BAKER UNIVERSITY
Baldwin City Campus

STUDENT HANDBOOK

Revised September 2026

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BALDWIN CITY CAMPUS INFORMATION

ADMINISTRATIVE INFORMATION

This handbook is published to provide all Baker University community members with important information on University policies and procedures relating to University services, community responsibility, and student life. It is the responsibility of the readers to familiarize themselves with its contents. While effort is made to accurately present policies and procedures as of the date of publication, Baker University reserves the right to add, delete, revise, or modify policies and procedures at any time. Such changes will supersede any previously published policies or procedures on a similar topic. It is the responsibility of the readers to verify current policies and procedures.

BAKER UNIVERSITY MISSION

Baker University empowers students with the knowledge, skills, and values to make a meaningful impact on their professions, their communities, and the world.

BAKER UNIVERSITY VALUES

The values of Baker University reflect the principles and beliefs that guide the institution's actions, decisions, and interactions.

They are:

- Excellence: Providing high-quality education through academic rigor, critical thinking, and continuous improvement.
- Integrity: Upholding the highest ethical standards, promoting honesty, transparency, accountability, and a culture of trust.
- Respect: Valuing the dignity and worth of all individuals, creating a safe and welcoming environment, and promoting a culture of inclusivity.
- Community: Fostering connection, belonging, collaboration, and shared responsibility among students, faculty, staff, and alumni.
- Service: Encouraging a commitment to social responsibility and making a positive difference in local, national, and global communities.
- Growth: Cultivating intellectual curiosity, lifelong learning, and personal and professional development.
- Innovation: Promoting new ideas and encouraging adaptability, flexibility, entrepreneurial thinking, and creativity.
- Spirituality: Respecting religious diversity and fostering individual spiritual development in an inclusive manner.

These values will guide the University's policies, programs, and practices, creating a strong and purposeful foundation for the Baker University community.

HISTORY AND TRADITIONS

Founded on the Santa Fe Trail only four years after the opening of the Kansas Territory to settlers, Baker University was the first university in Kansas. Named after Methodist Bishop Osmon C. Baker, the school received its charter from the Territorial Legislature on February 12, 1858.

Baker University serves nearly 4,000 students through the College of Arts and Sciences and School of Education undergraduate programs on the Baldwin City campus, the School of Professional and Graduate Studies and School of Education graduate programs based in Overland Park, and the School of Nursing at Stormont Vail Health in Topeka.

Some of the state's most historic buildings are on the Baldwin City campus, and three are listed on the National Register of Historic Places. The oldest building, the Old Castle Museum, was built in 1858 and was the only academic structure until 1871. It also was the first college building in the state. The second oldest, Parmenter Hall, pays tribute to Charles Sylvester Parmenter, the first professor of biology. Abraham Lincoln donated $100 toward its construction. Case Hall is named for a trustee who offered an initial challenge grant to build it as the first library on campus and is a Carnegie library.

Another distinctive campus feature is the Grape Arbor. It was the first arbor of the Aeolian Society, a women's literary society of the nineteenth century. On a nearby pedestal of stones stands the "old ten o'clock bell" that a century ago called students to their morning classes and announced their nightly curfew from a lofty perch atop Parmenter Hall. To the south is a bridge commemorating the visit of President William Howard Taft, who spoke on campus in 1911. The Osborne Chapel, dismantled in England and rebuilt on campus, was dedicated in October 1996 by former Prime Minister of Great Britain Margaret Thatcher.

Several traditions have developed relative to organized athletics. Baker and the University of Kansas played the state's first collegiate football game in 1890. Baker won this contest and established its preeminence throughout the region. Well-known Kansas University basketball coach Forrest C. "Phog" Allen first acquired his reputation as a coach here. Later, Emil Liston, founder of the National Association of Intercollegiate Athletics, followed him in basketball and football. Still later, Liston's former players Karl Spear and James Irick distinguished themselves in their coaching activities, followed by Charlie Richard, known as the "winningest football coach in the NAIA." The university's official color, cadmium orange, has remained its single color for almost a century. The Wildcat mascot was first applied to a successful football team and then extended in the 1920s to all other sports teams.

BAKER ALMA MATER

"To the Orange," by William C. Rice

To dear old Baker unto thee our grateful song we sing.
In triumph sound throughout the land, loud let thy praises ring.
Our Alma Mater will reign across the vast fair Kansas plain.
Hearts to the Orange forever true. We're children of old Baker U.

BAKER FIGHT SONG

It's that old Baker Spirit, Fight to Win,
That leads us on to victory;
We breathe it in the air; we find it everywhere;
It thrills us through and through;
A Son that's true can't say the
Old gray mare she ain't what she used to be, for
Baker's just the same;
She's got the same old Pep,
She'll never lose her Rep,
We're going to win this game!

ACADEMIC INFORMATION

NOTICE OF ACCESSIBLIITY

Although certain facilities are not fully physically accessible to people with disabilities, Baker University will take such means as are necessary to ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or denied the use of any programs or activities provided by the University. Baker will meet federal standards of accessibility by reassignment of classes or other services to accessible locations, alterations, or new construction.
Structural changes to existing facilities will not be required where other methods are sufficient to comply with the federal standards as published. Because scheduling of classes and arranging housing in accessible facilities may require reasonable advanced planning, students with disabilities accepted for admission should identify themselves at least four months prior to the start of the semester of admission and indicate the nature of accommodation they may need. This communication should be directed to the ADA Accommodation Coordinator located in the Student Academic Success office: 785.594.8352.

NOTICE OF NONDISCRIMINATION

It is the policy of Baker University to afford equal opportunity for all persons. As such, the University will not discriminate based on an individual's race, color, national origin, religion, sex, disability, age, veteran status, sexual orientation, marital status, or other status protected by law, in admission to the University, employment decisions, or in the performance of its education programs or activities.

Any person having questions regarding Baker University's compliance with the regulations implementing Title VI, section 504, Title IX, Title II, or the Age Act is directed to contact the Dean of Students or the CFO, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065, who have been designated by Baker University to coordinate the institution's efforts to comply with Federal regulations.

Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816.268.0550, OCR.KansasCity@ed.gov, regarding the institution's compliance with regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act.

FREEDON OF EXPRESSION STATEMENT

Baker is committed to protecting the right to freely communicate ideas and fully supports the freedom of all members of the Baker community to engage in robust, uninhibited discussion and deliberation on any and all topics. In a word, Baker's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the Baker community to be offensive, unwise, immoral, or wrong-headed. Free speech may expose one to truths and untruths, but the basis of scholarship is to make a commitment to connect one's claims to reliable evidence. It is for the individual members of the Baker community, not for Baker as an institution, to make those

judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean it is not without limits. Baker may restrict expression that violates the provisions of the U.S. Constitution and the longstanding Supreme Court precedent concerning on-campus speech, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of Baker. In addition, Baker may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of Baker. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with Baker's commitment to a completely free and open discussion of ideas.

ACCOMMODATION NOTICE

Baker University is committed to providing "reasonable accommodations" to qualified employees, applicants, and students with disabilities, in accordance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act, as amended.

Students seeking accommodations or information about the services, activities, and facilities that are accessible to and usable by persons with disabilities should contact the Academic Success Coach located in the Student Academic Success Office, 618 Eighth Street, P.O. Box 65, Baldwin City, KS 66606-0065, 785.594.8352.

CREDIT HOUR DEFINITION

Baker University subscribes to the federal definition of the credit hour: A class hour at Baker University is typically 50 minutes.

"A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester […] hour of credit […]; or at least an equivalent amount of work as required in paragraph 1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, distance learning and other academic work leading to the award of credit hours."

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Baker University maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA defines educational requirements which are designed to protect the privacy of students concerning their records maintained by Baker University.

FERPA accords students certain rights with respect to their education records.

- The right to inspect and review their records
- The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights
- The right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA
- All requests to release, inspect, or review education records or to petition to amend education records should be made in writing to the University Registrar.

Education records may be disclosed without prior written consent to school officials having a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement and health professionals); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance board); or a student engaged in a teaching assistantship learning experience. A school official has a legitimate educational interest if the official needs to review an education record in order to perform a task that is his or her professional responsibility, related to a student's education, related to the discipline of a student, or necessary for supportive service to the student. Determination of legitimate educational interest will be made by the University Registrar. Education records may also be disclosed without prior written consent of students in order to comply with a judicial order or subpoena, and to various federal, state, and local authorities as outlined in the FERPA statute.

RELEASE OF DIRECTORY INFORMATION

Baker University hereby gives notice that it has designated the following categories of personally identifiable information as "Directory Information" under the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). This information can be released without the prior consent of students as permitted by law.
Under the terms of FERPA, Baker University defines "Directory Information" as follows

- Name
- Permanent address and telephone number
- Baker email address
- Dates of attendance
- Enrollment status
- Class level
- Major area(s) of study
- Honors and awards
- Degree(s) conferred (including dates)
- Date of birth
- Photograph
- Participation in officially recognized activities and sports
- Height and weight of athletes

To request that your directory information not be made available to the public (including friends, family, and current or potential employers), a signed form must be submitted to the Registrar's Office. All inquiries regarding this policy should be directed to the University Registrar.

LIBRARY SERVICES

Collins Library
785.594.8414
library@bakerU.edu
http://lib.bakerU.edu
http://www.bakerU.edu/archives
https://www.bakerU.edu/old-castle-museum/
https://www.bakerU.edu/quayle-bible-collection/

Baker University offers access to a wide assortment of resources and services to support student research endeavors. As the portal to this wealth of knowledge, the library homepage provides students with multiple tools to search the library's physical and electronic collections, as well as resources held by libraries around the world. If a resource is not held locally, students can request it through interlibrary loan. The library staff is also available to help Baker students with their research needs and can be contacted by phone, email, or by visiting the circulation desk located on the second floor of Collins Library. In addition to housing the physical collection of books, journals, magazines, and audio-visual content, the second and third floors of Collins Library provide spaces for individual study, group collaboration, and information technology (including access to computers, a scanner, and a printer). The second floor iLab, or Innovation Lab, provides all students and faculty access to a 3D printer. The Spencer Wing of Collins Library provides students access to archival collections associated with the development of Baker University, Baldwin City, Kansas, and Methodism in Kansas, as well as a special collection containing rare religious texts from around the world. The Old Castle, Baker's first academic building, houses a museum containing artifacts associated with local and university history which can be viewed on display or by request. Additional information regarding hours of operation, contact information, and policies can be found on the webpages provided above.

STUDENT ACADEMIC SUCCESS

The Office of Student Academic Success (SAS), located in the lower level of Collins Library (room 120), provides resources intended to support academic success for all students. This includes the coordination of academic advising, peer tutoring, academic coaching, and access services.

The Office of Student Academic Success strives to help students fully achieve their academic goals through developing effective academic habits, skills, and learning strategies, and through assisting in the transition to college academics and Baker University life. SAS faculty members and peer tutors serve students who seek academic support and who wish to enhance their skills or improve their academic performance. SAS staff and tutors are trained to assist students in all areas, including math, English, writing, business, sciences, and Spanish. Additionally, SAS staff determine and arrange appropriate accommodation for students with documented disabilities.

These services are available on a walk-in basis or by appointment and are free to all Baker students. SAS Office contact info: 785.594.8352; sas@bakerU.edu.

ATHLETICS

The Department of Athletics has been a member of the Heart of America Athletic Conference since it was established in 1971 and the National Association of Intercollegiate Athletics (NAIA) since 1937. Rooted in deep tradition, former Baker Athletic Director Emil S. Liston was one of the founding fathers of the NAIA. During Baker's existence numerous athletes have been recognized for their efforts in the classroom, being named Daktronics-NAIA Scholar-Athletes.

Baker has also featured 11 NAIA National Champions on the field of play with 10 coming since 2012. Palmer Mai became the first NAIA National Champion from Baker in 1953 winning the 220-yard low hurdles. Then Stephanie Nelson became Baker's first-ever female national champ with her first-place finish in the javelin at the 2012 NAIA Women's Outdoor Track and Field National Championships in Marion, Indiana. A year later Jeremy Gathright won the men's 400-meter dash at the 2013 NAIA Men's Outdoor Track and Field National Championships also in Marion, Ind., and in March of 2014, freshman wrestler Bryce Shoemaker became the first wrestling national champion at Baker by winning the 133-pound NAIA National Championship in Topeka, Kansas.

Two years later a duo of wrestlers earned a NAIA National Championship, as Colby Crank and Victor Hughes became the fifth and sixth Baker NAIA National Champions. The Cats went back-to-back inside the Kansas Expocentre in Topeka, Kansas, as Hughes won the 149-pound NAIA National Championship, then the next dual on the mat showed Crank win the 157-pound title.

In 2018, Lucas Lovvorn continued wrestling's dominance at the national level, winning Baker's fourth wrestling National Championship in five years. Lovvorn then became Baker University's first two-time NAIA National Champion, winning the 174-pound weight class again in 2019. Lovvorn then hit unprecedented territory in 2020 as he won his third consecutive National Championship. Moses Watson also won a National Championship in 2019, taking first in the men's racewalk to become the first men's track and field athlete to win a championship since 2013.

Baker University's most recent NAIA National Championship came from Kaylynn Albrecht who won Baker's first National Championship in women's wrestling after winning the 115-pound weight class in the 2023 NAIA National Championship.

Athletes have also been honored for their efforts on the field of competition by being acknowledged as Heart All-Conference and NAIA All-American performers. Baker has been a Champions of Character Institution since the program's inception in 2000-2001. The Champions of Character initiative seeks to cultivate change in the athletic arena through the five core values of respect, integrity, responsibility, servant leadership, and sportsmanship.

The Wildcats currently sponsor 27 sports – 11 men's, 12 women's, and 4 co-ed and represent approximately 75% of the student population on campus.

Men's sports include Football, Soccer, Cross Country, Basketball, Wrestling, Indoor and Outdoor Track, Baseball, Golf, Tennis, and Bowling.

Women's sports include Volleyball, Soccer, Cross Country, Basketball, Bowling, Indoor and Outdoor Track, Softball, Golf, Tennis, Wrestling, and Flag Football.

Co-ed sports include Cheer, Dance, Marching Band, and Esports

BUSINESS AND FINANCE

WILDCAT WEARHOUSE

Long Student Center, Main Level
785.594.2450, wearhouse@bakeru.edu
www.bakeru.edu/wearhouse

The Wildcat Wearhouse is conveniently located on the first floor of the Long Student Center. This includes Baker branded spirit wear and other consumable items. Store hours are generally Monday-Friday 9 a.m. – 4:00 pm. The store is open selected weekends for special events such as Homecoming, Family Weekend, Graduation, Student Orientation Days, and others. Check the website for store hours for specific dates.

BOOKS

The Wildcat Wearhouse no longer sells books. You can access the required books and materials from your student Moodle site.

CAMPUS SAFETY

NLC 101
785.594.8430

Campus Safety is available 24 hours a day, 7 days a week, and 365 days a year. Please save Campus Safety numbers in your phone. A "lost and found" is kept in the office. Free parking registration stickers may also be received in the Safety Office.

DINING SERVICES

Long Student Center Level I
913-242-0064

Welcome to dining services at Baker University. Along with our dining services partner, American Dining Creations, we are excited to provide you an innovative dining experience. We have a variety of stations that focus on local and scratch-made options (that meet numerous dietary needs).

