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be a faculty member, their residence director, a student development dean or staff member, the Title IX Coordinator, or one of the Deputy Coordinators. A report can also be made to any one of the other officials listed below:

Title IX Coordinator
Vice President for Student Development, Dr. Jim Fereira
Location: First Floor Merritt Administration Office
Phone: 864-231-2075
Email: jfereira@andersonuniversity.edu

Title IX Deputy Coordinators
• Dr. Dianne King, Dean of Student Success
• Robyn Sanderson, Dean of Student Development
• Rose Marilee Allison, Director of Human Resources
• To Be Determined
• To Be Determined

A complaint may be made by telephone, email, regular mail, or in person. A student has the right to make an anonymous complaint; however, it may be more difficult to prove the alleged misconduct that is the subject of the complaint and to take action against the respondent without the evidence and information, which the reporter may have or be able to provide. Students may also submit complaints to the Department of Education, Office of Civil Rights.

This complaint procedure applies to complaints alleging harassment by University employees, other students, or third parties.

The University will take appropriate steps to eliminate illegal discrimination or sexual harassment, prevent its recurrence, and remedy its discriminatory effects on the complainant and others as quickly as possible. In some cases, interim measures may be taken before the investigation and disciplinary process has been completed in order to eliminate or diminish the opportunity for additional discrimination or harassment or to alleviate the effects of the conduct that is the subject of the complaint. Any interim sanctions will respect the rights of all students to be treated with fundamental fairness.

Rights of the Complainant and Respondent
The University strives to provide a prompt and fair process for investigating and resolving complaints related to sexual assault or other sex-related misconduct. Throughout this process, both the complainant and respondent have the following rights, many of which are described in greater detail in this policy:

• To be treated with respect and dignity.
• To receive assistance from the University in reporting the incident to law enforcement at any stage of the process.
• To receive information about the process the University will employ for conducting the investigation, hearing, determination, and appeal.
• To receive information about support available from University or community resources.
• To privacy to the extent possible consistent with applicable law and University policy.
• To have an advisor present throughout the process.
• To choose whether or not to participate in the investigation process.
• To a prompt and thorough investigation of the allegations.
• To have a reasonable time to provide information, including any oral or written statement, to the investigator.
• To raise any question regarding a possible conflict of interest on the part of any person involved in the investigation or determination.
• To appeal the decision and any sanctions made by the investigators.
• To notification, in writing, of the case resolution, including the outcome of any appeal.

**Investigating Sexual Misconduct or Sexual Harassment**

In accord with the Anderson University policy concerning harassment and sexual misconduct, the University will thoroughly investigate and review the facts and circumstances of each allegation of harassment or sexual misconduct involving a student, faculty member, staff member or campus guest. The University may impose a sanction against the accused individual that is appropriate for the act committed. In accordance with Title IX of the education amendments of 1972, Anderson University will make every effort to conduct investigations that are prompt and equitable and intended to eliminate sexual misconduct on our campus.

**Confidentiality and Reporting**

The University strongly supports a student’s interest in confidentiality in cases involving sexual violence. However, there are situations in which the University must override a student’s request for confidentiality in order to meet its obligations under federal law to provide an educational environment that is safe and free from sexual harassment or sexual violence. To the extent possible, information regarding alleged incidents of sexual violence will be shared only with individuals who are responsible for handling the University’s response.

Honoring a request that the complainant’s name not be revealed to the accused person or that the University not investigate or seek action against the accused person may limit the University’s ability to respond fully to the incident and pursue appropriate disciplinary action.

If a student requests that his or her name not be disclosed to the accused person or that the University not investigate or seek action against the accused person, the University will need to determine whether or not it can honor such a request while still providing a
safe and nondiscriminatory environment for all students. If the University determines that it can respect a student’s request not to disclose his or her identity to the accused person, it will take all reasonable steps to respond to the complaint consistent with the request.

The University will consider a range of factors when weighing a student’s request for confidentiality that could interfere with a meaningful investigation or potential discipline of the accused person. If the factors indicate an increased risk of the accused person committing additional acts of sexual violence or other violence, the University may be unable to honor the request for confidentiality. A student may withdraw a request for confidentiality, in which case a full investigation will be conducted to the extent possible.

The Title IX Coordinator is responsible for evaluating requests for confidentiality.

**Making a Confidential Report**

Students may be assured of confidentiality by reporting a sexual assault only to a therapist, doctor, attorney, or other person who is legally obligated to maintain patient or client confidentiality. If you choose this option, please consider asking your doctor, therapist, or counselor to make a confidential report of the assault without including facts that would reveal your identity. While the University will probably not be able to take any disciplinary action against the person who assaulted you, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

The following are campus or community resources that can provide counseling, advocacy, and support and may be able to accommodate confidential reports of sexual assault.

(Jaime)

- Erin Maurer, University Counseling center
- Carlene Roberts, University Counseling Center
- Deb Taylor, University Health Services
- Sarah Forsythe, University Health Services
- Greg Allgood, Campus Ministries
- Becky Walker, Campus Ministries

All other Anderson University staff and faculty members are required by University policy to report observations or actual knowledge of incidents of sexual harassment or sexual misconduct. In addition, reports made to other employees may have to be disclosed in criminal or civil court proceedings.

Whether or not a student or employee requests confidentiality, Anderson University is committed to maintaining confidentiality throughout the entire investigatory process to the extent that is practical and appropriate. When a formal report is made, persons have the right and can expect to have incidents of sexual misconduct or harassment impartially investigated and properly resolved through administrative procedures. Confidentiality
implies that only people who need to know will be informed, and that information will be shared only as necessary with investigators, witnesses, and the accused individual.

Investigation Procedure and Follow Up

Upon receipt of a complaint of sexual harassment or sexual misconduct, the Title IX Coordinator or a Deputy Coordinator will designate one or more Title IX investigators who will conduct an adequate, reliable, and impartial investigation of all complaints of sexual harassment or sexual misconduct, and all complaints will be resolved promptly and fairly. After a thorough investigation, the Investigators will deliver a report and recommendation to the Title IX Coordinator or Deputy Coordinator. The Title IX Coordinator or Deputy Coordinator will normally render a finding to the complainant and respondent within 60 days after the complaint was received. An investigation may occasionally take longer because of unusual circumstances or the availability of necessary parties critical to the investigation process.

Investigation of complaints will be as confidential as possible to acquire the information needed and will respect the rights of both the complainant and the respondent. Both parties will have the opportunity to present witnesses and other evidence to the Title IX investigators. The complaint will be decided using a preponderance of evidence standard. A preponderance of evidence means deciding whether the respondent is more likely than not to have committed the behavior for which they have been accused. In the course of the investigation, the University may seek to use voluntary informal discussions or mediation for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time, in which case the investigation will continue to its conclusion. In cases involving allegations of sexual assault, mediation is not appropriate and will not be used. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the respondent, and the University as a whole.

Advisors

Both the complainant and the respondent will have the same opportunities to have others present during any part of the proceedings, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The role of the advisor is limited to providing support, guidance, or advice to the student throughout investigation and disciplinary process.

During meetings and hearings, the student and advisor may talk quietly with each other. Advisors do not have the right to question or cross-examine witnesses, present arguments, answer questions posed to a student, or otherwise take an active role in the disciplinary proceedings. Advisors cannot disclose to other persons any confidential student information, which is disclosed to the advisor in the course of the proceedings. The University will remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.

Notice of Outcome

Both parties will be promptly notified in writing of the outcome of the complaint.
process. With respect to complaints of sexual harassment or sexual violence, the University will disclose to the complainant information about any sanctions imposed on the respondent. In order to comply with the Clery Act, both parties will also be informed of all sanction information if the offense involved is a sex offense. Individuals who are accused of sexual misconduct will be subject to disciplinary action in accordance with Anderson University’s Community Values and Expectations (see the Anderson University Student Handbook). At the discretion of the Title IX Coordinator or Deputy Coordinator overseeing the case, an individual accused of sexual misconduct or harassment may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed harassment or sexual misconduct will be subject to disciplinary sanctions, up to and including suspension or expulsion from the University.

Request for Reconsideration

Either party may make a request for reconsideration of the initial decision by providing a written request for reconsideration to the Title IX Coordinator within three (3) days after written notice of the decision has been given. Both the complainant and the respondent will be given notice of the request and an opportunity to respond. A request for reconsideration may be made exclusively on one of the following grounds:

1. There is new and significant evidence that has not yet been considered.
2. The published student conduct process was not followed.
3. The sanctions imposed are not appropriate to the investigation finding.

The Title IX Coordinator will consider the request and issue a final written decision within twenty (20) days after receiving the written request. A decision may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Interim sanctions, including sanctions previously imposed and any additional appropriate sanctions, may be imposed or continued during the time the request is under consideration. The University shall respect and protect the rights of both parties until the request for reconsideration is resolved.