Students living in residence halls will participate in a 19, 14, or 12 meal plans per week in the dining room. For off-campus students, we offer a commuter plan as well and a meal plan declining cash balance (varies by plan). There is also a 225-meal block plan per semester for students to utilize meals at their discretion throughout the semester. Unused meals on this plan roll over from fall to spring; but not from spring to fall. Details on all options are available in the Business office, Constant Hall.

To be admitted to Resident Dining, please present proper form of payment at the door. This includes student ID, or if the student is not on a meal plan or has exhausted their meals for that time period, credit/debit card. Please remember that meals are non-transferable. However, meal plan declining balance may be shared with guests at any time.

We look forward to being a part of the Baker University community and providing the best dining experience.

Note: Hours for the Dining Room and Café are subject to change based on business and the school calendar

- Full Breakfast: Monday-Friday 7:30 am-9:30 am
- Continental Breakfast: Monday-Friday 9:30-11:00
- Lunch: Monday-Friday 11:00 am-1:30 pm
- Late Lunch Options: - 1:30-4:30pm
- Dinner: Monday-Friday 4:30 pm-7:00 pm
- Weekend Brunch: Saturday-Sunday 10:30 am-1:00 pm
- Late Lunch Options: 1:00pm-4:30pm
- Weekend Dinner: Saturday-Sunday 4:30pm-6:00 pm
- Late Night Grill: Sunday-Thursday 8:00pm-10:00pm

The Late Night Grill accepts meal plan declining balance dollars as all valid forms of payment. Meal swipes are available in the Late Night grill as well.

Retail Dining
Common Grounds, Long Student Center Level I

Starbucks-Common Grounds

Baker University and American Dining Creations provides to-go options for the students on the run. Common Grounds offers a core assortment of lunch and snack items. We also provide seasonal fare and beverages alike. Our baristas prepare Starbucks coffee, lattes, Frappuccino, teas, and smoothies that are made to order. Common Grounds does not accept meal plan swipes, but accepts credit or debit card, and meal plan declining balance dollars. We do not accept Starbucks gift cards as a form of payment, nor do we sell them since we are not a Starbucks franchise.

Common Grounds
Monday-Thursday 7:30 am-8:00 pm
Friday 7:30 am-3:00 pm
Sunday 4:00pm-8:00pm

MAIL AND COPY CENTER
Harter Union
Nicholas Goodman, Director, nicholas.goodman@bakerU.edu
http://www.bakerU.edu/baldwin/current-students/mail-copy

The Mail & Copy Center is in the lower level of Harter Union. Baker has also implemented a touchless package delivery system with lockers. If you receive a package or books, you will receive an email from mailsvcs@bakeru.edu with the locker number and code to pick up your package at your convenience. The lockers are located in the lobby of the union outside of the Wildcat Wearhouse. Mail may be with packages in the lockers, or it may be held in the Mail & Copy Center.

For fastest delivery, mail should be addressed as follows
Student Name
Baker University
615 Dearborn St. | P.O. Box 65
Baldwin City, KS 66006

All outgoing mail should have a return address clearly identifying the sender, so undeliverable mail can be returned to the sender. Students who move out of University housing for any reason will have their first-class mail forwarded for up to one year and periodicals for six months. If no other forwarding address is left at the Mail and Copy Center, mail will be forwarded to the student's permanent address.

FINANCIAL AID
Constant Hall, lower level
785.594.4595
https://www.bakeru.edu/costs

It is the policy of Baker's College of Arts and Sciences to provide financial assistance to as many students as possible who require funds. The University has a financial aid program which includes scholarships, participation awards, grants, loans, and employment. Scholarship awards issued by Baker University are at the sole discretion of the University. Priority deadline for filing the Free Application for Federal Student Aid (FAFSA) is March 15 of the preceding academic year. The file should be completed by April 15 of the preceding academic year. Upon initial application, applicants will be notified of documents needed to complete the file. While departments may recommend to the Financial Aid office that a student be considered for scholarship assistance, the Financial Aid office is the only office at Baker authorized to offer financial aid to students. Information concerning types of financial aid and the qualifications may be obtained in Constant Hall. Students are encouraged to keep this office informed of changes in family circumstances.

Process. For most types of aid, students must complete the Free Application for Federal Student Aid (FAFSA) form online at http://www.fafsa.gov/.

Campus Work Program. The University employs as many qualified students as possible on the Federal Work Program. Employment cannot be guaranteed. Work supervisors are asked to interview all interested students for each open position before selecting the student who has the best background, skills, and schedule for the position. To remain eligible to work, students must meet the minimum requirements for good financial aid standing.

Financial Aid Standing. Financial aid standing is based on hours earned only at Baker University. Both cumulative GPA and hours earned affect your eligibility to receive Baker funded, federal, and state aid. Students must be enrolled in 12 hours per

semester to receive the maximum amount of aid. Specific information regarding financial aid is published each year in the Academic Catalog.

SPIRITUAL LIFE

Osborne Memorial Chapel
Rev. Blake Stanwood, Minister to the University, 785.594.4562, BStanwood@bakeru.edu
Amy Sneegas, Department Assistant, 785.594.4553, amy.sneegas@bakerU.edu
www.bakerU.edu/baldwin/prospective-students/spiritual-life

Church leaders who were following the westward expansion in America founded Baker University in 1858. They sought to provide a place of higher education devoted to the Christian faith and academic excellence. As one of 195 colleges and universities in the United States related to the United Methodist Church, Baker University seeks to continue that tradition.

The center of religious life on Baker's campus is the Clarice L. Osborne Memorial Chapel. A University chapel worship service is held each Thursday of the academic year at 11 a.m. Chapel attendance is not required on Baker's campus; however, no classes are scheduled during chapel time so that all who wish to attend may do so. Chapel services are informal and last approximately 45 minutes. A free lunch is served in the Chapel basement following the service. Chapel is open to persons of all faiths.

There are multiple local churches of a variety of denominations in Baldwin City. Students are encouraged to find a church home and to become involved in local church ministry and service. There are many more church options from which to choose in nearby Lawrence.

STUDENT AFFAIRS DIVISION

Long Student Center, 2nd Floor
Dr. Deanna Wagner, Vice President of Student Affairs, dwagner@bakeru.edu
https://www.bakerU.edu/student-affairs/

This department strives to create an environment that fosters a student's development academically, personally, and socially from orientation to graduation. The Dean of Students, Assistant Dean of Students, and Executive Director of Student Affairs serve as student advocates and provide an administrative channel for all student concerns as they relate to the University. All aspects of a student's campus life are the concern of this office. Specifically, the services directed by this department include:

- Career Services
- Counseling Center
- Leadership
- Intramurals
- Multicultural programs
- New Student Orientation
- Residence Life
- Community Service
- Student Activities
- Student Government
- Student Organizations
- Fraternity | Sorority Life
- Title IX Education
- Community Outreach
- Wellness and PACE

CAREER SERVICES

Long Student Center, 2nd Floor, 202
Ashley Kretzschmer, Director
785.594.8435, akretzschmer@bakerU.edu, www.bakerU.edu/career-services

Career Services provides opportunities for students to explore majors and careers; determine career options or plans; obtain relevant experience; research graduate and professional schools; and learn how to conduct a successful job search.

Career Planning. Students are encouraged to take advantage of individual career counseling, assistance with arranging internships, locating employer contacts, or attending career related workshops and events. Individual assistance is available for résumé, cover letter, interviewing, and graduate school application writing. Through individual counseling and career assessments, students can identify their interests, skills, strengths, and values and learn about potential majors and careers.

Career Services Resources. Resources provided by Career Services include an extensive website with a variety of materials and information about careers in various fields, job seeking tools and skills, employers, graduate schools, and other career guidance topics. Individual guidance is provided to assist students with resources on career planning, internships, and jobs. Full-time, part-time, summer, and internship job vacancies are received and posted online daily. Professional clothing for interviews

and internships is available to students in the Baker University Career Closet, located near the career services office in Room 201.

Internships. One of the most valuable ways students can prepare for life after college is to engage in an internship. This type of experiential learning is an important complement to the classroom instruction that occurs at Baker. Internships can be taken for credit during January Interterm, Fall, Spring, or Summer semester (with some exceptions based on major). A typical internship is for 3 credits (120 work hours) over 3 to 15 weeks. However, students may earn 1 to 12 credit hours while interning. Sophomores through seniors may enroll in the internship program for credit.

Special Programs and Career Events. Career Services offers all students a variety of special programs and career workshops, and alumni meet ups throughout the year. Students are encouraged to attend a variety of career fairs with area employers. Special programs are held each semester to provide students the opportunity to meet alumni and employers to network for potential careers.

Employment Services. Area companies and organizations are invited to campus to interview students for internships, as well as part-time and full-time positions. They also give classroom presentations, conduct mock interviews, and provide informational interviews for students exploring careers. Employers are encouraged to sign up to get involved with Baker University Career Services at https://forms.office.com/r/d5cqjqVx5b. Additional information regarding Career Services resources and opportunities can be found on the Baker University website at www.bakerU.edu/career-services.

COMMUNITY OUTREACH

Long Student Center, 2nd Floor, 202
Ashley Kretzschmer, Director of Career Services
785.594.8435, akretzschmer@bakerU.edu,
https://www.bakerU.edu/service-learning

Baker University believes in developing students into responsible contributors to society and caretakers of their communities. Baker Serves is the community service student organization that serves as the liaison between Baker students and volunteer opportunities. The organization coordinates community service activities on campus and in surrounding communities. Projects organized by Baker Serves look to reach beyond the campus to positively impact other communities directly. Baker Serves has created partnerships with agencies such as Harvesters, Baldwin City organizations, and Habitat for Humanity. Baker Serves host projects such as The Big Event and the Adopt-A-Highway program giving students an opportunity to have fun in selfless support of worthwhile causes.

COUNSELING CENTER

519 Grove Street
Amy Sneegas, Department Assistant, 785.594.4553, amy.sneegas@bakerU.edu
https://www.bakerU.edu/resource/student-counseling-center

The mission of the Baker University Counseling Center is to promote wellness and maximize students' strengths to ensure success. The Counseling Center further seeks to promote the health and well-being of the Baldwin City campus as a whole. This is accomplished by providing mental health services, outreach, and educational opportunities and by fostering collaborative relationships across the University.

Services available to students include individual, group, and couples counseling as well as consultation with students on a variety of subjects. All counseling services are confidential in nature, and no information about a student will be released without written permission. In addition, presentations for student groups and organizations covering a wide variety of psychological concepts are available. Such topics include but are not limited to: depression, anxiety, stress management and relaxation, eating disorders, athletic performance, suicide, and alcohol and drug abuse.

The Counseling Center is not equipped to handle after-hour emergencies. Should immediate emergency mental health care be needed, dial 911 or contact the 24/7 Suicide and Crisis Lifeline at 988.

Counseling and Treatment Resources on Campus

The University recognizes that addiction to alcohol or other drugs is a treatable health problem and will be dealt with as such, provided no illegal actions have been committed that will warrant additional legal action. Students needing assistance with alcohol or other drug abuse may use the University Counseling Center. In addition, referrals will be made to agencies and medical facilities in the community as needed. Students may also contact any of the resources listed below for assistance.

Other Resources

- DCCCA – Substance use assessment and treatment 785.830.8218
- Sexual Trauma Assault and Assault Care Center 785.843.8985
- The Willow Domestic Violence Center 785.843.3333 (24/7)

DIVERSITY, EQUITY, AND INCLUSION

Long Student Center, 2nd Floor, 203
Sophia Wilson, Executive Director of Student Experience
Sophia.wilson@bakeru.edu
https://www.bakeru.edu/diversity

Inclusion seeks to prepare students for our diverse world by providing experiences and opportunities to increase understanding and respect for our differences.

The Baker community is composed of people from many backgrounds who represent various values, customs, perceptions, and behaviors. That community also includes those with differences in sexual orientation, language, and socioeconomic status. As Baker University is committed to equity and diversity, it is dedicated to raising the vision of the college community above the cultural barriers that might separate us.

Inclusion works collaboratively with the Admission's Office, Academic Services, Athletics, Residence Life, and Student Life to meet the academic, social, and personal needs of students, and participates in recruitment and orientation activities. It also supports underrepresented students and works to foster a community where cultural diversity is appreciated and inclusiveness is achieved. All members of the campus community are encouraged to expand their cultural horizons through participation in the numerous cultural enrichment activities sponsored by this and other University departments. We remain steadfast in the core values of Baker University as we support all causes for social justice. Through our collaborative programming, we encourage students, faculty, and staff to be a positive change in the community.

FRATERNITY AND SORORITY LIFE

Long Student Center, 2nd Floor, 205
Sophia Wilson, Executive Director of Student Experience
Sophia.wilson@bakeru.edu
http://www.bakerU.edu/fraternity-sorority-life

Fraternity and Sorority Life is an integral part of many Baker students' undergraduate experience. It can provide a host of options and opportunities for the positive growth and personal enhancement of a young man or woman. Fraternity and Sorority life members at Baker University participate in community service and philanthropy events for local and national organizations, athletics, intramurals, all-campus events such as Homecoming, Greek Week, Family Day, admissions recruitment days, Baldwin City's Maple Leaf Festival, and many other activities. Involvement in a fraternity or sorority includes lifetime membership that opens the door for many positive networking opportunities. Primary recruitment takes place every fall semester, typically during the first week of classes.

INTRAMURALS

Intramurals are designed to provide current students the opportunity to participate in organized recreational activities. With the goal of learning, teamwork, and fun, participants go from being fans to being players. Men's, women's, and co-recreational leagues learn good sportsmanship, leadership, teamwork, and socialization.

Intramurals provide an atmosphere of friendly competition. Teams vary in size depending on the sport. Only current Baker University students are allowed to participate. NAIA athletes may not participate in the intramural sport of which they compete. Teams are formed within student groups, residence halls, and friends. Those wishing to participate without having a specific team are welcome to sign the free-agent list to be placed with a team.

RESIDENCE LIFE

Harter Union – 2nd Floor
Eric Jones, Director of Residence Life and Student Conduct, 785.594.6451 x 1148, eric.jones@bakeru.edu
Coleen Evans, Assistant Director of Residence Life and Campus Safety, 785-594.8784, coleen.evans@bakerU.edu
www.bakerU.edu/housing

CAMPUS HOUSING OPTIONS
Baker offers three traditional residence halls—Gessner Hall, Irwin Hall, and the New Living Center. All students residing in the residence halls are required to purchase a meal plan. The Horn and Markham apartment complex has four-person suites. The Lodge has two-person suites. Returning students who have sophomore status and higher desiring to live in the apartments must meet minimum requirements designated in the apartment application. Maintenance is not responsible for cleaning apartments or the personal rooms of the residents.

RESIDENCY REQUIREMENT EXEMPTION
Dr. Deanna Wagner, dwagner@bakeru.edu
www.bakerU.edu/rre

Baker University is a residential institution. As such, all full-time students (12+ hours) are required to live on campus or in Greek housing. At the same time, Baker understands that there are extenuating circumstances, which may affect a student's ability to live on campus. Students with a compelling need (not a mere desire) to live off campus are required to file a Residency Requirement Exemption application available online at www.bakerU.edu/rre. All exemption requests require supporting documentation. The fact that a request is submitted does not guarantee that the exemption will be granted. For specific details, please refer to www.bakerU.edu/rre.

STUDENT ACTIVITIES
Student Activities is responsible for campus student activity programming and development. The office provides a creative and student-centered atmosphere within the Long Student Center and across campus. Event planning resources and information are available to all students and student organizations. The advisor to the Student Activities Council (SAC) assists students with the coordination of major campus events throughout the year, such as Homecoming, campus movie nights, musicians, and comedians. A list of all campus organizations along with resources, information, and leadership developing opportunities is available.

STUDENT HEALTH SERVICES
Students may choose to receive health services locally at LMH Health Primary Care, located at 406 Ames St. (three blocks from campus). These services are at the student's expense. Financial assistance plans are available through Lawrence Memorial Hospital.

LMH Health Primary Care provides a range of medical professionals: doctors, nurse practitioners, phlebotomists, and nursing staff. The clinic also offers x-ray and laboratory capabilities. The clinic offers same-day appointments for the Baldwin City community, or students may schedule for a future date. Same-day appointments are made on a first-come, first-served basis, beginning at the clinic's opening.

A full listing of local providers may be found at Area Medical Facility Options. For emergencies, please call 911.

STUDENT LIFE: LEADERSHIP DEVELOPMENT
The office provides and develops campus-wide programming for students and student organization leaders on various leadership topics. Leadership development opportunities include the annual Leadership Summit, Student Leader of the Month, End of Year Leadership Awards, and roundtable topic discussions throughout the year.

STUDENT LIFE: ORIENTATION
Long Student Center, 2nd floor
Sophia Wilson, Executive Director of Student Experience
Sophia.wilson@bakeru.edu
www.bakerU.edu/orientation
New student orientation programs are also housed out of this office. A team of orientation student directors and orientation leaders work throughout the year to plan summer Orientation and Enrollment days, Wildcat Welcome new student orientation, and parent and family orientation to welcome new students and their parents and families.

BAKER UNIVERSITY BALDWIN CITY CAMPUS POLICIES

Please note: all policies and procedures are in alphabetical order

Title IX Policies including Sexual Harassment, Sexual Misconduct or Assault. Sexual Exploitation, Relationship and Dating Violence, Domestic Violence, and Stalking are all listed under the Title IX Policy and Procedure portion beginning on page 66

COLLEGE OF ARTS & SCIENCES POLICIES

Baker University empowers students with the knowledge, skills, and values to make a meaningful impact on their professions, their communities, and the world. (2024-2025 Baker University Catalog, pg. 1). It seeks to achieve these goals through a sound educational program and policies governing student conduct that contribute to and encourage independent and mature decision-making.

Policies governing behavior within the University community are a reflection of its commitment to serve the personal and educational interests of its students. Unless noted, the Office of the Dean of Students has been delegated authority in all student conduct matters by the President of the University. In the absence of the Dean of Students or the Assistant Dean of Students, the Dean of the College of Arts and Sciences or his or her designee shall act in the capacity of the Dean in all matters related to student discipline.

At Baker University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. When members of the community fail to exemplify these standards, campus conduct proceedings are used to assert and uphold the Student Code of Conduct and College of Arts and Sciences Policies.

In order to maintain and preserve the educational nature of the University, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the University under the Code of Conduct. Baker University utilizes a preponderance of evidence as opposed to "beyond a shadow of doubt."

Baker students are subject to university discipline if their conduct endangers the life, property, or rights of other students or persons or otherwise violates the policies of the University. The University reserves the right to suspend or dismiss at any time a student whose continuation at the University is not in the best interest of himself or herself, fellow students, or the University. The Dean of Students or his or her designee may immediately remove or restrict a student from university-owned housing or property.

ACADEMIC ENROLLMENT AND SCHEDULING POLICIES

Adding Courses. Students may add courses to their schedules through the last day of the enrollment period (the "Add Deadline") indicated on the official Academic Calendar. Students may add half-semester courses up to the second day of the half.

- Students may add courses online via the student portal or through the Office of the Registrar by notifying the office in writing and/or filing the appropriate form. No forms are accepted without the student's signature or confirmation from a baker.edu email address. Academic advisor's signatures may also be required.

- A student who does not properly add a class will not receive credit or a grade for the class. Attendance in a class does not constitute addition of a class.

Dropping and Withdrawing from Courses. Students may drop courses from their schedules up until the "Drop Deadline" indicated on the Academic Calendar. Courses dropped during this period do not appear on transcripts. Courses may also be dropped up until the "Withdrawal Deadline," also indicated on the Academic Calendar. Courses dropped during this period are posted on students' transcripts along with a final grade of W, which is not included in a student's GPA computation. Courses may not be dropped after the "Withdrawal Deadline" listed on the Academic Calendar.

- Students may drop courses online via the student portal or through the Office of the Registrar by notifying the office in writing and/or filing the appropriate form. No forms are accepted without the student's signature or confirmation from a baker.edu email address. Academic advisor's signatures may also be required.

- A student who does not properly withdraw from a class will receive a failing grade (F) in the course. Non-attendance in a class does not constitute withdrawal from a class.

All drops will be subject to the refund policies in effect at the time of the drop. Students are responsible for impacts that schedule changes may have to their current financial aid awards.

ACADEMIC MISCONDUCT POLICY

ACADEMIC MISCONDUCT

The University community traditionally has been a place where all members may feel free to express and exchange ideas. Such fundamental goals of the University as intellectual growth and development are predicated on honest investigation, straightforward expression of views and opinions, and genuine dialogue. The attainment of these goals requires that all who participate in the exchange of ideas maintain intellectual integrity.

The purpose of this document is not to resolve the moral, religious, and philosophical issues involved in cheating, plagiarism, or dishonesty. Rather, Baker University seeks to ensure that both instructor and student are protected from unfair actions or accusations in cases of cheating and plagiarism. A further purpose of the University is to encourage instructor and student to adopt a responsible attitude toward one another.

STANDARDS AND DEFINITIONS

Baker University expects students and instructors ("instructor" is used as the term to designate members of the faculty and others in their role and function as teachers or supervisors in connection with academic coursework at the University) to have solely completed or prepared the work or research that bears their name, and to acknowledge the materials and sources of others. The University expects students to do their own work and research, to prepare their own reports and papers, and to take examinations without the assistance of others or aids not allowed in the testing procedure. The standards and ideals of learning at the University assert that students participate directly in the process of learning rather than substitute others' labor and experience. The following definitions are intended as guides and are not meant to be comprehensive.

Academic misconduct includes, but is not confined to, plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and/or papers; stealing of tests and other academic material; knowingly falsifying academic records or documents; turning in the same work to more than one class without informing the instructors involved; and using ChatGPT or any other OpenAI or Artificial Intelligence (AI)- based program on any work or test without instructor authorization. Students and instructors alike must recognize that none of the procedures set forth in this document operate to the exclusion of civil or criminal investigation. Likewise, no definition in this document supersedes any parties concerned to resolve the contested issues without the necessity for recourse to the law in a manner that protects the rights of the individuals involved.

- **Plagiarism** includes presenting as one's own efforts the work of someone else, or the use of ChatGPT or any other Open AI or AI-based program, without proper acknowledgement of that source. Exact copying is to be enclosed in quotation marks or properly blocked with an appropriate citation or its origin. Failure to cite paraphrasing in which the basic sentence structure, phraseology, and unique language remain the same constitutes plagiarism, as well as failure to acknowledge unique, unusual, or new ideas or facts not the product of one's own investigation or creativity. When in doubt, it is the student's responsibility to seek guidance from the instructor of the course.

- **Cheating** includes possession, use, or receipt of unauthorized aids or assistance. Notes, charts, books, and mechanical devices used in a quiz, test, or examination but not specifically allowed by the examiner constitutes cheating. Visually or verbally receiving or giving information during a quiz, test, or examination that is not specifically allowed by the examiner is also cheating.

- **Counterfeit work** includes work submitted as one's own that was created, researched, or produced by someone else or by any Open AI or AI-based program such as ChatGPT. Submission of the work of another person or program, joint work as if that work was solely one's own, or production of work to be submitted in the name of another person are all forms of counterfeit work.

- **Theft**, use, or circulation of quizzes, tests, or examinations, or answer sheets specifically prepared for use in a given course and as yet not used or publicly released by the instructor of the course constitutes academic misconduct.

- **Falsification of data** or creation of false data by instructors or students in research or experimental procedures is academic misconduct.

- **Unauthorized reuse** of work or the turning in of the same work to more than one class without informing the instructors involved constitutes academic misconduct.

- **Falsification or procurement of falsified academic records** by knowingly or improperly changing transcripts, grade sheets, or related documents constitutes academic misconduct.

STUDENT AND INSTRUCTOR RESPONSIBILITIES

STUDENTS:

- Have the responsibility to do their own academic work. • Must acknowledge sources of their materials and material that is the work of others.
- Have the responsibility to inquire of the instructor when they are uncertain as to what constitutes proper acknowledgement. Have the responsibility to inquire of the instructor as to what materials and aids are permitted in testing and research work.
- Have an obligation to know their rights and responsibilities as delineated in the Baker University Catalog and the Baker University Student Handbook.
- Have the responsibility to know the University's position with respect to academic misconduct as set forth in this document.

INSTRUCTORS:

- Have the responsibility to support and implement the standards, policies, and procedures with respect to scholarship and academic misconduct adopted and approved by Baker University as outlined in the Faculty Handbook.
- Have the responsibility to be familiar with the students' rights, freedoms, and responsibilities as outlined in the Baker University Catalog and the Baker University Student Handbook.
- Are responsible for informing a class in writing with respect to special scholarship standards, rules, and penalties for the class or field of study, and to give clarification in the event of private or class queries on the subject.
- Must treat all members of a class fairly and impartially and devise testing and assignment procedures that reflect this impartiality. Have the responsibility to respect contrary opinions and the right of a student to think differently or to be critical without being penalized. Academic Policies and Requirements
- Have the responsibility to periodically revise examinations and to restructure courses and course conduct (failure to do so invites students to use or rely upon work that has been done by students in previous semesters.
- Must avoid testing procedures, assignments, and class procedures that invite or encourage cheating or plagiarism.
- Shall not use ideas originating with and expressed by a student without permission and proper acknowledgement.
- Shall inform the student in writing when a student's semester grade is affected by the student's academic misconduct. The instructor shall inform the student in writing of the nature of the alleged offense, the impact of the offense on the student's course grade, and the student's right to appeal the instructor's action to a hearing board. Copies of the written notification to the student shall be sent to the Dean of CAS and shall be made part of the student's record.

RIGHTS OF STUDENTS AND INSTRUCTORS

- Students have those rights, freedoms, and responsibilities as enunciated in the Baker University Catalog and the Baker University Student Handbook.
- Students and instructors have the right to differing and contrary opinions without fear of reprisal or unfair treatment.
- A student charged with academic misconduct is innocent unless judged guilty through due process.
- A student has the right of appeal as specified in the procedures section below.

IN ANY INSTANCE OF ACADEMIC MISCONDUCT

Individual instructors have the autonomy to deal with individual instances of academic misconduct in their courses. The instructor may choose from a variety of possible sanctions including, but not limited to: a lowered grade on the assignment, a failing grade on the assignment, a failing grade in the course, and 'XF' notification on the student's academic transcript. The 'XF' designation will be considered in instances in which the academic misconduct represents a substantial portion of work and/or demonstrates premeditation and intent on behalf of the student. The 'XF' designation must only be given in consultation with the Dean of the College of Arts and Sciences (CAS). Instructors are required to document all instances of academic misconduct.

The instructor shall notify the student in writing of the misconduct and the class-level sanctions for it and is required to report the instance to the Dean of the CAS on the Notification of Student Academic Misconduct form along with appropriate documentation. Copies of the report will be sent to the student's academic advisor and the report will be made a part of the student's record. Additional institutional sanctions may follow if the student has accumulated sanction points.

The Dean of the CAS will review the form and supporting documentation and will assign an appropriate sanction point. The Dean will consult with the Chair of the Academic Standards and Enrollment Management (ASEM) committee as necessary. The student will receive a letter from the Dean of the CAS that a Notification of Student Academic Misconduct form has been filed in the Office of the Dean of the CAS. Included in this correspondence will be a description of the institutional sanction as well as an outline of the appeal process. Students may be required to meet with the Dean of the CAS to review the accusation and to discuss the importance of academic integrity. A copy of the conversation of that meeting will be placed in the student's file.

ACADEMIC MISCONDUCT VIOLATION AND SANCTION EXAMPLES AND GUIDELINES

Instances of academic misconduct are taken very seriously at Baker University. At the same time, individual instances of academic misconduct vary in their magnitude and severity. The list of violations and sanctions Academic Policies and Requirements that follow should be used as a guideline for making decisions regarding academic misconduct. These guidelines should not be considered an exhaustive list. Lower level violations are considered to be less severe because they impact a minor portion of course work and/or include little to no premeditation or intent. In contrast, upper level violations are more severe violations that impact a larger portion of course work and/or that include evidence of premeditation and intent. There are sanction points associated with each violation. Students will receive a sanction point for each violation and these points will be cumulative over a student's time at Baker University.

I. VIOLATION LEVELS:

- Warning Level Violation - 0 sanction point (first semester only, first offense only)
- For plagiarism/copying in work done for a course, if the plagiarized/copied material constitutes a minor portion of the assignment.
- Unauthorized collaboration on homework assignments constituting a minor portion of the assignment.
- Any subsequent Warning Level Violations will be classified as a Level One Violation (and 0.5 sanction points will be applied).

Level One Violation - 1 sanction point for each violation

- Submission of plagiarized/counterfeit work including the submission of the work of another person as one's own that was created, researched, or produced by someone else or by any Open AI or AI-based program such as ChatGPT; the submission of joint work as if that work was solely one's own; or the production of work to be submitted in the name of another.
- Collaboration with other students on homework assignments or laboratory work that is not specifically allowed by the instructor.
- Witnessing another student engaging in academic misconduct and not reporting the misconduct to the professor.
- Possession, use, or receipt of unauthorized aids or assistance (including, but not limited to: notes, charts, books, and mechanical devices or any OpenAI or AI-based programs such as ChatGPT) during a quiz, test, or examination, that is not specifically allowed by the instructor.
- Visually or verbally receiving or giving information during a quiz, test, or examination that is not specifically allowed by the instructor.
- Unauthorized reuse of work or the turning in of the same work to more than one class without informing the instructors involved.
- Falsifying evidence of attendance or participation by the student, or on behalf of another student.

Level Two Violation - 2 sanction points for each violation

- Theft, use or circulation of quizzes, tests, or examinations, or answer sheets specifically prepared for use in a given course and as yet not used or publicly released by the instructor of the course.
- Falsification of data or creation of false data in class assignments, laboratory work or research conducted inside or outside a class setting.
- Taking an exam for another person or allowing another person to take an exam on one's behalf.

Level Three Violation - 6 sanction points for each violation

- Falsification or procurement of falsified academic records by knowingly or improperly changing transcripts, grade sheets, or related documents
- Providing someone else's signature on any university-related document.
- Destroying or in any way altering the work of another student without his or her specific consent.

II. RANGE OF INSTITUTIONAL SANCTIONS:

Sanction points = 0: The student will be asked to take part in an educational experience designed to improve his or her understanding of academic misconduct (first offense only).

Sanction points = 1: The student will be issued a Letter of Reprimand from the office of the Dean of the CAS and may be asked to take part in an educational experience designed to improve his or her understanding of academic misconduct.

Sanction points = 2: The student will have a meeting with the Dean of the CAS to discuss the importance of academic integrity. In consultation with the Dean of the CAS, the student may also receive notification of 'XF' on his or her transcript.

Sanction points = 3: The student will be allowed to complete the current semester, but will be suspended for the following semester.
Sanction points = 4: The student will be allowed to complete the current semester, but will be suspended for the following two semesters.
Sanction points = 5: The student will be allowed to complete the current semester, but will be suspended for the following three semesters.
Sanction points = 6 or more: The student will be expelled immediately from the university. Expulsion from Baker University for academic misconduct will be permanently noted on the student's transcript.