Both parties will be promptly notified in writing of the outcome of the request for reconsideration, which shall be final. The respondent will be notified of any changes to the sanctions, and the complainant will be given any notice of sanctions or changes in sanctions to which he or she is entitled, as described above.

Right to File a Criminal Complaint

Many forms of sexual misconduct are also prohibited by South Carolina and federal law and could result in civil liability or criminal prosecution. The university encourages students to contact the Anderson City Police at 864-260-4444 (in an emergency call 911) for more information about how to report a crime and the criminal process. At the student’s request, the Campus Safety Office and the Office of Student Development can assist him/her in contacting local authorities. A criminal investigation does not relieve
the University of its obligation to respond under Title IX, and both a criminal and University investigations may proceed simultaneously.

**Retaliation**

Any individual who is found, after appropriate investigation, to have engaged in harassment of or retaliation against another individual who reports an incident of alleged harassment or sexual misconduct, or any person who testifies, assists, or participates in a proceeding, investigation, or review relating to such reports of harassment or sexual misconduct will be subject to appropriate disciplinary actions, up to and including immediate termination or dismissal from the University. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**False Reports**

A complainant, whose allegations are found to be false and brought with willful intent, will be subject to disciplinary action under the Community Values and Expectations code found in the Anderson University Student Handbook, which may include, but is not limited to, written warning, demotion, transfer, suspension, dismissal, termination, or expulsion.

**Violent Acts Or Threats**

The university will not tolerate acts or threats of violence against members of this community or retaliation against any individual reporting a threat or act of violence. This prohibition includes verbal, nonverbal, or written actions and all forms of physical intimidation. Violations of this policy, regardless of intent, may result in suspension or other disciplinary action, up to and including dismissal from the university.

In order to protect the safety of the university community, the university may impose sanctions against a student accused of threatening behavior before the disciplinary process is completed. Some examples of immediate sanctions include issuing a no-contact order, removal from residence halls, exclusion from certain activities, and ordering limited or no access to campus. When immediate sanctions are imposed, the university will provide the accused student an opportunity to respond to the accusation and the immediate sanctions as soon as practicable.

**Information Technology Policy**

**Introduction**

Anderson University provides access to various forms of electronic communications and information technology systems and equipment including computers, internet, voice mail, and email to its students and employees (defined as full or part-time faculty or staff) who comply with the Electronic Communications Systems and Equipment Use Policy. Such access is available only to eligible students and employees and may be revoked at any time. In general, Anderson University’s electronic communications and information technology systems and equipment are intended for the sole purpose of supporting the educational, management, and operational needs of the University. All computers, terminals, hardware, software are the property of the University. Students and employees
should have no expectation of privacy regarding files and data residing on their assigned computer discs, computer system, email or other electronic communication systems or equipment. The University reserves the right to monitor any electronic communications and information technology systems and equipment including computer activity or electronic mail to assure that the systems are being used for appropriate and legitimate purposes. Anderson University reserves the right to inspect the computer files of any computer terminal at any time, with or without notice, at its sole discretion. Only authorized software is permitted on the University's computers. Individuals should be aware that passwords do not indicate any right of privacy and Anderson University is entitled to monitor or inspect computer, telephone, pda files, or other components of its electronic communication systems or equipment any time, with or without notice. This policy may be amended or revised periodically as the need arises.

**Inappropriate uses of Internet Access**

There are numerous appropriate uses of the internet: email, bulletin boards, access of information on the World Wide Web, etc. The University encourages the educational and appropriate use of these resources. All uses of the internet resources should be consistent with the University's stated mission, Christian values and wholesome campus culture, and policies as put forth in the University Catalog and other University publications. All users of Anderson University computing resources are expected to abide by the following guidelines:

**Access**

a. Users are to refrain from disclosing their access codes/passwords to anyone and will be responsible for any use of those accounts by others to whom access has been given. It is recommended that users change their passwords periodically to prevent unauthorized use of their accounts.
b. Individuals are to send email only from their personal email address.
c. Users should be advised that undeliverable email will be delivered to the Postmaster at the Information Systems Office and misdirected email can be read by unintended recipients. Users should also be aware that misdirected email can be read by unintended recipients.
d. Please pay close attention to addressees to insure that only appropriate recipients will receive emails. When replying to an email, only use the ‘Reply All’ feature when absolutely necessary.
e. The visiting of pornographic sites and any sites of an immoral or obscene nature is prohibited. Also, the illegal downloading of music and/or literary material is prohibited.
f. Please be cautious of visiting internet sites that can cause virus attacks on personal computers that are connected to the University network. Also be cautious of opening email from unknown senders, especially if they contain an attachment. Such emails could be carrying a damaging virus.

**Commercial use**

Since Anderson University is defined as an educational rather than commercial site on
the internet, the Office of Information Technology reserves the right to restrict accounts or individual Web pages which are used for commercial purposes. Approval must be granted from the Office of Information Technology for commercial purposes. Approvals may be revoked at any time by the University.

Illegal Use

Users are prohibited from any use of electronic communication and computing resources that violates Federal, South Carolina, or any other law.

Harassing and/or Obscene Material and Internal SPAM
a. Internet users at Anderson University are prohibited from displaying or distributing material (text, audio, or video) which is obscene, harassing, discriminatory, libelous, or deemed otherwise threatening or offensive, or which is in any way inconsistent with Anderson University’s stated mission and values. Displaying or distributing such information will be considered a violation of the University’s policies, which prohibits the distribution of obscene materials and harassment.
b. Users are prohibited from sending information via e-mail that is obscene or harassing as defined by Anderson University’s stated mission and values.
c. Users are to refrain from making public to Anderson University users any obscene materials or direct links to other locations on the internet through the World Wide Web, or any other related systems.
d. Users are to refrain from sending multi-recipient emails that are unnecessary. Email groups that contain a large number of addressees will only be used by authorized personnel.
e. Users are prohibited from sending campus-wide emails that express personal opinion or are of a political or otherwise inappropriate nature.
f. The obscenity standards are as follows:

1. Materials in which a reasonable person, applying contemporary Anderson University community standards, when considering the contents as a whole, would conclude that they appeal to prurient sexual/physical interests or violently subordinating behavior rather than an intellectual or communicative purpose; or
2. Materials that, taking into regard their content and their particular usage or application, lack any redeeming religious, literary, scientific, political, artistic, or social value.

Internet-Based Social Networking Sites

Anderson University strongly encourages the use of restraint and good judgment by its students from participating in blogs and websites such as FaceBook and MySpace. If a student does participate in this type of communication, the University encourages him/her to exercise good judgment in posting any information as these sites can be viewed by anyone and may by used by viewers for unintended purposes. Students are reminded that potential employers are increasingly searching these sites in making hiring decisions. Students who post information and/or photographs on such sites that are inconsistent with the policies and Christian values of the University or damaging to the reputation of
the University (including but not limited to obscene material, foul language, harassing statements, sexually suggestive language or photographs, or statements that defame the University) may be subject to discipline by the University, including but not limited to probation, monetary and service fines, loss of institutionally funded scholarships, suspension, or expulsion, or in the case of employment, termination. This holds true even if the student or employee did not use University computers or systems to create the posted information.

**Political Material**
While Anderson University encourages civic engagement and appropriate involvement in the political processes of government, computers, email and the University’s Web site may not be used for the promotion of political candidates or partisan causes. To do so may subject the student to discipline by the University, including but not limited to warnings, directives to remove inappropriate content, demotion, or termination of employment.

**Wasteful Use of Resources**
Users are prohibited from performing any act that will impair the operation of any facet of the computing resources of the University or the resources of any recipient of the information. Such acts include knowingly injecting computer viruses and sending excessively large mailings, large print jobs, batch programs, ‘junk mail’ (including chain letters), etc. Those who use computing resources for recreational, entertainment, personal and extracurricular work are to yield to those who have academic related need for computing resources or facilities. Examples of non-course-related work are playing computer games, printing personal or extracurricular materials (invitations, announcements, resumes, etc.), and chatting to personal friends. In periods of high demand, these uses may be disallowed in public facilities.

**Procedures for Dealing with Violations**
The University reserves the right to suspend/delete content of personal Web pages or email on or linked to the University Web site, on computers, or on the computing system that constitutes a violation of this policy, is in conflict with the University’s stated mission and values, or violates any provision or limitation of the Electronic Communications and Information Technology Systems and Equipment Use Policy.

**Student Violations**
Individuals may report incidents of harassment or obscene material or direct links involving students’ internet use to the Office of the Vice President for Student Development, which will review any complaint per established University judicial procedures as outlined in the student handbook. Possible sanctions include but are not limited to the deletion from Anderson University servers’ materials or direct links to other locations on the Internet which are found to be obscene, loss of computer resource privileges, and other sanctions available within the judicial processes, up to and including
expulsion.

**Email Privacy**

Electronic mail enables users to place information quickly and directly into another person’s computer where it can be retrieved, read, revised, stored indefinitely, downloaded, or responded to immediately. Email has made employment and academic activities of the University more efficient by enabling us to make better use of our time and by reducing paperwork. However, there is a deceptive aura of privacy that surrounds email that can mislead persons to believe that private, hostile, or unlawful statements can be confidentially communicated through email. In addition, proprietary or potentially embarrassing information can be accidentally or purposely sent within the University and to others outside the University.

To avoid these problems, remember the following:

1. Anderson University’s email system exists for use by faculty, staff, and students in carrying out their employment and academic activities. It is not intended for personal use.
2. Do not disclose your access codes/passwords to anyone.
3. Send email only from your personal e-mail address. The privacy of e-mail sent or received on University systems and/or equipment cannot be guaranteed.
4. Prior to sending an email message, ask yourself whether you would feel comfortable if the text of the message were posted on a bulletin board on campus or printed in the newspaper. Would public disclosure cause unnecessary embarrassment or create legal liability for yourself or the University?
5. There should be no expectation of privacy of email sent or received on University systems and/or equipment.
6. If the email pertains to a student, it is likely to be an “education record” that the student will have the right to inspect and review.
7. The use of private “mailboxes” and passwords in an email system does not provide any privacy from people who will see email forwarded, printed out, or left displayed on an unattended computer screen.
8. Anderson University makes no representations regarding the security of the email system.
9. If Anderson University is involved in an investigation or litigation, email messages (or other computer content) may be monitored and/or read by the University as part of an investigation, in the discovery process, and may be publicized in a trial.

Effective as of: July 1, 2007

**Social Media Policy**

Anderson University strongly encourages students to use restraint and good judgment when participating in blogs, websites, and use of applications, including but not limited to, FaceBook, MySpace, Twitter, Instagram and similar social media. If a student chooses to participate in this type of communication, the University encourages him/her to exercise good judgment in posting any information as these sites can be viewed by anyone and may be used by viewers for unintended purposes. Students are reminded that potential employers are increasingly searching these sites in making hiring decisions. It
is also important to remember that once something is posted on a social media site, it continues to exist in some form that is retrievable even after it is deleted. Students who post information and/or photographs on such sites that are inconsistent with the policies and Christian values of the University or damaging to the reputation of the University (including but not limited to obscene material, foul language, harassing statements, sexually suggestive language or photographs, or statements that defame the University) may be subject to discipline by the University whether or not University computers or systems were used to create or post the information. Possible disciplinary actions include, but are not limited to probation, fines, loss of institutionally funded scholarships, suspension, or expulsion, or in the case of employment, termination.

**Student Physical or Mental Health Emergencies**

Anderson University is concerned about the well-being of its students. In order to insure the well-being of all students and a campus climate that is safe and conducive to the success of all students, the University may impose restrictions or sanctions on a student as the result of a physical or mental health emergency. The process for imposing restrictions for physical or mental health emergencies is described below. As with all university policies, the university will apply this policy in a manner that does not illegally discriminate against students on the basis of race, color, national origin, sex, disability, or age.

**Physical or Mental Health Emergency Procedures**

If a student requires assistance because of an immediate crisis or life-threatening situation, the Anderson University Campus Safety office should be notified immediately at 864-231-2060 or you may contact the Anderson Police Department by dialing 911.

If a student observes anyone harming, attempting to harm, or stating an intent to harm himself, herself, or another person, the student should report the matter immediately to her or his Residence Director or Resident Advisor, the Residence Life Office, Campus Safety, Counseling Center or Health Services Center.

<table>
<thead>
<tr>
<th>Residence Life</th>
<th>864-622-6011</th>
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<tr>
<td>Campus Safety</td>
<td>864-231-2060</td>
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<tr>
<td>Counseling Center</td>
<td>864-231-2149</td>
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<tr>
<td>Health Services</td>
<td>864-622-6063</td>
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**Individual Threat Assessment**

The Dean of Student Life or Dean of Student Development will initiate an individual threat assessment of a student if the Dean has reason to believe that the student has (a) engaged in or threatened to engage in behavior which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student himself or herself; (b) contracted a contagious disease or virus which creates a direct threat to the health or safety of another person or a high probability of substantial harm.
to the student; (c) caused or is likely to cause a substantial disruption in the university’s academic or other programs; or (d) damaged or threatened to damage another’s property. The threat assessment will be conducted by the Dean of Student Life or Dean of Student Development along with such other persons as the Dean may select. The assessment will be based upon the student’s conduct, actions, and statements in order to create an individualized and objective assessment of the student’s ability to participate safely in the school’s programs. The team will consult when necessary with medical or mental health professionals to assist in collecting or interpreting any information. Unless the circumstances make it impractical or impossible, the student will be given notice that a threat assessment is being made and will be given an opportunity to be heard before any adverse action is taken with respect to the student. Any appropriate accommodations or adjustments will be considered.

The Dean of Student Life or Dean of Student Development will take action with respect to a particular student only if it is determined that the situation creates a high probability of substantial harm rather than merely a slightly increased, speculative, or remote risk of harm. Action will never be taken on the basis of generalizations or stereotypes about the effects of a particular disability or condition.

Responses and Interventions
The Dean of Student Life or Dean of Student Development will notify the student of any restrictions, interventions, or sanctions imposed on the student as a result of the threat assessment, which may include:

- A required course of medical treatment or mental health counseling;
- Removal from university housing;
- Removal from one or more classes or activities;
- Removal from the campus;
- Withdrawal from the university; or
- Other or additional sanctions or precautions as may be appropriate.

Sanctions imposed on a student under this procedure are not disciplinary in nature and will not be entered in the student’s educational records as arising from disciplinary violations. However, if the student violates any restrictions imposed, the violation may result in disciplinary action in accordance with the student disciplinary process.

It is the sole responsibility of the student to obtain at his/her expense any services which are necessary as a result of restrictions imposed by the Dean of Student Life or Dean of Student Development, such as alternative lodging or academic tutoring. All alternative lodging arrangements must be approved by the Dean of Student Life.

Appeals Process
A student may appeal the Dean’s decision by making a written appeal to the Vice President for Student Development within three (3) calendar days after the decision. The student may submit medical evaluations, statements, or other pertinent information along
with the appeal. The Vice President for Student Development will review any material provided by the student, the individual threat assessment, the decision of the Dean, and such other information as he or she may consider appropriate. A decision on the appeal will be made within five (5) business days or as soon thereafter as practical. The student will be notified in writing of the Vice President’s decision, which will be final. Any restrictions, interventions, or sanctions will remain in effect before and during the appeal unless the Vice President determines otherwise.

Reinstatement Process
The restrictions, interventions, or sanctions imposed may be removed only with express permission from the Dean of Student Life or Dean of Student Development. Upon the student’s request for reinstatement, the Dean of Student Life or Dean of Student Development will clearly communicate to the student a specific reinstatement process, which may include:

- **Evaluation by a qualified health care professional**: if the situation constitutes a medical or psychological emergency, the student may obtain an evaluation from a local emergency room physician. If the student is currently under the care of a qualified health care professional, that person may evaluate the student. If the student is not currently in treatment, he or she will need to contact the qualified health care provider of his/her choice. If the student needs assistance with this process, he or she may contact the Office of Student Development.

- **Communication of evaluation results by the qualified health care professional to the Dean of Student Life or Dean of Student Development**: this will require written authorization by the student to the healthcare professional. Evaluation results must substantiate (1) the readiness of the student to return to residential facilities, classes, and/or activities, and (2) any recommendations for continuing treatment. For preliminary purposes, the health care professional may communicate this information verbally; however, it is mandatory that written evaluation results are provided promptly. The dean will consult with the Director of Health Services (for medical emergencies) or the Director of the Counseling Center (for mental health emergencies) in order to develop a plan for the student’s return to campus.

- **Reinstatement interview with the Dean of Student Life or Dean of Student Development**: (the dean may ask that this interview take place with the Health Services Director [for medical emergencies] or Director of the Counseling Center [for mental health emergencies]): the student must schedule an interview with the designated individual during office hours (8:30 a.m. – 4:30 p.m., Monday – Friday). If the dean is not available, the student may contact the Vice President for Student Development or the Dean of Student Success.

- **Coordination of follow-up**: the Health Center or the Counseling Center will assist the Dean with the coordination of follow-up services as needed and to insure the success of the student’s plan for reengagement to campus life and academic endeavors.

- **Communication with professors**: It is the student’s responsibility to communicate directly with his or her professors to develop a plan for completing the work that
they missed while they are absent from classes. The deans, the Director of Health Services, Director of the Counseling Center, or the Dean of Student Success may provide support documentation to faculty members at the student’s request.

If the Dean of Student Life or Dean of Student Development determines that the student is able to resume restricted activities, the student will be provided a reinstatement letter.

If it becomes necessary for the student to withdraw from the University, the deans or other Student Development staff will assist the student with her or his withdrawal in keeping with University policy as outlined in the current Academic Catalog.