III. DEGREES, AWARDS AND HONORS MEMBERSHIP:
In addition to possible suspension or expulsion, violations of the Academic Misconduct Policy may lead to the removal of degrees, awards, and/or membership in the Baker University Honors program.

IV. REMOVAL OF 'X' FROM STUDENT TRANSCRIPT:
Students will not be allowed to drop courses in which they are receiving a failing grade ('XF') due to academic misconduct. If a student retakes a course, this action will not erase the 'X' on his/her transcript as this is notation that the student has engaged in academic misconduct. For a first offense of any Level Two violation, or a second offense of a Level One violation, after the completion of two semesters of acceptable behavior in which a student remains in good academic and social standing, the student may petition the Office of the Dean of the CAS to remove the 'X' from his or her transcript. This written petition must provide evidence that the student has a better understanding of ethical behavior (e.g., evidence that the student has studied how to cite sources properly, has taken a course on ethics, has attended a library workshop on how to avoid plagiarism, has written a paper on the importance of academic integrity, etc.). The Dean of the CAS may consult with the Chair of ASEM and/or other faculty members before deciding to remove the 'X'.

V. APPEALS:
Students may appeal course grades and they may appeal any sanctions imposed by the Dean of the CAS as a result of alleged academic misconduct.
A Hearing Board will be convened to hear grade appeals and appeals of sanctions due to alleged academic misconduct. Students have the right to appeal any course grade (including a grade awarded because of alleged academic misconduct) to the hearing board.
A student wishing to appeal a course grade or sanction must petition the chair of ASEM within ten (10) business days after the beginning of the subsequent term or session. Their petition should include any statements and supporting evidence that they wish the board to have. Upon receiving the petition, the chair will notify the instructor, who will then have ten (10) business days to submit a response. This response will include a copy of the course syllabus, the assignment, and student's response, as well as any further documentation or explanation they feel is helpful. The hearing board shall normally be convened within ten (10) business days following the receipt of the instructor's response. For petitions filed during the summer or Interterm, the absence of potential board members may delay hearings until the start of the following semester.

HEARING BOARD
The Board will be comprised of three faculty members and three CAS Student Senate representatives in good academic and social standing. Faculty members will be selected by the chair of ASEM from the pool of full-time faculty members at the College of Arts and Sciences. Student members shall be appointed by the CAS Student Senate. The composition of the hearing board shall reflect a reasonable attempt to avoid bias or conflict of interest. The hearing board shall elect a chair from among its members. The accused student has the right to a faculty advisor who will be selected by the Office of the Dean of the CAS in consultation with the chair of ASEM.

HEARING BOARD MEETINGS
The first meeting of the board will normally take place within ten (10) business days following receipt of the faculty instructor's response. The committee will meet as often as necessary to review relevant documentation and evidence. After thorough review of the evidence regarding the course syllabus and/or alleged violations, the committee will make a recommendation to the Dean of the CAS of the grade to be changed or the sanctions to be imposed. Findings should be delivered in a timely manner – in no fewer than 30 school days. The recommendation requires the approval of five of the six voting members. A finding exonerating a student of academic misconduct shall result in all references to that misconduct being expunged from the student's record. Committee meetings are closed to outside parties, including legal counsel. All proceedings and materials reviewed by the committee will be kept strictly confidential.

FINAL APPEAL If the hearing board finds the student guilty of academic misconduct and imposes sanctions on the student, the student has ten days to make a final appeal to the Chief Academic Officer. The Chief Academic Officer has three options: 1) to uphold the decision of the hearing board, 2) to lessen the sanction proposed by the hearing board, or 3) to remove the

sanction proposed by the hearing board. If either of the latter two options is selected, the Chief Academic Officer must provide an explanation for the decision in writing to the chair of ASEM.
There is no appeal beyond this point. VI.

ACADEMIC MISCONDUCT RECORDS
All records of academic misconduct will be kept by the Office of the Dean of the CAS. All records of academic misconduct will be kept for five years after a student has graduated or five years past the date that they depart campus. These records will be consulted only if a) an additional Notification of Student Academic Misconduct form has been submitted by a faculty member, b) if a student is petitioning for the removal of an 'X' from his or her transcript, or c) if a student is petitioning for some other mitigation of imposed sanctions. All decisions of suspension and expulsion will remain in the student's file permanently.

NON-ACADEMIC MISCONDUCT GRADE APPEAL
Students must first attempt to resolve non-academic misconduct grievances involving grades with the individual instructor. If the grade grievance is not resolved, the student has the right to appeal a course grade not related to alleged academic misconduct to a hearing board as outlined above. A finding to change a course grade shall require the approval of five of the six voting members. Findings of the hearing board shall be communicated to the Dean of the CAS who will provide notification to all parties named in the petition. There is no appeal beyond this point.

UNIVERSITY WITHDRAW POLICY

To officially withdraw from Baker University, students must notify the Office of the Registrar in writing by filing the appropriate form and/or sending an email from their university email address to academicrecords@bakerU.edu. Discontinued class attendance does not constitute an official withdrawal. The official withdrawal date will be the latter date of when the student began the official withdrawal process or officially notified the institution of intent to withdraw.

University withdrawals will be subject to the refund policies in effect at the time of the withdrawal.

ALCOHOL POLICY

Baker University does not encourage the use of alcoholic beverages. Baker University's expectations, policies, and practices have been established to provide an atmosphere conducive to personal growth and accountability and reflect the values to which Baker subscribes.

The use of alcohol on the Baker University campus is prohibited except in the Horn and Markham apartments and the Lodge as indicated below and then only within the laws of the State of Kansas. All other campus facilities including residence halls will remain substance-free facilities. Inherent in the guidelines below is the expectation that members of the University community and their guests (including siblings, parents, and other family) who choose to use alcohol do so legally and responsibly.

University funds, to include student activity fees, may not be used, directly or indirectly, to purchase alcoholic beverages. No reference to alcohol may appear or be used in notices or postings that promote or advertise an event with the sole exception of pre-approved educational events designed to inform students of the effects and consequences of alcohol & substance use. Disregard for University alcohol policies may result in conduct action, including loss of residential privileges, suspension, and expulsion.

For students of legal drinking age, consumption of alcoholic beverages is limited to inside the Horn and Markham apartment units and Lodge rooms. Underage drinking with the supervision of parents/guardians is not permitted in any facility. The possession or consumption of alcohol is prohibited in residence halls and apartments in the following locations: on the balconies, stairways, and other outside apartment areas. The consumption use, distribution, and possession of caffeinated alcohol beverages is prohibited on University property and at all campus sponsored functions. Games or behaviors encouraging rapid consumption are not in line with the University's values and therefore, prohibited on University-owned property. Students are encouraged to read the Amnesty Policy in relation to the Alcohol Policy.

MINOR VIOLATIONS may include but not be limited to

- Public consumption-public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff, and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors, and offices.
- Public intoxication
- Possession by a minor
- Possession of alcohol in a residence hall

- Possession of alcohol containers, empty or full
- Games and related materials promoting or simulating rapid consumption (including beer/water pong)

MAJOR VIOLATIONS may include but not be limited to
- Serving to minors
- Possession of kegs (whether full or empty), beer balls, other common serving containers, or quantities of alcohol above policy quantities, for individual or group consumption, on campus grounds or with a campus event
- Driving under the influence and driving while intoxicated either on or off campus
- Intoxication leading to harm to self or others
- Intoxication leading to property damage, disruption to the community, or other violations of Baker University Policy
- Three or more "minor" violations of the alcohol policy.

In the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the room or apartment in which an Alcohol Policy violation occurs will be charged with the violation.

Apartment units and Lodge rooms with students of age assigned to that unit may have up to:
- 1 750ml of wine
- 1 liter of hard liquor or distilled spirits
- 1 – 30 (12oz) pack of malt product
- 1 – 30 (12oz) pack of wine cooler or similar product

These limits are cumulative per Apartment unit or Lodge room.

The limit is per apartment unit and is effective at all times, including during social events. Partially consumed bottles or cases will be considered full for the purposes of this limit. Excessive empty cans, bottles, or cases found in an apartment will be taken as evidence that the limit was exceeded at some past time.

Alcohol is permitted in apartment units that have a combination of students of age and underage students assigned to the unit, however it is still expected that underage students abstain from alcohol use under Kansas and Federal law. This privilege will be revoked for individual apartments if residents are found to be supplying alcohol to minors, underage students in the apartment unit are found consuming alcohol, or other major violations. All students with knowledge of policy violations, including alcohol, have a responsibility to safely confront roommates and guests to attempt to stop the behavior. If a student is not comfortable confronting, doing so would risk the safety of self or others, or if unable to stop the behavior, students must report it immediately to hall staff, campus safety officer, or 911 for immediate intervention.

SANCTIONS FOR ALCOHOL POLICY VIOLATIONS

Students in violation of the Baker University Alcohol Policy will be subject to a number of possible conduct sanctions listed below. Additional conduct measures not appearing in the listings below may be imposed as warranted at the discretion of the conduct hearing body through which the violation is processed. Details of the conduct disposition of complaints are found in the conduct process section of the handbook. Note that the offense count (First Offense, Minor Violation; Second Offense, Minor Violation) applies to the student's entire Baker career – the count does not begin anew each Fall semester. In all cases involving fines, the entry will read as an "Alcohol Policy Violation" on the individual's bill from the University. Unlike University policies regarding the releasing grades and other academic information, the University may notify parents or guardians in case of alcohol violation. In all complaints involving suspension, readmission will be contingent upon successful completion of treatment.

FIRST OFFENSE, MINOR VIOLATION (Level 1)

Possible Sanctions:
- Fine of up to $50
- Participation in an online educational site (student is responsible for any associated costs)
- Parent or Guardian notification
- Conduct warning
- University Policy or Student Handbook quiz
- Coach Notification

SECOND OFFENSE, MINOR VIOLATION (Level 1 *or* Level 2)

Possible Sanctions:

- Participation in the Substance Abuse Subtle Screening Inventory through the Baker University Counseling Center (two Counseling Center visit minimum). Student is responsible for any associated costs
- Participation in an online educational site (student is responsible for any associated costs)
- Fine of up to $150
- Parent or guardian notification
- Change in housing assignment
- Conduct warning
- Coach Notification

FIRST OFFENSE, MAJOR VIOLATION (Level 2)
Possible Sanctions:

- Participation in an online educational site. Student is responsible for any associated costs;
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to $200
- Parent or guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Repayment of any costs to repair or replace property
- Conduct warning
- Conduct probation
- Coach Notification
- Suspension
- Expulsion

SECOND OFFENSE, MAJOR VIOLATION (Level 2 or Level 3)
Possible Sanctions:

- Participation in the Substance Abuse Subtle Screening Inventory through the Baker University Counseling Center (Two Counseling Center visit minimum). Student is responsible for any associated costs
- Participation in an online educational site. Student is responsible for any associated costs
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to $400
- Parent or Guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Repayment of any costs to repair or replace property
- Conduct warning
- Conduct probation
- Coach Notification
- Suspension
- Expulsion

THIRD OFFENSE, MAJOR VIOLATION (Level 3)
Possible Sanctions:

- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to $600
- Parent or guardian notification
- Removal from Baker University owned housing or change in housing assignment
- Repayment of any costs to repair or replace property
- Conduct probation
- Coach Notification
- Suspension
- Expulsion

HEALTH RISKS RELATED TO ALCOHOL
Short-term effects of alcohol use include distorted vision, hearing, and coordination; altered perceptions and emotions; impaired judgment; bad breath; hangovers.

Long-term effects of alcohol use include loss of appetite; skin problems; sexual impotence; malnutrition; delirium tremors; disorientation; hallucinations; memory loss; brain damage; cancer of the mouth, esophagus, or stomach; heart disease, enlarged heart, or congestive heart failure; liver damage; birth defects; increased aggressiveness; respiratory depression.

AMNESTY POLICY

Students who seek emergency medical attention for someone else or seek law enforcement intervention in an escalating situation related to consumption of drugs or alcohol will not be charged with violations of the University Code of Conduct relating to consumption of drugs or alcohol, provided at the discretion of the Dean or Assistant Dean of Students, the reporting student completes an evaluation and any recommended treatment at the Counseling Center.

Student organizations are required to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol or drugs. A student organization that seeks immediate medical assistance from appropriate sources will not be charged with violations related to providing alcohol provided that the student organization completes any educational programming required by the Office of Student Life. However, the student organization can and will be held accountable for any other violations relating to the incident (e.g. hazing, covering smoke detectors, etc.).

This policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations occur, the University reserves the right to take conduct action on a case-by-case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any cases in which the violations are egregious.

The Amnesty Policy only provides amnesty from violations of the University Code of Conduct. It does not grant amnesty for criminal, civil, or legal consequence for violations of the Federal, State, or Local law.

ASSUMPTION OF THE RISK, RELEASE AND WAIVER OF LIABILITY – RELATING TO COVID-19 & Other Viral Diseases

For purposes of this Assumption of the Risk, Release and Waiver of Liability, "COVID-19" means the novel coronavirus identified as SARS-CoV-2 and all variants, the disease caused by the novel coronavirus SARS-CoV-2, and conditions associated with the disease. For purposes of this Release and Waiver of Liability, "Other Viral Diseases" means any other contagious virus that spreads person to person.

A. On behalf of myself and my heirs, executors and assigns, I understand, acknowledge and agree as follows:

1. COVID-19 was declared a worldwide pandemic by the World Health Organization; and COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact;

2. A State of Disaster Emergency was declared for the State of Kansas on March 12, 2020, with subsequent orders or amendments thereto;

3. Federal, state and local governments and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people, among other preventative measures;

4. Baker University ("Baker") has implemented preventative measures to reduce the spread of COVID-19 and Other Viral Diseases; however, Baker cannot guarantee that any patron will not become infected , and there are risks inherent in entering the Premises or participating in Baker events, classes, living and social organizations, other Baker-related or Baker-sponsored activities, or any other event on the Premises, including, but not limited to, weddings, parties, fundraisers, and any other event;

5. Entry into or upon any of Baker's campuses, facilities and events (the "Premises"), and any activities performed, observed or undertaken thereon, could increase the risk of contracting COVID-19 and Other Viral Diseases for myself and those with whom I come in close contact; and

6. The risk of becoming exposed to or infected by COVID-19 and Other Viral Diseases at Baker may result from the actions, omissions or negligence of myself and/or others, including, but not limited to, Baker employees, agents, representatives, customers and any others present on the Premises.