Disclosure of Directory/Public Information

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are name, address, telephone listing, parents' names, date of birth, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, recognitions, degrees and awards received, and previous educational institutions attended. Any student who does not want his or her information released by the University must communicate this preference in writing to the Registrar by the end of the first week of classes each semester.

Possession of Firearms and Other Weapons

All students should be aware that South Carolina law declares it a felony for any person to carry or have in their possession a firearm of any kind at a private or public school, college or university. The law applies to all buildings and residence halls at Anderson University and all adjacent areas, including the campus and parking lots. The maximum penalty is a $5,000 fine or five years in prison.

Anderson University is concerned about the danger firearms may pose on our campus. Possible violations will be reported to the Anderson police for investigation and prosecution. In the event a student desires to keep a firearm or other type of weapon for hunting or sporting purposes while attending Anderson University, he or she must contact the Campus Safety office to make arrangements for storage. Under no circumstances may a student take a firearm or other weapon described in the student handbook to his or her room, or leave it in a vehicle parked on campus.

Solicitation

The University does not encourage or permit solicitation on the campus by individuals or organizations seeking donations or selling items for off-campus groups and fundraisers. University sponsored organizations must obtain permission from the Director of Student Activities for fundraising projects to be held on campus or off-campus.

Student Insurance

All students are recommended to have health insurance. In some instances, certain
students may be required to carry health insurance. For example, all international students must carry health insurance. Information on student health insurance is available in the Office of Student Development. (The University itself does not offer student insurance nor endorse any particular insurance company.)

Students are also encouraged to purchase renter’s insurance to help in case of accident or theft which leads to loss of personal property. The University is not responsible for damages or loss to student property due to theft, acts of nature, or other events outside the control of the University.

### Tobacco-Free Campus

Anderson University is a smoke-free, tobacco-free campus. The use of tobacco products is prohibited anywhere on University premises. The use of tobacco products is also prohibited at any Anderson University sponsored off-campus event.

Because the campus is located in a residential area in which Anderson University seeks to be a good neighbor, use of tobacco products is also prohibited on private properties contiguous to the campus.

### Information on Use/Abuse of Alcohol, Tobacco, And Controlled Substances

#### Effects of Alcohol

Surveys of university students indicate that the drug of choice is alcohol. Student problems associated with alcohol use are many and have an adverse effect on the educational process.

These problems include physical injuries, loss of personal relationships, unwanted/regretted sex, vandalism, poor grades, alcoholism and disciplinary problems. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead
Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. (Taken from: Federal Register. Vol. 55, No. 159. Thursday, August 16, 1990: Rules and Regulations.)

**Effects of Tobacco Products**

Tobacco products are harmful to individuals when smoked, inhaled or used orally. Tobacco contains over 4,000 different gases, particles and compounds including tar, nicotine and carbon monoxide. Tobacco smoke “tar” is composed of several thousand chemicals that can damage lung tissue and cause several diseases.

Nicotine is found only in tobacco. It acts as a mild stimulant to the central nervous system and is what causes the addiction to tobacco products. Carbon monoxide, which makes up about 4 percent of tobacco smoke, impairs the oxygen-carrying capacity of the blood to the body’s tissues, literally driving the oxygen out of the red blood cells. At the same time nicotine is causing the heart to work harder, it is depriving the heart of the extra oxygen it needs. Carbon monoxide also promotes cholesterol deposits in arteries, impairs vision and judgment, and reduces attentiveness to sound.

Smoking is the single largest preventable cause of premature death and disability in the United States and is related to 480,000 deaths each year. Statistics indicate that smokers die younger than nonsmokers. Smoking is one of the major risk factors in heart attacks. The use of tobacco has been implicated in cancers of the mouth, larynx, pharynx, esophagus, pancreas, cervix, uterus and bladder. Smoking accounts for approximately 30 percent of all cancer deaths, as a major cause of heart disease, and is linked to colds, gastric ulcers, chronic bronchitis, and emphysema. The American Cancer Society estimates that smoking cigarettes account for 87 percent of lung cancer cases among males and 70 percent among females. The effects of other drugs on the body are discussed on the chart on the following pages.

**Information About the South Carolina Law Regarding Alcohol**

**It is illegal:**
- To purchase or possess beer or wine if you are under the age of 21. Penalty: A fine of not less than $25 nor more than $100, or imprisonment for not more than 30 days.
- To purchase or possess liquor if you are under the age of 21. Penalty: A fine of not less than $100 nor more than $200 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to purchase beer or wine. Penalty: A fine of not less than $50 nor more than $100 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to obtain liquor. Penalty: A fine of not less than $100 nor more than $200 or imprisonment for not more than
30 days.

- To possess an altered or invalid driver’s license or personal identification card. Penalty: 1st offense: A fine of not more than $200 or imprisonment for not more than 30 days; 2nd or subsequent offenses: A fine of not more than $500 or imprisonment for not more than six months.

- To lend a driver’s license or personal identification card to any other person. Penalty: 1st offense: A fine of not more than $200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than $500 or imprisonment for not more than six months.

- To alter a driver’s license. Penalty: A fine of not more than $2500 or imprisonment for not more than six months or both.

- To sell or issue a false driver’s license. Penalty: A fine of up to $2500 or imprisonment for not more than six months, or both.

- To use someone else’s driver’s license or identification card. Penalty: A fine of not more than $100 or imprisonment for not more than 30 days.

- To use an altered driver’s license or identification card containing false information. Penalty: A fine of not more than $100 or imprisonment for not more than 30 days.

- To give beer, wine or liquor to anyone who is under the age of 21. (This law includes serving anyone in your home except your child or spouse.) Penalty: A fine of not more than $200 or imprisonment for not more than 30 days.

- To sell beer, wine or liquor to anyone under age of 21. Penalty: A fine of not less than $5000, imprisonment for not exceeding than 5 years, or both.

- To have an open container of beer or wine in a moving vehicle of any kind, except the trunk or luggage compartment. Penalty: A fine of not more than $100 or imprisonment for not more than 30 days.

- To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed mini-bottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering. Penalty: A fine of not more than $100 or imprisonment for not more than 30 days.

- Display conduct to be grossly intoxicated on any highway or at any public place or public gathering. Penalty: A fine of not more than $100 or imprisonment for not more than 30 days.

- To be driving under the influence (DUI) of alcohol or other drugs. With a Blood alcohol content (BAC) level of 0.08% or more (If under the age of 21, BAC level of 0.02% or more), it may be that the person was under the influence of alcohol. With a BAC less than 0.08% (0.02% if under the age of 21) the BAC may be considered with other evidence and the person may be charged with DUI. Penalty: 1st offense: A fine of $400 or imprisonment for not less than 48 hours nor more than 30 days; driver’s license is suspended for 6 months; 2nd offense: A fine of not less than $2100 nor more than $5100 and imprisonment for not less than 120 hours nor more than 1 year; driver’s license is suspended for 1 year; 3rd offense: A fine of not less than $3800 nor more than $6300 and imprisonment for not less than 60 days nor more than 3 years; driver’s license is suspended for 2 years. An ignition interlock device, which attaches to your vehicle’s ignition system to test your BAC before you start the car, may be required if you are convicted of too many DUI’s or your offense requires it.
If under the age of 21, driver’s license is suspended for 3 months (1st offense), 6 months (if 2nd offense occurs within two years of first offense), as well as, 6 months if refusal to take BAC/Breathalyzer test.

- Felony driving under the influence (Driving under the influence which results in great bodily harm or death). Penalty: For causing great bodily harm - A fine of not less than $5,000 nor more than $10,000 and imprisonment for not less than 30 days nor more than 10 years; driver’s license is suspended for period of imprisonment plus 3 years. For causing death - A fine of not less than $10,000 nor more than $25,000 and imprisonment for not less than 1 year nor more than 25 years; driver’s license is suspended for period of imprisonment plus 3 years.

Information On Use/abuse Controlled Substances

A partial list of South Carolina controlled substance laws follows:

A. Marijuana, Hashish, Methaqualone, Amphetamines.

1. Possession of 1 ounce or less of marijuana or 10 grams or less of hashish. Penalty: 1st offense: not more than 30 days or not less than $100 nor more than $200. 2nd or subsequent offenses: not more than 1 year and/or $200 to $1,000.

2. Possession of Methaqualone, Amphetamines, or more than 1 ounce of marijuana, or more than 10 grams of Hashish. Penalty: 1st offense: not more than 6 months and/or not more than $1,000. 2nd or subsequent offenses: not more than 1 year and/or not more than $2,000.

3. Manufacture, distribution, or possession with intent to distribute. Penalty: 1st offense: not less than 15 years and/or not more than $25,000. 2nd offense: not less than 5 years and/or not more than 30 years imprisonment or not more than $50,000. 3rd or subsequent offenses: not more than 10 years nor more 30 years and/or not more than $50,000 or both.