7. When I enter into or upon the Premises, I am doing so voluntarily, for purposes of patronizing Baker for my personal benefit, and the value of such benefit, together with Baker allowing me to participate in such events and activities and enter into and upon the Premises, is sufficient consideration for my voluntary execution of, and compliance with, this Assumption of the Risk and Waiver of Liability;

8. I voluntarily and knowingly assume the risk that I may be exposed to or infected by COVID-19 and Other Viral Diseases by entering into or upon the Premises or otherwise patronizing Baker, and that such exposure or infection may result in personal injury, illness, permanent disability and death;

9. I voluntarily agree (i) to assume all the risks described in this Assumption of the Risk and Waiver of Liability or otherwise relating to COVID-19 and Other Viral Diseases, and (ii) to accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, demand, actions, causes of action, liability or expense, of any kind (including, without limitation, attorneys' fees, court costs and amounts paid in settlement), that I may have, experience or incur, now or in the future, in connection with or arising out of COVID-19 and Other Viral Diseases or my presence on the Premises or services performed for me, or benefits received by me, on the Premises or by or from Baker ("Claims");

10. I acknowledge and agree that Baker cannot and does not accept any (and expressly disclaims all) responsibility for my safety and well-being while I am at Baker, on the Premises or otherwise engaged in any Baker-related event or activity;

11. I release, covenant not to sue, discharge and shall hold harmless Baker, its employees, agents and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto; without limiting the generality of the foregoing:

a. I agree that I will not file a civil action against Baker or any of its employees, trustees or agents alleging injury from exposure to COVID-19 or Other Viral Diseases if I: (i) have not been diagnosed with and allege only exposure or potential exposure to COVID-19; (ii) have not been diagnosed with COVID-19 or Other Viral Diseases and have not experienced symptoms consistent with COVID-19 or Other Viral Diseases resulting in illness or death; (iii) was diagnosed with COVID-19 or Other Viral Diseases when I was asymptomatic; or (iv) was diagnosed with COVID-19 or Other Viral Diseases when I did not experience symptoms that required inpatient hospitalization or resulted in illness or death;

b. I agree that Baker shall not be held liable to me for civil damages for any injuries I sustain from exposure or potential exposure to COVID-19 or Other Viral Diseases if Baker's conduct was substantially consistent with a federal or state statute, regulation, Executive Order, or written guidance related to COVID-19 or Other Viral Diseases issued by the Centers for Disease Control and Prevention, the Occupational Safety & Health Administration of the United States Department of Labor, the Kansas Department of Health and the Environment, the Kansas Department of Labor, or other state agency, which guidance is applicable to Baker or me at the time of the alleged exposure;

c. I shall have no right or remedy against Baker for direct, indirect, incidental, consequential or special damages, including, without limitation, liability to third parties or any cause, loss, action, claim or damage whatsoever for injury or death or for any other consequential, economic or incidental loss arising out of or related in any way to my exposure or potential exposure to COVID-19 or Other Viral Diseases, regardless of whether Baker has been advised of the possibility of such cause, loss, action, claim or damage; and

d. I acknowledge that I have read this Assumption of the Risk and Waiver of Liability and understand it, I have had the opportunity to consult with legal counsel concerning it, and that by signing below I voluntarily surrender certain legal rights.

11. The foregoing release, covenant not to sue, discharge and hold harmless agreement includes any Claims based on the actions, omissions or negligence of Baker, its employees, agents and representatives, whether a COVID-19 or Other Viral Disease infection occurs before, during, or after my presence on the Premises or other visit to Baker.

12. I will be solely responsible for ensuring that any of my guests, invitees, vendors, subcontractors, suppliers, affiliates or representatives adhere to the terms of this Assumption of the Risk and Waiver of Liability applicable to such persons as if such persons were original parties hereto, and I will bear full responsibility for any claims brought by such persons against Baker.

This Assumption of the Risk and Waiver of Liability may be delivered by the executing party by facsimile, portable document format (.pdf), electronic signature or any other electronic transmission and shall be deemed to be an original signature hereto and shall have the same force and effect as the use of manual signatures.

This Assumption of the Risk and Waiver of Liability shall remain in full force and effect at any and all locations of Baker operating under common ownership until three years after the World Health Organization declares a completion of the worldwide pandemic related to COVID-19.

ATTENDANCE POLICY

Baker University students are expected to attend all classes. Instructors are expected to create and provide students with a written policy in the course syllabus regarding missed classes and any penalties for excessive absences.

CAMPUS DEMONSTRATIONS

The heritage of academic freedom in higher education is affirmed and embraced as an essential facet of the educational goal of Baker University. In acknowledgment of this heritage, the University upholds that the right to discuss and to dissent is indispensable to a democratic society and represents the warp and woof of academic excellence. Accordingly, members of the academic community, including guests of the University, have the right to extensive latitude in making their opinions known. It is understood, however, that in exercising this right, the rights of others must not be jeopardized. The public exploration and resolution of differing views can be successful only when groups and individuals discuss the issues in forums where the right to disagree, to speak freely and be heard is preserved. Within this context, the University community recognizes peaceful demonstration as a means of expressing one's opinion. Individuals and groups who plan demonstrations, protests, or events shall file such intent in writing with the Dean of Students at least 5 business days in advance of the planned event, who will notify the individual or group regarding the acceptable parameters of the demonstration defining time, place, and manner for the event.

The preservation of freedom of speech, and recognition of the right to peaceful demonstration as a part of that freedom, is possible only in an orderly environment in which individuals are not endangered by force or violence, and in which they are free from coercion and interference in the exercise of their rights or in carrying out their legitimate activities. Consequently, in the specific case of campus demonstrations, the University administration may impose such sanctions of all to be heard. Such disruptive actions fall into two categories:

Prevention of violence or the use of force. Demonstrations which coerce individuals, threaten individual safety, or threaten destruction of property, are not protected by freedom of speech provisions and will not be tolerated. Similarly, a hostile audience will not be allowed to interfere with a peaceful demonstration.

Protection from interference with University operations. The University administration may restrict conduct which interferes with the holding of classes, carrying forward of University business, properly organized and scheduled University events, or the discharge of responsibility by any University officer, employee, or student. Under all circumstances, physically obstruction to access to University facilities is prohibited. Noise and boisterous activity is objectionable when it prevents others from exercising their rights and duties.

Persons engaging in disruptive action shall be subject to removal from the premises as well as disciplinary measures, including

separation from the University, and also appropriate civil or criminal action.

RESPONSE TO DISRUPTIVE ACTION

Though the response of the University to disruptive behavior must ultimately depend on the judgment of the University Administration in charge, the following guidelines should be observed.
Each situation will be responded to with measured judgment by the Dean of Students or designee.

- Every effort will be made to end the disruption through reason and persuasion. These efforts shall include a clear willingness to discuss issues and to make clear the procedures for discussion of the issues involved. Discussion of the issues will not be conducted under conditions of duress or coercion.
- If the discussion method fails, the individuals involved will be notified that they are in violation of University regulations and they will be asked to cease the activity within a reasonable length of time. If necessary, removal from the premises and temporary suspension from the University may be imposed on the scene. In the case of a temporary sanction, the University must hold disciplinary hearings within seven days or the temporary sanctions will be dissolved. Such disciplinary hearings shall be held, as far as possible, in accordance with the established disciplinary procedures of the University. If a student is found innocent of the action for which temporary sanctions are imposed, no record of the temporary sanction or of the hearing shall become part of any of the student's files or records, and the student shall be given the opportunity to make up any work which the disciplinary action prevented him or her from completing.
- If the use of institutional sanctions and discussion methods is not effective in ending the disruption, or when alleged violators are not members of the University community, extra-institutional methods (including the calling in of civil authorities and the use of court injunctions) may be used. Nonmembers of the University community who are engaged in disruptive behavior may be prohibited from returning to the University premises and referred to civil authorities for appropriate action.

The University will always make exhaustive efforts to manage situations by rational methods. When such rational efforts prove ineffective or when imminent danger to life or property exists, more forceful methods shall be used to protect the rights and property of members of the community.

CAMPUS EXPRESSION

Baker University is a private, four-year, Liberal Arts University. It has affirmed as its objective the provision of a living-learning community to help prepare young people for active, informed participation as citizens in a democratic society. Through a program of study designed to permit participants to become more informed about the nature of the world in which they live; the heritage and structure of human societies; the physical, psychological, and social character of humanity; the forms of human experiences, and the ways of patterning meaning in life, it strives to better equip its students to separate the essential from the trivial.

Baker University is committed to the principles of academic freedom and the idea of the University as a place for free expression. Students are free to express their beliefs and concerns in a variety of ways. In all cases, students are reminded that registration implies acceptance of University regulations and policies and agreement to conduct in accord with the spirit of those standards. Thus, students are expected to function in a respectful manner and within the framework or existing rules and laws. It is further expected that such activity will not disrupt or interfere with the normal course of activities in the academic community or University activities or events.

RESPONSIBILITY IN AND TO THE COMMUNITY

Every student is granted equal rights and privileges as student participants in the academic community within established policies and procedures, and shall, in turn, accept and fulfill their share of accompanying obligations and responsibilities. The University endeavors to provide a pattern of community living and learning that supports individual autonomy and freedom within the community and expects attitudes and behavior which reflect integrity, respect for the rights and property of others, and acceptance of the student's own personal-social responsibility.

Explicitly, the student's responsibility in and to the learning-living community of Baker University includes

- Respect of individual rights. Each individual is entitled to the unique dignity of his or her being and the right to hold and express their own beliefs. It is expected that the students will respect themselves and the rights and dignities of others.
- Support of order in the community. Students are expected to share the responsibility for the maintenance of order and integrity within the community. This expectation implies that good citizens not only obey the rules themselves, but also have an obligation to encourage others to do so and actively support good citizenship when others engage in misconduct.

- Working to improve the community. Students have the right and obligation to work to improve rules, policies, and procedures they feel are ineffective or unfair. It is expected, however, that while attempting to advocate for change, students operate within existing regulations and utilize established avenues of communication.

CLASSROOM VISITOR POLICY

Baker University is welcoming to visitors to the classroom, especially potential students. However, any students wanting to bring visitors to a class must receive written or oral permission from the class professor 48-hours in advance. Faculty members reserve the right to deny bringing visitors to the class. If students bring a visitor to the course without a 48-hour notification, the visitor may be asked to leave the classroom. This policy is in place for the safety of students, staff, and faculty, and it is designed to maintain a learning space in which students may freely express their ideas in the classroom. This is also the case for former or current Baker students who are not enrolled in the course. If anyone wishes to visit a course, the visitor must obtain permission 48-hours in advance from the instructor,

COMPUTER SYSTEMS POLICY

All students are responsible for understanding their responsibilities in the use of information technology. The computer systems at Baker University are protected by federal and state laws in addition to institutional policy and procedures which are published at https://www.bakerU.edu/computer-services/#information. These regulations prohibit any students or public users from committing the following acts:

- Unauthorized use of, or access to, computer resources, including the computer and the information stored in it.
- Unauthorized release of printed or computer-based information.
- Unauthorized copying of software, data, music, videos, or information.
- Unauthorized modification or destruction of computer resources, including the computer, software, and information. Destruction can be contamination or any act that makes the resource unsuitable for its intended purpose.
- Use of computer resources in committing or soliciting a crime.
- Abiding, abetting, or conspiring to commit or solicit a computer crime.
- Violation of laws pertaining to libel, privacy, copyright, trademark, obscenity, and child pornography.

Users who are suspected of violating any of the above regulations or those otherwise noted by law are subject to disciplinary action according to established University policy, and may include legal prosecution.

The college's computer and information systems are protected by The Computer Security Act of 1987 and the Computer Abuse and Misuse Act of 1986. This legislation protects"...any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest in the conduct of a federal program or an individual's right to privacy under the Privacy Act..." Baker's computer and information systems are also protected by Kansas law (#21-3755; computer crime; unlawful computer access). This legislation describes a computer crime to be: "...willfully exceeding the limit of authorization and damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network or any other property..."

PEER-TO-PEER NETWORKING: COPYRIGHT VIOLATIONS AND ILLEGAL OR UNAUTHORIZED USE POLICY

Sharing copyrighted materials without a license via peer-to-peer networking is quite likely to subject the user and the University to legal sanctions. Moreover, the traffic such sharing generates can easily cause problems for other users at the University. Both of these outcomes violate Baker University's Information Technology Use Policy and may be cause for immediate removal of access to the network. In addition, enabling file-sharing on your computer makes your machine more vulnerable to computer hackers and loss of privacy.

Federal law requires that the University take action when notified that someone on its network is distributing copyrighted materials. The University will not protect individuals who distribute copyrighted material without an appropriate license. Baker's network is configured to disallow standard peer-to-peer networking to protect the University and its constituents as well as to ensure adequate network bandwidth for all at the University to use for legitimate academic endeavors.

If you are using peer-to-peer applications, you should consider removing them from your system. If you choose not to remove these applications, you should immediately ensure that your system is set to prevent them from acting as providers of unlicensed materials to other users, which is the default setting.

PROCESS OF COPYRIGHT COMPLAINTS

Complaints of copyright violation received from copyright owners and their representatives, such as the Motion Picture Association of America, the Recording Industry Association of America, the Entertainment Software Association and the Business Software Alliance will initiate the following process.

- **1st offense.** You will receive an official University email notifying you of the complaint. You then have 24 hours to respond by email that you have deleted the materials named in the complaint. If you fail to respond, your network connection will be temporarily disconnected until you comply with the instructions given in the email. If you respond, but fail to delete the materials, or if other copyrighted movies, music, games, or software files are downloaded to or distributed from your machine illegally, the University will continue to receive complaints tied to the resource registered in your name.
- **2nd offense.** You must do everything listed above under 1st offense, pay a $50 fine, and attend an educational session to learn about copyright laws and Baker's student disciplinary process.
- **3rd offense.** You will be expected to complete the requirements of the 1st and 2nd offenses where you must delete copyright materials from your machine, pay a $75 fine, and attend an educational session on copyright laws. You will immediately lose the privilege of having a network connection in your campus residence for the remainder of the school year. You will still be able to use computer labs on campus and will retain the use of your Baker email account. Since you will have violated the University's Information Technology Responsible Use Policy, you will be referred to an administrative disciplinary hearing that may result in a misconduct record and jeopardize your student status. You will need to petition for network access the following school year if you are living in University housing.

For a complete version of this policy, go to https://www.bakerU.edu/computer-services/.

Students and employees are allowed to use SPSS on their own machines free of charge, as long as they are still associated with Baker University. At the time the student is no longer a student at Baker or an employee is no longer employed by Baker University, they must uninstall the software from their computer.

CONDUCT PROCESS

In cases of Title IX allegations such as sexual misconduct, sexual harassment, nonconsensual sexual intercourse, sexual exploitation, relationship and dating violence, domestic violence, and stalking, see Title IX policy and procedures.
The student conduct process is based on an educational model intended to balance the interest of the community with individual freedoms. Activities inconsistent with Baker University policies are considered violations and are open to sanctions. Sanctions are intended to challenge students' moral and ethical decision making to help them bring their behavior into accord with our community values and to support students in their development.

Every attempt will be made to hear policy violations in a timely manner, taking into consideration a student's right to due process. There may be times during the year when the designated hearing officer adjudicates cases without an in-person hearing in order to expedite the process. Examples may include, but are not limited to, routine warnings, alleged violations that occur prior to the official opening of the University or during the last week of classes or during finals, a student readily takes responsibility at the time of the incident, a student requests to waive the hearing in favor of summary judgment, or alleged conduct committed by a large number of people at a single event or gathering. Cases adjudicated and sanctioned without a hearing in these circumstances will remain eligible for appeal (see Appeals section below).

In order to maintain and preserve the educational nature of the University, actions taken under the Code of Conduct are not intended to imitate or to serve as a substitute for civil or criminal proceedings, nor are formal rules of evidence utilized in such cases applicable to proceedings of the University under the Code of Conduct. Baker University utilizes a preponderance of evidence as opposed to "beyond a shadow of doubt." In residential conduct scenarios, in the absence of clear mitigating circumstances presented (resident away for the evening, etc.), all residents of the room or apartment in which a policy violation occurred will be charged with the violation and are each individually answerable for the outcome.