B. LSD, Heroin, Cocaine

1. Possession. Penalty: 1st offense: not more than 2 years and/or not more than $5,000. 2nd offense: not more than 5 years and/or not more than $5,000. 3rd or subsequent offenses: not more than 5 years and/or not more than $10,000.

2. Manufacture, distribution or possession with intent to distribute. Penalty: 1st offense: not more than 15 years and/or not more than $25,000. 2nd offense: not less than 5 years or more than 30 years and/or not more than $50,000. 3rd or subsequent offenses: not less than 10 years or more than 30 years and/or not more than $50,000.

C. Ice, Crack, Crack Cocaine

1. Possession of less than 1 gram. Penalty: 1st offense: not more than 3 years and not less than $5,000. 2nd offense: not less than 5 years or more than 7 years and not less than $7,500. 3rd or subsequent offenses: not more than 10 years and not less
Please contact the Anderson University Campus Safety Department, for further information concerning controlled substances. Please note that penalties are subject to change by state and federal guidelines.

Resources and Student/Employee Assistance
Anderson University is a community and all members of the community are responsible for maintaining order, and discipline on the University campus. The Student Development Division serves the primary role of coordination and implementation of Anderson University's substance abuse policy for students. The division's position emphasizes the early identification and the intervention into substance use problems experienced by persons. Anderson University offers support to students and staff members thru the following services:

Information
The University Health Center provides current information on the use and abuse of alcohol, tobacco, and drugs. Programs are provided on topics of health care throughout the year. The director of Health Services is available for consultation with any person.

Information is made available through brochures, journals, books, posters and newsletters to faculty/staff and students. High traffic areas of the campus will be provided with handout materials related to substance use and its consequences.

Education/Programing
Educational experiences are offered by key areas within the University. These experiences include:
- Alcohol Awareness Week – one to two-week emphasis each semester with the focus on substance abuse. Offerings to general campus population and special groups.
- Presentation of videos, films, and invited speakers on issues of substance use and abuse. These will be provided each semester for students and periodically at faculty and staff meetings.

Counseling/Referral
Counselors to University mental health professionals may be able to provide counseling or make referrals when appropriate. The University also has a close affiliation with the Anderson/Oconee Alcohol and Drug Abuse Commission, where persons may be referred for assessment and/or treatment. We also have an agreement with the Vocational Rehabilitation of South Carolina Office to refer individuals for counseling and assistance. Students referred to counseling due to drug/alcohol violations must pay for the costs of counseling materials.

PHONE NUMBERS:
Counseling Center 622-6074
Theft of Personal Belongings

Anderson University does not assume any responsibility for theft of a student’s personal belongings. If a theft does occur, students should report the theft to the Campus Safety office. The University encourages students to keep a record of any article that has a serial number. In many instances a parent’s homeowner’s insurance will cover all or part of the replacement of stolen articles. Thefts of items or cash valued in excess of $2,000 is considered grand larceny and a felony, and are automatically reported to the local police for disposition in local courts.
Residence Life
Residence Life

Residence Life at Anderson University offers students an opportunity to grow and develop through living and learning with others in an educational community. The residence hall is more than just a place to live; it is an environment for individual growth through community living. The Residence Life staff strives to provide comfortable, safe, attractive, and functional residence halls and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship. Anderson University has both professional staff and student resident advisors living on campus to meet the needs of students as they strive to make the residence hall experience a positive one. The Residence Life staff members offer many learning opportunities by promoting programs and activities which enhance student development.

Residence Life Missions Statement
The mission of the Residence Life department is to educate, challenge, and serve students through intentional interactions within a Christ centered community.

Learning Outcomes
Students who live in the residential communities will be challenged to grow in the following ways:

1. Spiritual Formation
2. Community Living
3. Stewardship
4. Identity Development
5. Civic and Global Responsibility

Residence Hall Leadership

Residence Director (RD)
A Residence Director, who is a full time professional, supervises each living area and lives in the area. Each Residence Director holds a Bachelor or Master’s degree and has been trained to give students support and guidance within the living area. Residence Directors also have responsibilities for administering housing operations and upholding community standards.

Residence Advisor (RA)
Every living area has student staff members called Resident Advisors. The RAs serve students in their living area by:

- Cultivating friendship and mentoring relationships with residents
- Organizing both educational and social programs for residents
- Developing community within the specific areas (i.e. floor, suites, hall)
- Working in conjunction with Ministry Connectors to create a community conducive to spiritual growth
- Holding students responsible to Anderson University Community Standards and policies
Housing Policies

Eligibility
Anderson University provides campus housing to students enrolled in the traditional undergraduate program. Students are required to maintain a minimum of 12 hours each semester to live in campus housing. Permission to remain in the residence halls with less than 12 semester hours must be granted in advance by the Dean of Student Life. Failure to obtain authorization may result in suspension from the residence halls.

Anderson University does not provide housing for married students or students in graduate programs, or the Adult Studies. Due to the high demand for campus housing, the University cannot guarantee that housing will be available to all students who deserve to live on campus.

Residency Requirement
Believing that students benefit in personal growth and educational opportunity from residential living, Anderson University requires all undergraduate students enrolled in the traditional program to live on campus for at least four semesters. After a student has lived on campus four semesters, typically junior year, he or she may choose to live off campus. Students who meet one of the following criteria may elect to live off campus prior to fulfilling the four-semester requirement.

- Married
- Live locally with a parent, grandparent, or legal guardian
- 21 years of age prior to the beginning of the semester
- Transfer student who has attended four (4) semesters of college, excluding dual enrollment during high school

Students found to be living off campus that do not meet the proper criteria may be subject to disciplinary action and held financially responsible for the semester housing charge.

Holiday and Vacation Breaks
All campus housing is closed to students during the Christmas holidays. Although personal belongings may remain in rooms during this period (unless a room change has been requested), students must vacate the area within 24 hours after their last exam for the semester has been taken. In the spring, campus housing will not re-open until the date scheduled for Spring Orientation for new students. Campus Housing will remain open during all other holidays and during Fall Break and Spring Break. However there will be no meal service available.

Meal Plans
All residential students are required to have a meal plan. There are several options for meal plans and students may select the plan that best meets their needs while completing the housing agreement. Students will have 3 days after the start of the semester to make changes to their meal plan. If a student withdraws or is suspended from the University after the date of financial responsibility, the meal plan will expire without refund. Meals are not served during holidays, breaks and other days determined by the University. These dates are considered in meal plan prices and are therefore not part of the meal plans.
Personal Property
While the University makes every attempt to maintain consistent and quality services to residents, interruption of services in a residential facility, if caused by mechanical difficulty, power outages, or other causes does not entitle residents to any claim against the University or to any reduction in fees. The University is not responsible of loss or damages due to acts of nature or vandalism.

Anderson University does not assume any responsibility for the loss or theft of a student’s personal belongings. If a theft does occur, students should report the theft to the Campus Safety Office and Residence Life staff immediately. Students are strongly encouraged to keep record of any article with a serial number and to consider carrying some form of personal insurance if their home policy does not cover personal property in the living areas.

Housing Assignments

New Students
New students are placed into housing according to their enrollment deposit date with the earliest date receiving priority. Students may select a roommate by mutually requesting each other through the MyHousing online application by the appropriate deadline. If no roommate is selected, the Residence Life office will make housing assignments based on the personal preferences profile that was completed on the Housing Agreement. The Residence Life office will send out housing assignments through email and regular mail in early July. The University will not consider roommate changes based upon actual or perceived race, color, religion, national origin, age, disability, or perceptions based on personal profiles/information found on the internet.

Returning Students
Housing selection for the fall semester takes place in early April. To be eligible for Housing Sign ups during the spring semester, returning students must pay a $200 nonrefundable housing pre-payment, submit the Anderson University Housing Agreement through the MyHousing online application, and be registered for classes for the fall semester. All eligibility requirements must be completed before Housing Sign Ups. All housing information and the link to MyHousing is located on the “Residence Life” page of the Anderson University website.

Cancellations
Returning students have until June 1 to cancel their housing assignment without penalty. Any housing cancellations made after June 1 will result in additional penalties and charges that will be assessed to the student’s account. During the school year, a student may cancel their housing agreement without penalty at the end of the semester if the student is graduating, withdrawing from the University, or is eligible to live off campus. See page 49 regarding students withdrawal from the University.
Check in and Check Out
Students must check in and check out by following these procedures. Check in for fall and spring typically takes place the weekend before classes start. There are designated times for returning and new students to check in. Unless participating in a school-sponsored activity such as athletics or student leadership, a student may not check in prior to their designated move in date. Students will be required to clear all holds on their account before receiving their room key. After checking in, students will be asked to complete the Room Condition Report (RCR) to note the condition of the room upon move in.