In order to assure a fair process each party is afforded the following rights:

Rights of the Responding Party
Any student charged with a Code of Conduct violation shall have the following rights:

- The right to a fair and confidential hearing.
- The right to be informed of all of his or her rights before the hearing.
- The right to be given written notice of the nature of the charges at least 36 hours before the hearing.
- In the situation of a University Conduct Board hearing, the right to receive, upon request, the names of the Conduct Board members. If the student feels that any member cannot objectively and fairly hear the case, the objection must be made to the Assistant Dean of Students at least 24 hours before the hearing. The Assistant Dean of Students shall

determine the merits of the complaint and will decide whether or not to replace the board member in question.
- The right to bring a personal advisor (see Advisor section).
- The right to remain silent or argue on his or her own behalf.
- The right to be notified within three business days of the outcome of the hearing.
- The right to appeal the decision to the appropriate office (see Appeal section).
- The right to have the decision of the hearing body and any assigned sanctions clearly stated in writing.
- The right to have a hearing that does not interfere with the student(s)' official academic schedule.

Rights of the Reporting Party

Any campus member who is a complainant shall have the following rights:

- The right to bring a personal advisor (see Advisor section).
- The right to request to have his or her living arrangements (if in campus housing) modified pending the outcome if the accused lives close to the complainant.
- The right to have the complainant's classes reassigned whenever possible so as not to share classes with the individual charged.
- In the situation of a University Conduct Board hearing, the right to receive, upon request, the names of the Conduct Board members. If the student feels that any member cannot objectively and fairly hear the case, the objection must be made to the Assistant Dean of Students at least 24 hours before the hearing. The Assistant Dean of Students shall determine the merits of the complaint and will decide whether or not to replace the board member in question.
- The right to file a no contact order forbidding the accused or his or her friends from contacting the complainant.
- The right not to have the student(s)' irrelevant history discussed during the hearing.
- The right to submit a written victim impact statement during the hearing process.
- The right to have confidential meetings and discussions with appropriate University officials.
- Upon written request, the right to be notified immediately of the outcome of the hearing in cases of violence or sexual misconduct.
- The right to have a hearing that does not interfere with the student(s)' academic schedule.

COMPLAINT PROCESSES

- Staff members and other appropriate University officials will have the responsibility of addressing complaints involving immediate concerns and minor violations and shall have the authority to apply appropriate sanctions for infractions occurring in University housing.
- Complaints involving minor infractions and matters creating immediate concerns, occurring in or around fraternity, sorority, or other off campus areas, will be referred to designated elected officers or an appropriate University official.
- The designated hearing officer will conduct an investigation of more serious infractions. Repeated or cumulative complaints against a student or student group for minor infractions may be considered serious. The student or student group accused of the infraction will be notified in writing to appear before the designated hearing officer to discuss the alleged offense(s). Unless otherwise notified of a separate hearing time and place, this meeting shall constitute the hearing for determining the outcome of the complaint. Please refer to the Administrative Hearing section below.
- In the event that a University Conduct Board hearing is required, the designated hearing officer shall advise the student(s) of the place of the hearing and the nature of the allegation(s). Please refer to the Conduct Board section below.

ADMINISTRATIVE HEARING

There are two types of hearing bodies

- Administrative Hearing Officer: Trained Student Affairs staff
- University Conduct Board: Trained faculty and staff members

The primary form of a hearing for most alleged violations will be an administrative hearing with one Administrative Hearing Officer. If in the judgement of the assigned Hearing Officer the situation involves major, significant conduct history, or repeated past alleged violations; or at the request of the responding party, the Dean or Assistant Dean of Students may convene the University Conduct Board to conduct a hearing and make a written recommendation for any sanctions. The outcome of other Conduct Board proceedings (e.g., Interfraternity Council Conduct Board) may be appealed to the University Conduct Board according to the decision of the Dean or Assistant Dean of Students. The Conduct Board will be comprised of:

1. A Hearing Officer
2. Two to three trained faculty members and staff

It is provided, however, that the Hearing Officer, within his or her discretion, may determine that the matter involves confidential information or sensitive statements and evidence and may convene a limited board. Unanimous attendance of the board is not required to conduct the hearing and the Hearing Officer shall have the discretion to determine whether the board's attendance is sufficient to proceed with the hearing. The procedures for accepting evidence, statements, or other information during the hearing shall be within the discretion of the Conduct Board including the scope and length of evidence and testimony. The procedures adopted will be designed to ensure the efficient operation of the proceedings while ensuring all sides are afforded an opportunity to be heard. After statements and evidence have been presented to the Conduct Board, they make the final decision and may impose any appropriate sanctions.

ADVISOR
The student in question may seek assistance from an advisor who must be a member of the Baker University community (faculty, staff, or student) of the student's choosing. An Administrative Hearing is an internal conduct proceeding; therefore, the advisor may not be an attorney or anyone outside of the Baker University community or associated with investigation and hearing proceedings. The advisor may assist the student in question and preparation of his or her complaint, be present during the hearing, assist the student during the hearing, and may address the hearing body at the pleasure of the hearing officer or chair of the hearing body.

PROCESS
The procedures for accepting evidence, statements, or other information during the hearing shall be within the discretion of the Office of the Dean or Assistant Dean of Students including the scope and length of evidence and testimony. The procedures adopted will be designed to ensure the efficient operation of the proceedings while ensuring all sides are afforded an opportunity to be heard.

APPEALS
Any student sanctioned (but not involved in a dismissal or suspension) may request an appeal to the appropriate appeal channel detailed in the outcome letter. Such a request must be made in writing via the appeal form provided in the original outcome letter within two (2) calendar days of the date of the decision and shall include the basis for requesting the appeal. Appeal consideration is based on one or more of the following reasons: (1) deprivation of due process (failure to comply with the rights outlined in the student handbook); (2) inadequate evidence to justify decision: or (3) sanction not in keeping with the gravity of wrongdoing. Following receipt of the appeal, the appeal officer, shall determine whether additional information should be received, the decision should be modified or reversed, the decision should be affirmed, or the appeal should be denied. Applicable sanctions may be modified, increased, decreased, eliminated, and/or added. A written copy of the decision will be provided to the student(s) affected within three (3) business days of the receipt of the appeal. A conduct sanction does not go into effect until the appeal process is completed, unless stipulated otherwise by the Assistant Dean of Students. Appeal decisions are conclusive and final.

Students choosing not to participate in the conduct process (e.g. not attend or significantly late to conduct hearing; not return time sensitive communications and requests from hearing officers prior to hearing, etc.) forfeit their ability to appeal conduct actions.

If the sanction involves a suspension or dismissal, the suspended or dismissed student may submit a written appeal via the appropriate appeal channel detailed in the outcome letter within two calendar days from the date of the decision. The University Senior Academic Officer or their designee, may determine whether additional information may be entertained, whether the decision may be modified or reversed, or whether the decision should be affirmed. The decision of the University Senior Academic Officer shall be placed in writing and a copy of that decision will be provided to the student affected. The submission of an appeal to the University Senior Academic Officer will not stay the suspension or dismissal period and all suspensions or dismissals will be effective immediately following the initial decision. The University may contact parents or guardians in cases of suspension or dismissal.

STUDENT CONDUCT VIOLATIONS OVERVIEW
Level I Incident
May include, but is not limited to, violations of University policies concerning

- Residence life policies
- Inappropriate or disruptive behavior
- Alcohol policy *
- Failure to report campus policy
- Involvement as an accessory to level I violation

Typical sanctions for Level I violations:
Student may be placed on Conduct warning status, University policy or Student Handbook quiz, assigned a fine, campus work, or an appropriate educational sanction.
** = Identified policies carry specific recommendations and will be noted within that section.*

Level II Incident
May include, but is not limited to, violations of University policies concerning

- Residence life policies
- Alcohol policy *
- Computer System policy
- Behavior that is self-destructive, threatening the safety of the individual
- Wrongful use of the telephone or technology
- Obstructing University activities or procedures
- Providing false information
- Theft of personal or University property
- Inappropriate behavior
- Failing to Comply policy
- Involvement as an accessory to level II violation
- Second violation within a 12-month period (while on Conduct Warning or Probation)

Typical sanctions for Level II violations:
Student placed on Conduct warning or probation status, assigned a fine, campus work, or an appropriate educational sanction.
** = Identified policies carry specific recommendations and will be noted within that section.*

Level III Incident
May include, but is not limited to, violations of the University policies concerning

- Residence life policies
- Title IX policies *
- Physical violence
- Hazing policy
- Vandalism policy
- Alcohol policy *
- False fire alarm or tampering with fire equipment
- Controlled substance policy *
- Involvement as an accessory to level III violation
- Inappropriate or disruptive behavior

Typical sanctions for Level III violations:
Student may be subject to suspension or dismissal, assigned a fine, campus work, or an appropriate educational sanction.
** = Identified policies carry specific recommendations and will be noted within that section.*

RANGE OF SANCTIONS
Sanctions are to address the following areas: 1) educational, 2) redemptive, and 3) punitive. A student found in violation of a University policy may expect a status change as well as one or more actions listed below. Recurring policy infractions represent a continuous disregard for University policy and may result in enhanced sanctions. The Administrative Hearing Officer or Conduct body may impose one or more of the following sanctions for each policy violation:

STATUS: A student found in violation of a University policy is subject to a status change indicating he or she is no longer in good standing for a specified period of time. Typically, status changes are for 16 school weeks (excluding summer and winter terms) or one calendar year, but may be shorter or longer. The length of time may be at the discretion of the Administrative Hearing Officer or Conduct body.

- **Dismissal** is the separation of a student from the University without the opportunity for readmission. Dismissal may be imposed for an initial serious breach of University regulations, a grave moral lapse, or for a serious departure from responsible citizenship. The Dean of Students or their designee has the authority to decide the degree of misconduct

and to recommend to the Senior Academic Officer or his or her designee that a student be dismissed from the University for disciplinary reasons. The final determination for dismissal is to be made by the Senior Academic Officer. While a student is under consideration for a dismissal, he or she may not drop courses or withdraw from the University. No refunds apply in such cases.

- **Suspension** is the recognition of the temporary termination of the individual's status as a student and removal from privileges and from campus. Suspension may be imposed for an initial serious breach of University regulations, a grave moral lapse, or for a serious departure from responsible citizenship. The terms of the suspension are defined in each individual case. Any suspended student who returns to the campus during the period of suspension is subject to dismissal unless he or she has made prior arrangements with the Dean of Students. Determination for suspension is to be made by the Dean of Students, their designee, or University Conduct Board in consultation with the Senior Academic Officer or their designee. Any student suspended from the University has the right to submit a written appeal to the Senior Academic Officer within 48 hours, although the terms of the suspension are effective immediately. While a student is under consideration for a dismissal, he or she may not drop courses or withdraw from the University. No refunds apply in such cases.

- **Conduct Probation** is recognition of a serious lack of cooperation in citizenship or a serious or repeated violation of a University regulation. The recognition of further violation(s) may lead to suspension. The specific conditions and the time of this probation are defined in each individual case. This probation is a warning that a person's status as a student at Baker University is in jeopardy and that any further violation may result in suspension. The decision for conduct probation shall reside with the University Conduct Board, Assistant Dean of Students, the Administrative Hearing Officer, or their designee.

- **Conduct Warning** is recognition of a lack of cooperation in citizenship or a violation of a University regulation. The terms of this warning are defined in each individual case. This is a warning that severe discipline will be imposed if a student is again reported for a similar lack of cooperation or violation of a University regulation. The authority for issuing such a warning shall reside with the University Conduct Board, Assistant Dean of Students, or the Administrative Hearing Officer.

ACTIONS: A student found in violation of a University policy may be subject to an action-based sanction. Such sanctions may be educational or redemptive to the campus community culture.

- **Counseling Intervention** may be arranged, based on behavior. The student may be referred to the Counseling Center or to other licensed mental health professionals.

- **Educational Projects** may be given that encourage reflection and demonstration of knowledge on assigned topic. This may include successful participation in online courses, assigned paper, handbook quiz, poster presentation, or the like. Online courses are at the student's cost.

- **Fines** may be issued by an appropriate University official and paid to the University.

- **Restitution** consists of reimbursement for damages or misuse of property. This may be in the form of direct payment or may consist of appropriate service or other compensation. The authority for requesting such restitution shall reside with the Assistant Dean or Dean of Students, Administrative Hearing Officer, or the University Conduct Board.

- **Substance Abuse Subtle Screening Inventory (SASSI)** may be administered by the Counseling Center in cases of alcohol or other drugs. SASSI requires a minimum of two sessions and may be followed with additional requirements as recommended by the Counselor. The SASSI is at the student's cost.

- **Termination, or Change in Residency Privileges,** may be made. This may include but is not limited to change of or removal from room, suite, hall, or apartment.

- **University Policy or Student Handbook Quiz** may be given to provide a better understanding of the policies pertaining to policies in the Student Handbook. The quiz, where all responses must be answered correctly, requires a 30-minute appointment scheduled through the Administrative Hearing Officer or may be given as a "take home" option.

CONDUCT HOLD

If a student fails to complete the conditions of a conduct sanction, a conduct registration hold will be placed on his or her Registrar's account. With this hold in place, the student is restricted from utilizing the major functions of the Registrar Office (e.g., prohibited from participating in registration and course adjustment, printing schedule, requesting transcripts, and from receiving a diploma). The Dean or Assistant Dean of Student's Office, or Administrative Hearing Officer will remove the hold when the sanctions are completed or reasonable progress is made at the sole discretion of the Hearing Officer.

CONDUCT RECORDS

All records are maintained by the Office of Student Affairs through Maxient, a third-party vendor. Notice of conduct action may be sent to update parent(s) of students. The final decision to send notification to parents will be made by the Dean of Students or Assistant Dean and in accordance with applicable law. The Office of Student Affairs will maintain records of conduct action. The use of these records is governed by the University policy concerning confidentiality of student records. A student's conduct record will be reviewed by a hearing body in the process of determining sanctions after responsibility is established. Students wishing to have records of conduct action or conduct probation expunged from their file prior to the specified time period may make a written request to the Dean of Students who will act on the request.

CONTROLLED SUBSTANCE POLICY

The use, possession, or distribution of narcotics, controlled substances (such as LSD, cocaine, methamphetamines), marijuana, or the use or possession of drug paraphernalia (including but not limited to pipes, bongs, grow lights, or homemade inhalant instruments) are strictly prohibited and considered a violation of the controlled substances policy. Further, the unauthorized use, possession, or distribution of drugs sometimes prescribed for medicinal purposes (e.g. amphetamines, barbiturates, and tranquilizers) will not be tolerated at any time. Students legally prescribed medication must retain reasonable control of their medications at all times and must store all medication in the original container showing proof of the prescription. Abuse, utilizing medication in any manner other than prescribed, or loss of reasonable control will be treated as a violation of this policy. Marijuana and other substances decriminalized in select states but are illegal in Kansas or federal jurisdictions are also prohibited in University facilities. If any University official has reason to suspect the use, possession, or distribution of a prohibited substance or paraphernalia, he or she may contact the Dean of Students or Assistant Dean who will contact the appropriate officials to conduct a search and confiscate all suspected items and materials and process according to the Confiscation policy. All suspected parties will be subject to referral and potential sanctioning under the Controlled Substance policy. Unlike University policies regarding the releasing grades and other academic information, the University may notify parents or guardians in case of controlled substance policy violation.

Students are encouraged to read the Amnesty Policy in relation to the Controlled Substance Policy.

SANCTIONS FOR CONTROLLED SUBSTANCES POLICY VIOLATIONS

All violations of the Controlled Substances Policy are designated as Level III violations; the University Conduct Board hears these complaints. At the discretion of the Assistant Dean of Students, a student may accept responsibility on a first Controlled Substance policy violation and be heard by an Administrative Hearing Officer. Students found to be in violation of the Controlled Substances Policy are subject to the possible sanctions listed below. Selling and distribution will be considered a weightier offense with more severe consequences. Additional conduct measures not appearing in the listings below may be imposed, as warranted, at the discretion of the University Conduct Board. Possible sanctions are as follows:

First Offense

- Participation in an online educational site (student is responsible for any associated costs)
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to $300
- Parent or guardian notification
- Removal from Baker-owned housing or change in housing assignment
- Conduct probation
- Suspension or dismissal

Second Offense or Major First Offense

- Participation in the Substance Abuse Subtle Screening Inventory through the Baker University Counseling Center (two Counseling Center visits minimum). Student is responsible for any associated costs
- Participation in an online educational site. Student is responsible for any associated costs
- Personal counseling (off-campus referrals to be undertaken at the student's expense)

- Fine of up to $500
- Parent or guardian notification
- Removal from Baker-owned housing or change in housing assignment
- Conduct probation
- Suspension or dismissal

Additional Offenses

- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- Fine of up to $700
- Parent or guardian notification upon completion of the conduct process
- Removal from Baker-owned housing or change in housing assignment
- Conduct probation
- Suspension or dismissal

HEALTH RISKS RELATED TO SUBSTANCE ABUSE

General health risks associated with the use of prohibited substances can be divided into two categories: drug use that can destroy a healthy mind and body by outright organic damage, mental illness, malnutrition, and failure to get treatment of injuries or diseases; and drug use that generally reduces the body's natural immune system and increases the chances of infectious diseases. Drug overdose may cause psychosis, convulsions, coma, or death.

FAILURE TO REPORT & COMPLY

In order to maintain an orderly environment, students must show respect for and follow the reasonable requests of University officials, including Resident Assistants, as they carry out their assigned duties. All students with knowledge of policy violations have a responsibility to safely confront students, roommates, and guests to attempt to stop the behavior. If a student is not comfortable confronting, doing so would risk the safety of self or others, or if unable or impractical to stop the behavior, students must report it immediately to hall staff, campus safety officer, or 911 for immediate intervention. Failure to report in a timely manner may also limit the University's ability to address the complaint or behavior. Additionally, choosing not to complete sanctions on time or appropriately may be deemed a failure to comply.

FINANCIAL POLICIES

All financial policies including payments and refunds are published annually in the Academic Catalog.

Change in Modality. No tuition refund or modified tuition schedule will be due to any student upon or because of any change in the modality of instruction (for example, in person to online). The schedule above will remain in place and effective for students that opt to withdraw for any reason.

Force Majeure Event. Baker University shall not be liable for any default or delay in the performance of its obligations to one or more students: (a) if and to the extent that such default or delay arises out of causes beyond its reasonable control, including defaults; delays or actions of one or more students (including students other than the student(s) affected by such Force Majeure Event); acts of God; acts of war (whether declared or not); acts, omissions or delays in acting by governmental authority; moratorium; epidemics or quarantine restrictions; other acts of public emergency; embargoes; insurrection; earthquakes; fires; tornadoes; cable cuts; floods; terrorism; civil commotions; riots; and strikes, lockouts or other labor disturbances (each, a "Force Majeure Event") and (b) if such default or delay cannot reasonably be circumvented by Baker University through the use of alternative sources, work-around plans or other means without additional cost or delay to Baker University. Upon the occurrence of any such Force Majeure Event, Baker University shall be excused from further performance or observance of the obligation(s) affected so long as such circumstances caused by the Force Majeure Event prevail.

Without limiting the generality of the foregoing, Baker University may alter or terminate the on-campus residence of all, some or one student when Baker University, in its sole discretion, determines such alteration or termination to be in the best interest or safety of the community, Baker University, Baker's student body or any part thereof due to any Force Majeure Event. Baker University reserves the right to determine whether any housing, meal credits, tuition, or fees will be subject to refund, in its sole discretion. In any such event, if Baker University declares any housing, meal plan credits, tuition, or fee considerations for unused time of the academic year, Baker University may, in its sole discretion, apply such credits first to amounts owed by the affected student to Baker University and then to such affected student's account, unless otherwise mandated by applicable state and federal laws or requirements of the United States Department of Education.

FINAL EXAMINATIONS

Faculty legislation indicates that final examinations will not be scheduled at times other than the officially assigned final examination time without approval from the Dean of the College of Arts and Sciences.

Faculty have no obligation to give exams at a time other than the time posted. Students should not ask to take their exams at a time other than the time posted on the registrar's webpage for any reason other than extraordinary, unavoidable circumstances. Students should arrange their end of term travel around the final exam schedule as a conflict with a flight schedule will not be considered as extraordinary or unavoidable.

Students who have three or more final exams scheduled on the same day of the final exam period may visit with the Academic Dean to arrange with the involved faculty an alternative time for one of the finals.

GAMBLING

In line with the United Methodist Church and National Association of Intercollegiate Athletics (NAIA) stances on gambling, it is prohibited to participate in any gambling-related activities on campus or on University-controlled property that have not been approved or administered in accordance with the laws and regulations of the state of Kansas. Additionally, to wager on a university team or organization in a competition with a direct interest in the success of the competition is prohibited. For assistance with a gambling addiction, please visit the Counseling Center or contact Kansas Coalition on Problem Gambling at http://www.ksproblemgambling.org/.

GUEST **(see also Residence Life policy section for additional policy)**

You are responsible for all actions of your guest(s) at all times. A guest is any person who is not a currently enrolled student or resident of the room or living area in question. Should your guest(s) violate University policies, you will be held accountable and your guest(s) may be asked to leave. You and your guest(s) are contractually responsible for emergency information and policies outlined in this handbook. It is the responsibility of the host or hostess to acquaint visitors with stated policies and regulations. Guest(s) may be asked to present proper identification. A guest(s) may be asked to leave at any time by staff if it is not felt it is in his or her best interest or that of the University.

HARASSMENT POLICY

The University is committed to creating a culture of respect and providing an environment that values diversity and emphasizes the dignity and worth of every individual. As part of that commitment, the University strives to provide an educational and working environment that is free from harassment based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, religion, age, marital status, disability, veteran status, or any other status protected by law. Harassment in any form is prohibited and incidents of harassment are met with appropriate conduct action, up to and including termination of employment or dismissal from the University.

The University's policy regarding sexual harassment may be found in the Title IX policies.

What constitutes prohibited harassment based on race or other legally protected status? Harassment based on race, color, national origin, religion, age, disability, veteran's status, sexual orientation, gender identity or expression, marital status, or any other status protected by law is prohibited. Prohibited racial or other harassment is conduct that is (1) based on race or other protected status; (2) is unwelcome; and (3) in the case of a student, denies or limits a student's ability to participate in or benefit from a school education program. Conduct that satisfies these elements violates this policy and also is a form of prohibited discrimination. If any one of these three elements is missing, the conduct is not racial or other harassment, although it may violate other University policies.

Examples of racial or other harassment: No policy can anticipate each and every comment or behavior that may constitute prohibited racial or other harassment. The following includes a non-exhaustive list of conduct or comments that may violate the University's policy:

- Use of racial epithets or slurs by one student toward another student, or by a University employee to another student or employee;
- Negative stereotyping based on race, national origin, age, disability, or other protected status;
- Derogatory jokes based on race, national origin, disability, age, or any other protected status;

- Written or graphic material that shows hostility or aversion toward an individual or group and that is exhibited anywhere on the University's premises or circulated in the workplace or educational environment, including through University email.

Who can engage in prohibited harassment? No one is above the University's policy prohibiting harassment. A harasser may be male or female, of the same sex or opposite sex, a coworker, administrator, faculty member, student or prospective student, family member of a student or employee, visitor, guest, vendor, consultant, or any other person with whom an employee or student comes into contact in the performance of his or her work or educational activities.

Reporting violations of this policy: The University encourages any individual (whether an employee or student) who perceives a violation of this policy, regardless of the offender's identity or position, to report the situation using the University's Grievance Procedure for Resolving Complaints of Alleged Violations of Equal Employment Opportunity, Sexual Harassment, Racial Harassment, Other Harassment, and Reasonable Accommodation (hereinafter "Grievance Procedure"). Any administrator, faculty member, or non-certified staff who becomes aware of alleged violations of one or more of these policies must report the situation pursuant to the Grievance Procedure.

If an individual feels he or she cannot use the Grievance Procedure, he or she should notify the Chief Financial Officer(office number: 785.594.8340) Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065 to discuss the situation.

The University will promptly investigate all complaints it receives of alleged violations of its Equal Employment Opportunity, Harassment, or Reasonable Accommodation policies. Furthermore, the University will keep the complaint and its investigation as confidential as possible under the circumstances. Finally, no individual who makes a good faith complaint pursuant to this policy will be retaliated against for making such complaint or cooperating in the University's investigation.

Disciplinary consequences for violation of harassment policy: When an individual is found to be in violation of the University harassment policy, the University will take corrective action it believes is appropriate to end the inappropriate behavior and to prevent a recurrence. Such action may include, but is not limited to the following:

For Students:

- Disciplinary warning
- Disciplinary probation
- Suspension
- Dismissal

STATE AND FEDERAL REPORTING OF RACIAL AND OTHER HARASSMENT
Complaints may be filed through the Equal Employment Opportunity Commission or the Kansas Human Rights Commission. Students may file complaints through the Office of Civil Rights, U.S. Department of Education or the Kansas Human Rights Commission. Kansas City Office, U.S. Dept. of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo 64114-3302, 816.268.0550, OCR.KansasCity@ed.gov.

Grievance Procedure for Resolving Complaints of Alleged Violations of Equal Employment Opportunity, Racial Harassment, Other Harassment and Reasonable Accommodation Policies
The University prohibits discrimination or harassment on the basis of race, color, national original, sex, sexual orientation, gender identity and gender expression, religion, age, marital status, disability, veteran status, or any other status protected by law. This procedure should be used to report alleged violations of the University's equal employment opportunity, harassment (including racial and sexual harassment), and reasonable accommodation policies.

Procedure: Initiating a Complaint
Students at the Baldwin City campus, who have a complaint of discrimination, harassment, retaliation, or failure to provide reasonable accommodation, should contact Assistant Dean of Students, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065, 785.594.4792.

Absent extenuating circumstances, within 30 business days from receiving the complaint, the VP and Dean or Director of Human Resources or his or her designee will take appropriate steps to conduct an investigation, including contacting the complainant, witnesses, if any, and the alleged wrongdoer. Some investigations may take longer depending on the availability of witnesses or other relevant information. The complainant will be notified of any expected delays to the extent possible. Based on the results of the investigation, the CFO and Assistant Dean or Director of Human Resources will take steps appropriate under the circumstances, including affecting an informal resolution of the matter or, in the event a violation of the University's

equal employment opportunity, discrimination or harassment policy is found, taking appropriate corrective action to address the alleged misconduct and prevent a recurrence.

The complaint and resulting investigation will be kept as confidential as possible under the circumstances. The VP and Assistant Dean or Director of Human Resources will inform the complainant in writing when the investigation is concluded, and generally, the results of the investigation (although, to protect the confidentiality of all involved, he or she will not discuss the specifics of any investigative interviews or any corrective action taken). No student or employee who raises a good faith complaint pursuant to this policy or who cooperates with an investigation will be retaliated against as a result. Any perceived retaliation should be reported immediately pursuant to this procedure.

HAZING

Baker University prohibits hazing. Students, employees, student organizations, and student groups must not engage in, direct, encourage, assist, or knowingly facilitate hazing. This policy applies to conduct on or off campus when it involves initiation into, affiliation with, or continued membership in a student organization. A person's willingness to participate does not make hazing permissible.

For this policy, hazing means an intentional, knowing, or reckless act against another person, committed by an individual or a group in connection with initiation into, affiliation with, or continued membership in a student organization, that causes or creates a risk of physical or psychological injury beyond the reasonable risks of participation in the university or organization. A student organization includes a club, society, association, athletic team, club sports team, fraternity, sorority, band, student government, or other group with two or more Baker students, whether or not Baker formally recognizes the group.

Hazing may include, for example:

- Hitting, paddling, striking, physical abuse, or placing a harmful substance on someone's body.
- Requiring or inducing sleep deprivation, exposure to the elements, confinement, extreme physical activity, or other activities that create an unreasonable risk of harm.
- Requiring or inducing someone to consume food, alcohol, drugs, or another substance.
- Requiring or inducing sexual acts.
- Threatening conduct that places someone in reasonable fear of bodily harm.
- Humiliating, degrading, or harassing activities that cause or create a risk of psychological injury.
- Requiring someone to perform an act that violates the law.

The activity's name or tradition does not determine whether it is hazing. A scavenger hunt, trip, team exercise, or social activity may violate this policy when the circumstances meet the definition above. Ordinary, appropriately supervised activities do not become hazing solely because they are part of joining or participating in a group.

Reporting hazing

Anyone who experiences, witnesses, or learns of possible hazing is encouraged to report it promptly.
Reports may be made to the Director of Residential Life and Student Conduct or Executive Director of Student Experience, both housed in Student Affairs, through the Hazing Reporting form, or by calling Baker University Campus Safety at 785-594-8430. If someone is in immediate danger or needs urgent medical assistance, call 911 first.

A person may report possible hazing even if they are unsure whether the conduct meets this policy's definition. Baker will review the information provided and determine the appropriate response. Anonymous reports are accepted, however, we may be limited in our ability to investigate.

Baker prohibits retaliation against a person for making a good faith report, participating in an investigation, or seeking help for someone who may have experienced hazing. Reports of retaliation may be made through the same reporting channels.

Response and investigation

Upon receiving a report, the University will assess immediate safety needs, arrange appropriate support or protective steps, and determine whether the report should be referred to law enforcement or another university process. Baker may address urgent safety concerns while a review is underway. The University will determine whether the reported conduct falls under this policy and identify the applicable conduct process for the individuals or organization involved. Under that process, Baker will notify the respondent or organization of the allegations, gather relevant information, provide an opportunity to respond, and issue a determination and any sanctions or other actions. Hazing investigations will follow the procedures outlined in the Conduct Process section of this Student Handbook. Baker may address the conduct of individuals and an organization

separately. A report may also involve other university policies or potential criminal conduct; Baker will coordinate those processes as appropriate. University action does not depend on whether a criminal charge is filed.

Prevention and awareness
Baker provides hazing prevention and awareness education to students, faculty, and staff through passive programs like bulletin boards, informational emails and social media posts, active programs like tabling, risk management presentations, and training opportunities for faculty, staff, and students. These programs explain this policy, how to report concerns, and how Baker responds to reports. They also address ways to recognize and interrupt potential hazing, exercise ethical leadership, and build group connection without hazing. Baker will review its programming and use research informed approaches to improve it.

Kansas law and public disclosures
Kansas law separately prohibits certain hazing. Under K.S.A. 21-5418, the state offense concerns recklessly coercing, demanding, or encouraging another person, as a condition of membership in a social or fraternal organization, to perform an act that could reasonably be expected to result in great bodily harm, disfigurement, or death, or is done in a manner in which such harm could be inflicted. Baker's policy may address conduct that does not meet the elements of the Kansas criminal offense. Kansas Revisor of Statutes. Baker publishes hazing incident statistics in its Annual Security Report as required by federal law.

ID CARD POLICY

Students will be issued a student ID card that will allow them access to appropriate areas on the Baldwin City campus and provide for tracking of meal plan and declining balance activity.