Students are required to set up a check out time with their Resident Advisor in the event of a room change, withdrawal, or at the end of the academic year. All students must vacate their rooms at the end of each semester within 24 hours of their last final exam. To avoid any improper check out fines, students must clean their room and return all keys when checking out. The RCR is used in the check out process for the assessment of damages.

Special Accommodations
Students requesting special campus housing accommodations due to a documented disability should contact the Center for Student Success (CSS). New students are encouraged to contact the CSS by April 1 to avoid delays in receiving a fall semester housing assignment. Returning students are encouraged to contact the CSS by March 1 to be able to participate in the housing sign-ups process and obtain an appropriate assignment for the following year.

Room Changes
Learning to live with a roommate(s) may be a new experience for first year students. It often takes a few weeks for students to adjust and transition into new living situations. We ask students to work together for the first few weeks to establish their living arrangements. The office of Residence Life will gladly work with any student who encounters a roommate issue or concern. If harmony cannot be achieved with roommates, housing re-assignments are not guaranteed, but the Residence Life Office will assist in ameliorating conflicts and/or identifying a new housing assignment based on the nature of the situation and subject to housing availability.

Single Rooms
All residents are required to have a roommate(s) with the exception of Village Hall that has single occupancy rooms. If a resident loses a roommate during the semester, a new student may be assigned to the open space. If a new roommate is not immediately available, the student will remain in his current room with no additional charge. Students without roommates should be aware that they could be assigned a new roommate at any time. The Residence Life Office will communicate in a timely manner if a student will be receiving a new roommate.
Summer Housing
Students are allowed to live in University housing for a fee during the May term if they are enrolled in classes on campus. The Summer Housing application will be made available through the MyHousing site during the spring semester.

Study Abroad
Students who choose study abroad during the fall semester will not be allowed to reserve housing on campus for the spring semester. Prior to their return, the student needs to contact the Residence Life office and submit their housing agreement and pay the housing prepayment in order to be placed into housing for the spring semester. Students who are studying abroad in the spring semester may arrange for another student to sign them up for housing provided the student has completed all the requirements to sign up for housing.

Withdrawal or Dismissal
Students withdrawing or dismissed from the University must check out their rooms within 24 hours. Students who are dismissed or suspended are not permitted back on campus unless they have received permission from the Dean of Student Life. Students involved in severe disciplinary infractions or who pose a threat to the University community may be asked to vacate their room immediately.

Room and Building Guidelines

Appliances
The use of electrical appliances in residence halls has some limitations due to fire safety and electrical load limits. In general, any appliance/device with an open flame or exposed heating element is prohibited, as are electrical appliances that draw significant electrical current. Prohibited appliances/devices include, but are not limited to: hot plates, George Foreman type grills, toasters, electric griddles, sun lamps, space heaters. Appliances that are allowed in residence halls include microwaves (1100 watt max), refrigerators (4.2 CF max), televisions, irons, lamps, hair dryers, and curling irons. Please note: students may have only one refrigerator and one microwave per room.

Due to fire safety codes, extension cords are not allowed in the residence halls. Students may use multiple outlet bars with surge protectors. If you have additional questions about appliances please refer to a Residence Life staff member.

Bicycles
Bicycles can either be stored in student rooms or on bicycle racks located throughout the Anderson University campus. All motorized bikes must be registered with Campus Safety. Due local and state ordinances, motorized bikes cannot be stored in the residence halls for any reason, hanging from fixtures, or causing problems for roommates. No riding of bicycles or motorized bikes is allowed in the residence halls. No bicycles should be stored in the stairwells. Any bicycle blocking an exit will be removed to ensure fire safety.
Common Areas and Hallways
The main lobby in each living area is available for all students to socialize, entertain guests, and study. Students should remember that this is a shared space; therefore, public display of affection, excessively loud music, and sleeping in the lobby are not appropriate at any time. Residents are expected to treat the lobby furniture with great care. Each lobby closes at 2:00 am each night.

Common-area kitchen facilities are provided in some living areas. Consideration must be shown to other residents by controlling food odors and promptly cleaning up. It is the responsibility of the persons using the common area kitchen to return it to proper order. Students are allowed to leave items in the refrigerators at their own risk. The University is not responsible for any lost or stolen items. The Residence Life Staff reserves the right to clear the kitchen of unwanted, unused or unclean items from time to time.

Hallways must be kept clean and free of personal belongings at all times. Students are not permitted to use the hallway area for sports, games, or any activity that may cause damage or be disruptive to others. Skateboards, rollerblades, scooters, bikes etc. may not be used in the residence hall.

Courtesy Hours/ Quiet Hours
The ability to study and to get proper rest are essential for a student to succeed academically at Anderson University, therefore a 24 hour courtesy policy has been established within the residence halls. Students are expected to show respect to their fellow residents by avoiding causing any noise that could disrupt another residents’ ability to study or sleep. In addition to the 24 hour courtesy policy, quiet hours are from 10pm to 10am every day. During this time the noise level should be kept at a minimum including music, television, loud discussions, etc. Students are encouraged to use headphones to keep noise to the smallest amount. Students who refuse to cooperate when asked to adhere to the Quiet Hours/Courtesy Hours policy will be referred to the Residence Director.

Decorating Guidelines in Rooms
Residents are encouraged to personalize their rooms by decorating their living space. However, students may not make any substantive changes to their housing unit or common areas, including, but not limited to, rewiring, installing ceiling fans, painting, or mounting televisions, etc.

Residents should adhere to the following guidelines when decorating:

- The use of nails or screws in any part of residence hall rooms is not allowed. Due to the variation in construction of each residence hall, approved items may include:
  - Tacks
  - 3M Command Hooks
  - Mounting putty
  - Painter’s Tape
  
  *Students should consult with their RD before utilizing any of the above mentioned items.

- Decorations, posters and pictures that are in conflict with values and standards of the Anderson University community are not allowed in the Residence Halls. This includes, but is not limited to decorations that display alcoholic beverages or illegal...
drugs, inappropriate movies, and pictures of individuals that are not fully clothed. No alcoholic beverage containers, including cans and bottles, will be permitted in the Residence Halls. The Residence Director in each building will have the final say as to whether or not a decoration is appropriate.

- Due to fire codes and local ordinances, students may not hang curtains or materials across the room to make a barrier in order to create a room divider. All furniture and room décor must not obstruct any exit from the room in case of an emergency situation.
- No decoration may be hung from the ceiling or cover the ceiling or light fixtures.

Fire Safety
At no time may any flammable items be stored in or around the living areas. Open flame/combustibles (candles, incense, oil burning lamps, etc.) may not be burned in any residential unit. Also prohibited are live wreaths, live Christmas trees, and large decorative Christmas lights. Posters, tapestries, etc. may not be hung or placed on ceilings or covering doorways. Setting off a false alarm or tampering with fire safety equipment, including exit signs is a serious offense and will result in fines and possible disciplinary action for all students involved.

Fire Drills are held each semester to ensure that residents will understand evacuation protocol in the event of an emergency. Anyone who is in the residence hall during a fire drill must participate in the drill. Please see the evacuation zones for each residence hall below:
- Pratt/Denmark- Sidewalk in front of Merritt
- Stringer- Stringer parking lot
- Kingsley- Village upper lot
- Village- Village upper lot
- North/South Rouse- Lawn area on Rainey side of building
- Lawton- Parking circle near Watkins
- Boulevard- Parking lot on the back side of building

Furniture
The University provides a bed, mattress, desk, desk chair, and dresser for each student. Some rooms are also furnished with lofting equipment. Students are not allowed to purchase or construct their own loft. All furniture that is provided to the student must remain in the room at all times. Students will be held responsible for any damaged or missing furniture upon check out. Residence hall lobby furniture may not be moved into student rooms.

If space allows, students may bring additional furniture items such as futons, TV stands, etc. Students are responsible for the removal, storage, or disposal of the furniture they bring on campus.

Students who choose to bring outside furniture into their residence hall room must know the origin of the item(s). Students may bring furniture from home or another trusted source. However, students should use extreme caution when bringing furniture
purchased at second hand stores, yard sales, or other venues where the history of the item is unknown because these items may contain bedbugs or other types of insect infestations. The University ensures that prior to students moving in all residence hall rooms are free of pests, including bedbugs. If bedbugs or other types of insect infestations are found in a room after students move in, the student(s) residing in that room/suite may be required to reimburse the University for all or a portion of the cost associated with removal. Since the costs could rise to several thousand dollars or more, students should be extremely diligent in following this policy. The University therefore strongly advises students to not utilize furniture that may result in a pest problem that could be expensive to resolve. If students suspect that they might have bedbugs, they should submit a work order and contact their Residence Director or the Office of Residence Life immediately.

**Housekeeping**

The housekeeping staff is responsible for cleaning lobbies, hallways, and community bathrooms in residence halls. The responsibility for cleaning beyond normal circumstances such as pranks or carelessness will rest upon the residents in that living area. Please note that all hair following haircuts must be cleaned immediately.

**Guests**

Guests of the same gender may stay overnight if all residents who live in the room have granted permission. Residents must contact their Residence Director with information about the guest that will be staying in the residence hall. Guests are allowed to stay for a maximum of three days during each semester (does not have to be consecutive days). Hosts are responsible for the actions of their guests. Any guest failing to comply with the Community Standards of Anderson University will be asked to leave the campus immediately. Under no circumstances may a guest reside in campus housing unattended.

**Health and Safety Inspections**

The Residence Life staff will conduct health and safety inspections in student’s rooms every other week. Inspections will be performed by both RAs and RDs. The purpose of these inspections is both to instill in students the importance of having a clean living space and to eliminate any potential health and safety hazards that are causes for concern. If a student fails a health and safety inspection, the student will have a $25 fine assessed to his/her account and will be given 24 hours to correct the issue before a re-inspection. Health and Safety inspection dates and times are posted at the beginning of the semester and residents are encouraged to be present during inspections. Inspections will be administered regardless of whether or not the student is present.

**Keys**

Residents are responsible for keys issued to them. Under no circumstances are keys to be duplicated or loaned to another individual. Failure to return keys at check-out will result in a charge for costs to change the locks and make new keys. If a resident loses his/her keys, he/she must notify the RD or RA immediately. If the student is confident he/she will find the key, he/she will be given a temporary key for three days to see if the lost key can be located. If the key is not found within three days the locks will be changed and a $50 per key replacement fee will be charged to the student’s account. Any student...
responsible for misuse of University keys will be subject to disciplinary action.

Pets
Resident students are not permitted to keep pets of any kind in the residence hall except fish in a small (10 gallon max), odor free tank with a tank of 10 gallons or less. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who do so will be subject to a fine, cleaning and fumigation fees, and possible disciplinary action.

Repairs and Damages
Residents are responsible for reporting any damage to their rooms and/or repairs needed in their rooms. The work request form is available on the Physical Plant page of the Anderson University website. A member of the Physical Plant staff will respond to all requests and make necessary repairs. For emergency maintenance issues like leaks or flooding contact Residence Life or Campus Safety.

In most cases the University desires to repair residence hall damage as soon as possible. Any damage to a resident room or common spaces should be reported to a Residence Hall staff member. Students must not attempt to repair any damages to a room. Occupants of a particular room will share the cost of repair for any damages, unless the student liable assumes responsibility for the action. When damage occurs in a common area and responsibility for damage cannot be attributed to an individual student, the charges will be distributed to all community members in the area (i.e. all members of a housing unit, wing, floor, or building) as determined by the Residence Director.

Residence Hall Meetings
Each living area will periodically have meetings to provide students with important information. Residents are required to attend all mandatory meetings. All meetings will be announced in advance and students must obtain permission from the Residence Director to be absent. All requests to be excused must be referred to the Residence Director in advance of the meeting or a fine will be administered to the student’s account.

Room Search
The University reserves the right to have authorized personnel open and inspect student rooms for damages, regulation violations, cleanliness items, and illegal items. The student will be notified of the search after the search has been conducted, and will be given a list of any items removed from the room. The Dean of Student Life or the Dean of Student Development must approve all room searches.

Security
For security purposes, all entrances to the residence halls and the individual floors within them are locked at all times. Only building residents will be able to gain access. Students are strongly advised to not let unfamiliar individuals into any residence hall. Propping of any exterior doors will result in fines that will be assessed to the responsible student’s account. Students are also encouraged to keep their individual room doors locked to protect their personal belongings.
**Missing Student Policy**

Anderson University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Anderson University student(s) living in University-owned, on-campus housing, who based on the facts and circumstances known to the University are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008. Most missing person reports in the university environment result from a student changing their routine without informing their roommates and/or friends of the change. However, anyone who believes a student to be missing should immediately report their concern to the Campus Safety Office or the Residence Life staff. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to University officials, parents of a missing student will be notified. In all cases involving missing students less than 18 years of age and not emancipated, parents or guardians will be notified. In the event that parental notification is necessary, a Student Development staff member will place the call. At the beginning of each academic year, residential students will be asked to provide emergency contact information in the event they are reported missing while enrolled at Anderson University. This confidential emergency information will be kept in the Office of Residence Life and will be updated each semester. It will be utilized only by authorized campus officials and law enforcement officers in the furtherance of a missing person investigation. Local law enforcement will be notified that a student is missing even if the student has not registered a contact person.

**Storage**

Students may not store any of their belongings in the residence halls over the summer due to the space being occupied by guests for summer camps and conferences. Items remaining in a student’s room after the checkout process is complete will be disposed of at the resident’s expense, donated to charity, or becomes property of the University.

**Television**

The University provides basic cable in every lobby and resident room. Students should understand that any content being watched should align with the standards of the AU community. Programs viewed in the residence hall lobbies are subject to additional standards and are at the discretion of the Residence Life staff.

**Trash**

Bags of trash should be brought to the designated trash collection space in each living area. Trash from student’s rooms should not be left in hallways or placed in common area trash cans.
Windows
Using windows for entering or exiting the Residence Hall is strictly prohibited. All screens in the windows must remain securely fastened. The University reserves the right to limit the quantity and type of items displayed in room windows so as to maintain the appearances of the building. Residents of rooms where screens have been broken or removed will be responsible for the cost of replacing/repairing any damages. Absolutely no items are to be thrown from student windows at any time.

Wireless Network Access
Each residence hall is equipped with wireless network access. Students are not permitted to tamper with or alter wireless equipment in any way. Tampering with equipment may result in disciplinary action, including reimbursement of the cost to repair any damaged equipment. If a student is experiencing difficulty using the wireless network, an IT work request should be submitted through the AU website.

Visitation (RSVP)
The Visitation Program provides residents with the opportunity to interact with students of the opposite sex within their residence hall. Visitation offers students the opportunity to build community and friendships with students outside of their living area. Students are expected to conduct themselves in a manner that is consistent with the wholesome Christian community that exists at Anderson University. Under no circumstances may guests of the opposite sex utilize floor or room showers, or be in any state of undress while visiting a resident/living area. Students must also adhere to following guidelines for RSVP:

- Visitation Hours: Monday, Tuesday, Thursday, Friday, Saturday from 7pm-11pm
- All guests must check in and give their ID to the RA on Duty
- All doors must remain fully open (this includes suite and room doors)
- Overhead lights must be left on while guests are present
- Personal Displays of Affection (PDA) deemed inappropriate or excessive must be avoided
- The 24-hour courtesy policy must be adhered to
- All guests must check out with the RA on duty to receive their ID at the end of their visit
- All guests must check out by 11pm
The Sounds of Anderson
Johnny Mann (ASCAP)

Seeds of learning will flourish; New friends will guide us through the land.

These are the friendships we cherish touched by God's almighty hand. We know we love our alma mater; We know the joy of life she brings, Ah but there's one thing that only God can know: what Anderson means to me.
<table>
<thead>
<tr>
<th>Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016 SGA Executive Officers: 15</td>
<td>15</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td></td>
</tr>
<tr>
<td>ACADEMIC CALENDAR – 2015-2016 (Traditional Program) <strong>11</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Dishonesty 53</td>
<td></td>
</tr>
<tr>
<td>Academic Honesty and Dishonesty 42- 48</td>
<td></td>
</tr>
<tr>
<td>Academic Misconduct 44</td>
<td></td>
</tr>
<tr>
<td>Access 77</td>
<td></td>
</tr>
<tr>
<td>Acts of Incivility 51</td>
<td></td>
</tr>
<tr>
<td>Additional Student Services and Offices 23</td>
<td></td>
</tr>
<tr>
<td>Advisors 74</td>
<td></td>
</tr>
<tr>
<td>After Hours Care and/or Medical Emergencies 21</td>
<td></td>
</tr>
<tr>
<td>Alcohol and Drug Standards of Conduct Policy 59</td>
<td></td>
</tr>
<tr>
<td>All Faculty, Staff, and Students Are Reminded That in Case of Severe Thunderstorms and Other Inclement Weather Shelters are As Follows: 40-41</td>
<td></td>
</tr>
<tr>
<td>Alternate Care Options 21</td>
<td></td>
</tr>
<tr>
<td>Anderson Central 23</td>
<td></td>
</tr>
<tr>
<td>Anderson University EMAIL 28</td>
<td></td>
</tr>
<tr>
<td>Anderson University Vehicle Code (Auvc) 34</td>
<td></td>
</tr>
<tr>
<td>Appeals Process 82</td>
<td></td>
</tr>
<tr>
<td>Appliances 96</td>
<td></td>
</tr>
<tr>
<td>Appropriate Dress 62</td>
<td></td>
</tr>
<tr>
<td>Assault 51</td>
<td></td>
</tr>
<tr>
<td>ASSUMPTIONS 43</td>
<td></td>
</tr>
<tr>
<td>AU Emergency Alert System: RAVE alerts 41</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td></td>
</tr>
<tr>
<td>Bicycle Policy 34</td>
<td></td>
</tr>
<tr>
<td>Bicycles 96</td>
<td></td>
</tr>
<tr>
<td>Bullying 51</td>
<td></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td></td>
</tr>
<tr>
<td>Campus Food Services 24</td>
<td></td>
</tr>
<tr>
<td>Campus Ministries 25</td>
<td></td>
</tr>
<tr>
<td>Campus Safety 24</td>
<td></td>
</tr>
<tr>
<td>Campus Safety 32-41</td>
<td></td>
</tr>
<tr>
<td>Campus Store 24</td>
<td></td>
</tr>
<tr>
<td>Cancellations 94</td>
<td></td>
</tr>
<tr>
<td>Career Services 19</td>
<td></td>
</tr>
<tr>
<td>Center For Student Success 19</td>
<td></td>
</tr>
<tr>
<td>Change of Address Policy 62</td>
<td></td>
</tr>
<tr>
<td>Cheating 44</td>
<td></td>
</tr>
<tr>
<td>Check in and Check Out 95</td>
<td></td>
</tr>
<tr>
<td>Co-Curricular Graduation Requirements 47</td>
<td></td>
</tr>
<tr>
<td>Cohabitation 52</td>
<td></td>
</tr>
<tr>
<td>Commercial use 77</td>
<td></td>
</tr>
<tr>
<td>Common Areas and Hallways 97</td>
<td></td>
</tr>
<tr>
<td>Community Standard Violation Levels 58</td>
<td></td>
</tr>
<tr>
<td>Community Values and Expectations 50</td>
<td></td>
</tr>
<tr>
<td>Computer Misuse 54</td>
<td></td>
</tr>
<tr>
<td>Confidentiality 46</td>
<td></td>
</tr>
<tr>
<td>Confidentiality and Reporting 72</td>
<td></td>
</tr>
<tr>
<td>Contact Information: 15</td>
<td></td>
</tr>
<tr>
<td>Counseling Services 20</td>
<td></td>
</tr>
<tr>
<td>Counseling/Referral 89</td>
<td></td>
</tr>
<tr>
<td>Courtesy Hours/ Quiet Hours 97</td>
<td></td>
</tr>
<tr>
<td>Cultural Experience Program (CEP) 47</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td></td>
</tr>
<tr>
<td>Decorating Guidelines in Rooms 97</td>
<td></td>
</tr>
<tr>
<td>Demonstrations 54</td>
<td></td>
</tr>
<tr>
<td>Developing Personal Character 53</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Directory/Public Information 84</td>
<td></td>
</tr>
<tr>
<td>Dishonesty 53</td>
<td></td>
</tr>
<tr>
<td>Disorderly Conduct 52</td>
<td></td>
</tr>
<tr>
<td><strong>E</strong></td>
<td></td>
</tr>
<tr>
<td>Education/Programing 89</td>
<td></td>
</tr>
<tr>
<td>Effects of Alcohol 85</td>
<td></td>
</tr>
<tr>
<td>Effects of Tobacco Products 86</td>
<td></td>
</tr>
<tr>
<td>Eligibility 92</td>
<td></td>
</tr>
<tr>
<td>Email Privacy 80</td>
<td></td>
</tr>
<tr>
<td>Exam Schedule Fall 2015</td>
<td></td>
</tr>
<tr>
<td>Exam Schedule Spring 2016</td>
<td></td>
</tr>
<tr>
<td><strong>F</strong></td>
<td></td>
</tr>
<tr>
<td>Fabrication 44</td>
<td></td>
</tr>
<tr>
<td>Failure to Comply 53</td>
<td></td>
</tr>
<tr>
<td>False Reports 76</td>
<td></td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA) 62</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Planning 26</td>
<td></td>
</tr>
<tr>
<td>Fire Safety 98</td>
<td></td>
</tr>
<tr>
<td>Fire Safety Violations: 54</td>
<td></td>
</tr>
<tr>
<td>Forms of academic dishonesty 43</td>
<td></td>
</tr>
<tr>
<td>Fraud 53</td>
<td></td>
</tr>
</tbody>
</table>
From The President: Welcome to Anderson University! 5
Furniture 98

G
Gambling 52
Goals of the Student Conduct process 55
Good Samaritan Policy 60

H
Harassment & Sexual Misconduct Policy 65
Harassment 50
Hazing 51
Health and Safety Inspections 99
Health Service Center 21
Holiday and Vacation Breaks 93
Housekeeping 99
Housing Assignments 94
Housing Policies 92

I
Ice, Crack, Crack Cocaine 88
Identification Cards 33
Illegal Use 78
Inappropriate Sexual Activity 51
Inappropriate uses of Internet Access 77
Inclement Weather 39
Indecent Behavior and Language 52
Individual Threat Assessment 81
Information About the South Carolina Law Regarding Alcohol 86
Information On Use/Abuse Controlled Substances 88
Information on Use/Abuse of Alcohol, Tobacco, and Controlled Substances 85
Information Technology Policy 76
Interim Suspension 57
International Programs 26
Internet-Based Social Networking Sites 78
Intramural Athletics 22
Investigating Sexual Misconduct or Sexual Harassment 72
Investigation Procedure and Follow Up 74
iPads: 28

K
Keys 99

L
Leading a Self-Disciplined Life 52
Learning Outcomes 18
Learning Outcomes 92
List of frequent offenses 37
Living Responsibly in Community 54
Lost and Found 33
LSD, Heroin, Cocaine 88

M
Making a Confidential Report 73
Marijuana, Hashish, Methaqualone, Amphetamines 88
Meal Plans 93
Meeting Time/Location 15
Missing Student Policy 100
Mission Statement of Purpose 6
Mission, Vision and Values Statement 6
Mission: 15
Misuse of Prescription Drugs 52

N
New Student Experience Program 22
New Students 94
Nondiscrimination Statement 4
Notice of Outcome 74

P
Participation in Disruptive Gatherings 54
Penalties 46
Personal Property 94
Personal Resources 53
Pets 99
Physical or Mental Health Emergency Procedures 81
Plagiarism 43
Policy on academic dishonesty 43
Political Material 79
Possessing Firearms or Weapons on Campus 54
Possessing or Using Drug Paraphernalia 52
Possessing, Consuming or Distributing Alcoholic Beverages or Other Illegal Drugs 52

Index
Possession of Firearms and Other Weapons 84
Post Office 27
Pranks 51
Procedures 45
Procedures for Dealing with Violations 79
Property Damage 53
Purpose of the Student Conduct Process 55

Q
Quick Reference 13

R
Reinstatement Process 83
Repairs and Damages 100
Repeated violations of the Anderson
   University Vehicle Code (see pages 36)
Repeated Violations or Non Compliance 59
Reporting Sexual Harassment or Sexual
   Misconduct 70
Request for Reconsideration 75
Residence Advisor (RA) 92
Residence Director (RD) 92
Residence Hall Leadership 92
Residence Hall Meetings 100
Residence Life 22
Residence Life 91-102
Residence Life Missions Statement 92
Residency Requirement 93
Resources and Student/Employee Assistance 89
Respecting and Caring for Community 53
Respecting the Individual 50
Responses and Interventions 82
Retaliation 76
Returning Students 94
Right to File a Criminal Complaint 75
Rights of the Complainant and Respondent 71
Room and Building Guidelines 96
Room Changes 95
Room Search 100

S
SECTION 1. STATEMENT OF POLICY 35
SECTION 2. REGISTRATION, PERMITS
   and RESPONSIBILITIES 35
SECTION 3. ZONES, CURBS, PARKING,
   RESERVED AREAS 36
SECTION 4. REGULATIONS 36
SECTION 5. OFFENSES 37
SECTION 6. FINES, FEES, AND PENALTIES 37
SECTION 7. APPEALS 38
Section 8. Trojan Transit 38
Security 100
Sexual Harassment & Sexual Misconduct 66
Sexual Harassment 67
Sexual Misconduct 51
Sexual Misconduct 68
Sexual Misconduct Prevention and Response
   Policy 70
Sexually explicit material 52
SGA Elections 15
Single Rooms 95
Skateboarding Policy 34
Social Media Policy 80
Solicitation 84
Special Accommodations 95
Statement of Compliance with Title IX 65
Storage 101
Student Activities 23
Student Conduct and Expectations 49-60
Student Conduct Appeal Process 57
Student Conduct Procedures 55
Student Conduct Process 55
Student Development 17-31
Student Development Letter 9
Student Development Vision, Mission,
   Student Government Association 14-16
Student Insurance 84
Student Organizations 16
Student Physical or Mental Health Emergencies 81
Student Violations 79
Study Abroad 96
Summer Housing 96

T
Technology Support And Services 27
Television 101
The Cultural Experience Program 20
The Journey Program 48
The Sounds of Anderson 103
Theft of Personal Belongings 90
Theft or Possession of Stolen or Lost
   Property 53