- If a student's ID card is broken they can return to the ID Center with that broken ID and receive a replacement card free of charge.
- The first time a student loses their card they can return to the ID Center and receive a replacement card free of charge.
- Each subsequent time a student loses their card and they come to the ID Center for a replacement there will be a $20 per card charge.

IMMUNIZATION AND TUBERCULOSIS SCREENING COMPLIANCE POLICY

The Office of the Dean of Students must have verification and documentation of a student's compliance with required immunizations and screenings by the indicated deadlines.

- All students:
    - August 1st for Fall semester
    - December 1st for Interterm
    - January 1st for Spring semester
    - Or within two weeks of admission to the University whichever is latest
- Residential students:
    - It is required to have this documentation PRIOR to moving into University owned housing

All documents must be verified by Baker University Student Affairs staff. Students who are unable to verify their immunization history must be re-immunized to:

- MMR (measles, mumps, rubella) immunization. Two doses required at least 28 days apart for students born after 1956.
- Tdap (Tetanus, Diphtheria, and Pertussis) immunization booster within the last ten years.
- Meningitis (MCV4) immunization. Two doses of MCV4 are recommended. If the first dose is given before the 16th birthday, then a booster is required.
- Completion of the TB (tuberculosis) screening questionnaire. If further testing is deemed necessary, the Office of the Dean of Students will notify student via University email. The student will have until October 1 to have testing completed.

ALL NEW INTERNATIONAL STUDENTS coming to Baker University are required to answer the four TB questions listed on the immunization form before moving into campus housing. If a student is coming from a high-risk country, they will be asked to take a QuantiFERON Gold test before moving into campus housing. If the student has received treatment for tuberculosis, documentation of treatment is required. If a positive QuantiFERON test comes back the student will be required to have a chest x-ray.

SUBMISSION MATERIAL REQUIREMENTS
Students are required to submit one of the following as proof of immunization:

- A personal immunization record signed by a healthcare provider
- A physician or clinic report stating all immunization records or blood titers
- A copy of school immunization record

A waiver can be signed for religious or philosophical exemption. In the case of any outbreak of disease such as Measles, Mumps, Rubella or Meningitis the student must leave campus temporarily. Once the threat of the disease is over the student will be allowed to return to campus.

NONCOMPLIANCE ACTION
Compliance is managed by the Office of the Dean of Students and strictly enforced. In the absence of required immunization documentation, the following actions may be in order:

- All students who do not complete this requirement:
    - Will have five calendar days from the date of the first date of classes to produce records or receive new immunizations
    - After this date, students will have an academic HOLD placed on his or her account. With this hold in place, the student is restricted from utilizing major functions of the Registrar Office (e.g., prohibited from pre-enrollment activities)
    - Student Affairs staff will remove the hold when it has been determined that the student has met compliance standards
- Residential students who do not complete this requirement:
    - Will have five calendar days from the date of move-in to produce records or receive new immunizations
    - After this date, students may be required to leave University housing with no refund
    - Students may return upon proof of required immunizations

INAPPROPRIATE OR DISRUPTIVE BEHAVIOR

Inappropriate or disruptive behavior which interferes with the academic or administrative activities of the University or which inhibits the academic or student life environment is not permitted.

Inappropriate or disruptive behavior may be defined as (but not limited to):

- Disturbing or interfering with academic, residence life, or student life programs or activities
- Trespassing
- Harassing, embarrassing, or intimidating other persons (to include employees)
- Disturbing or interfering with employees performing their jobs
- Interfering with the free and unimpeded flow of pedestrian traffic on University property
- Behavior not in line with University Mission and Values

INSPECTION & SEARCHES

For purposes of providing a safe, healthy, and secure campus environment, appropriate University officials may conduct inspections and searches during University events and of University property, including University property used or occupied by students, on a regular or irregular basis. Such inspections and searches may include, but are not limited to: (1) on-campus residence halls or apartments, buildings, lockers, lock boxes or drawers, closets, and vehicles parked on campus; (2) containers, packages, bags and other storage devices, including personal possessions, on University property or found at University events; and (3) University events, including University-sponsored events that may occur off campus.

The appropriate University official may request prior authorization from the individual before inspecting and searching any personal possessions and may request that the individual owner be present during the inspection and search. However, prior notice, authorization, or presence by the owner is not required in order for the University official to conduct an inspection or search during a University event or on University property. University officials conducting inspections and searches are encouraged to inform an individual of any inspection or search of personal possessions and to seek prior authorization, depending on the circumstances. In an emergency or time-sensitive situation including, but not limited to, when the safety, health, or security of any person or property is suspected at risk, the University official may inspect and search any student-occupied area immediately and without prior notice or authorization.

Failure to allow an inspection or search pursuant to this policy may be considered in rendering any disciplinary decision at issue against a student or student group and may be considered a violation of University policies and procedures, including Failure to Comply.

INTELLECTUAL PROPERTY POLICY

The official version of the Baker University Intellectual Property Policy can be found at https://www.bakerU.edu/computer-services/ and will be used to administer all intellectual property related issues and procedures.

The aims of the Baker University Intellectual Property Policy are to: promote and encourage creativity and knowledge creation both in and outside the classroom; protect the rights of scholars and students with respect to owning the products of their intellectual endeavors; set forth mechanisms for determining ownership rights in intellectual property and for resolving disputes with respect to such property. This policy applies to all faculty, staff, and students.

For purposes of this policy, intellectual property is divided into three categories: copyrightable, patentable, and other intellectual property including all registered and common law trademarks, service marks, domain names, logos, and all other types of proprietary rights created specifically for the University. Students performing work compensated by the University are subject to the provisions governing non-faculty employees, and their work constitutes work for hire under U.S. law. Students working on a project governed by a contract or agreement, to which the University is a party, shall be bound by the terms of that contract or agreement. The University reserves the right to make copies of student papers, course assignments, dissertations, and theses for use in the University curriculum, including uploading the work in the University's course management system, and for archival purposes. The student, by enrolling in the University, gives the University a nonexclusive royalty-free license to mark on or retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the Intellectual Property Policy or in the course syllabus. The University shall not have the right to use the work in any other manner without the written consent of the creator(s). Students may not disseminate any printed or electronic materials, video or audio recordings, or any other copyrightable or patentable intellectual property they make, use, or receive in class for commercial purposes or to anyone not enrolled in the class. General administration of this policy is the responsibility of the Dean of the College of Arts & Sciences. Students should refer all questions about this policy to the Dean of the College of Arts & Sciences. In the event that a dispute arises regarding the application of this policy, a student should follow the standard grievance process as found in the Student Handbook. As a general rule dispute resolution for students will go to an ad hoc committee consisting of:

- One faculty member outside student's immediate study concentration (chosen by and mutually agreeable to the Dean of the College of Arts & Sciences and student)
- Dean of the College of Arts and Sciences
- Vice President of Finance and Administration

Appeals of the ad hoc committee will go to the Chief Academic Officer.

JEANNE CLERY CRIME REPORTING REQUIREMENTS

Baker University publishes an Annual Security Report in Compliance with the federal Clery Act. The University will create yearly reports which will be posted on the University website. The University will provide a paper copy of the reports upon request.

MISSING PERSON POLICY

Anyone who is concerned that a Baker University student may be missing should report the concern promptly to Campus Safety at 785-594-8430. A concern may also be reported to a member of the Student Affairs team, a Resident Assistant, or a university employee. A person does not need to wait 24 hours or file a police report before contacting Baker. Any university employee who receives a report that a student may be missing must refer it immediately to Campus Safety.

Campus Safety will work with Student Affairs to assess the report and attempt to locate the student. This may include contacting people who have recently interacted with the student and reviewing available information such as class attendance, housing information, card access, or meal activity. Baker may contact local law enforcement or take other appropriate action at any point when circumstances warrant it.

Missing Person Contact for Residential Students

A student who lives in on campus student housing may designate one or more people for Baker to notify if the student is determined to be missing on their housing application. This designation is separate from the student's general emergency contact, although a student may choose the same person for both.
Baker will register missing person contact information confidentially. Only authorized university officials may access it, and Baker will disclose it to law enforcement personnel only in connection with a missing person investigation. Students are encouraged to keep their contact information current.

Notification When a Residential Student Is Missing
When a student who lives in on campus housing is determined by Campus Safety or local law enforcement to have been missing for 24 hours, Baker will:

- Notify the student's designated missing person contact within 24 hours of that determination, if the student has designated one.
- Notify a custodial parent or guardian within 24 hours of that determination if the student is under 18 and not emancipated. Baker will also notify any additional contact designated by the student.
- Notify the local law enforcement agency with jurisdiction within 24 hours of that determination, regardless of the student's age or whether a missing person contact was designated, unless that agency made the determination that the student is missing.

These are notification deadlines, not waiting periods. Baker may begin its response and contact law enforcement or others sooner when appropriate.

NOTIFICATION TO INTER/NATIONAL ORGANIZATIONS

Baker University believes in an active partnership with Alumni/ae and Inter/National organizations to best address issue of misconduct (i.e. social regulations, policy, alcohol policy, hazing policy, etc.). Under the direction of the Assistant Dean of Students, Executive Director of Student Affairs, or their designee, Baker University will generally notify an Inter/National Organization or regional headquarters of an alleged violation after a meeting between the organization's student leadership and/or alumni advisor. When the nature of the allegations is more severe or in violation of National Organization's policies (which have been made known to the University) which require reporting, the Assistant Dean of Students, Executive Director of Student Affairs, or their designee may reach out sooner to respective entities. Below are the steps generally taken that mirror and may coincide with the separate student conduct procedures in this handbook.

- Report received
- Preliminary investigation occurs
- Written notice scheduling a meeting to discuss report and preliminary investigation findings
- Meeting to discuss report and preliminary investigation findings
- Inter/National Organization notified by Baker University
- Additional investigation occurs if needed
- Notice of allegations & sanctions shared with Inter/National Organization

OFF-CAMPUS MISCONDUCT POLICY

The University assumes that responsible behavior will be maintained consistently by its students on and off campus. Generally, the University does not take disciplinary action for minor off-campus misconduct. However, the University reserves the right to take action in such instances where the misconduct constitutes a violation of the University standards or is of such a serious nature that it suggests a danger or serious disruption to the University community. In such cases, the University may initiate action whether or not legal action has been taken. The Assistant Dean of Students will decide when institutional purposes are best served by such conduct action.

PARENTAL NOTIFICATION POLICY

The Higher Education Amendments of 1998permits colleges and universities to inform parents or legal guardians any time a student under 21 violates drug, alcohol policies, or harm to self or others. Consequently, when deemed necessary and appropriate by the Office of the Dean of Students, a Baker University official may communicate with parents or guardians when such violations occur.

POSTERS AND SIGNS

Posters and signs that students place on their residential unit doors or in other public areas of the University-owned housing or the University must be limited to space available on their door. Nothing is to be affixed to public area walls or bulletin board unless they are directional signs or other information published or approved by the University. Any items that can be viewed in

public areas, including viewed in a person's room while a door is open or through a window, must not contain obscene or offensive wording or pictures. Signs representing alcoholic beverages or illegal drugs shall not be displayed in public areas or from windows of University-owned residential units. According to the fire marshal, for safety, signs may never be placed in the windows of doors.

REPORTING INCIDENTS AND FAILURE TO REPORT

Baker University students are expected to alert appropriate officials in the event of violations of the Student Code of Conduct. See the University Amnesty Policy for more information regarding alerting University officials to alleviate student concerns and promote responsible actions. Failure to do so in a timely manner may limit the University's ability to address the complaint or behavior and may result in the negligent party referred to the conduct process.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are generally expected:

1. To contact emergency officials by calling 911 to report the incident
2. To contact Campus Safety at 785.594.8430
3. To contact hall staff members, if applicable
4. To remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so
5. To notify the Dean of Students or Assistant Dean Office within 24 hours of incident
6. To meet with appropriate University officials after the incident and cooperate with any University investigation

RESPONDING TO UNIVERSITY SUMMONS

It is the expectation of the University and a stated rule that a student shall respond to the summons of the President, Officer, Faculty, or Administrative Staffimmediately after the issuance of such a summons. Failure to do so will be reported to the Assistant Dean of Students for appropriate conduct action.

RETALIATION

Accusing students and their supporters have the unfettered right to be free from retaliation. Retaliation is defined as any adverse reaction taken against a person for alleging harassment, supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment and will be investigated immediately and adjudicated separately. Retaliation includes, but is not limited to intimidation, threats or menacing behavior, coercion, or discriminatory actions. Retaliation is a serious violation and may result in immediate removal from the University.

PET AND ANIMAL POLICY

It is Baker University's policy to provide a safe and healthy work and learning environment for all students, employees, and visitors. In accordance with this, animals are prohibited in all University facilities with the exception of authorized service animals and working animals as defined below. Facility is defined as any University-owned or leased facility.

Service animal refers to animals used to guide or provide assistance to persons with disabilities in the activities of independent living. The Americans with Disabilities Act (ADA) defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal. Other support animals may be permitted in residential housing upon approval through the Office of Access Services in accordance with the Fair Housing Act.

If a support animal is approved, specific guidelines will be provided to the student as part of an agreement.

Working animals refers to those animals engaged in authorized service to the University (e.g., guard dogs, pest control animals, police dogs).

In addition to providing a professional and conducive work and learning environment, this policy responds to concerns for the health and safety of students, employees, and animals. Further, it limits potential distractions and disturbances in the classrooms, learning environments, and workplace.

This policy shall apply to all students, employees, contractors, and visitors of the University.

SELF DESTRUCTIVE BEHAVIOR

The University has a clear and distinct interest in maintaining a safe and sound educational environment in the residence halls and on University property. A residential setting designed to foster student interaction and interdependence can become disrupted by self-destructive behavior. Among the most disruptive forms of misconduct are intentional attempts or threats to seriously injure oneself or others or reckless behavior which puts oneself or others in physical danger. Students who become incapacitated as a result of their own action and students who deliberately injure themselves or engage in high-risk activities are subject to University action.

In light of the impact of self-destructive behavior upon the residential community, affected individuals are encouraged to utilize counseling resources provided to students free of charge. Residents interested in learning more about referral resources available on campus are welcome to call the Counseling Center which keeps all inquiries confidential. Residents who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary sanctions. In the event a resident with a recognized mental disorder engages in self-destructive behavior, the University will take into consideration before determining a response: the resident's medical diagnosis, the gravity of the injury, the impact of the behavior upon fellow residents, the appropriateness of reasonable accommodations, and other pertinent factors. When a severe act of self-destructive behavior or an apparent threat of serious harm occurs, the University reserves the right to notify the resident's parent or guardian.

SMOKING POLICY

Baker University recognizes that tobacco smoke and e-cigarette emissions are hazards to the health of the University community and is committed to maintaining a smoke-free environment in all University facilities. Baker University prohibits smoking, vaping or e-cigarette use, and smokeless tobacco within any University building, athletic facility, or vehicle. Smoking is, therefore, limited to designated outdoor areas least 25 feet from all buildings. This policy applies to vehicles owned or leased by the University. See Smoking and Tobacco Policy in Residence Life policy section for more information.

SOCIAL REGULATIONS

STUDENT ORGANIZATION ACTIVITIES

Student organization activities are to be scheduled through the Office of Student Life at https://bakeruniversity.formstack.com/forms/student_event_request. During the week—Monday through Thursday nights—meetings, rehearsals, etc., shall end by 11:00pm. Student organization activities should be held on Friday and Saturday nights if possible, and Sundays if held at times that will not interfere with scheduled religious activities. Student social events—group or all-University—are to be scheduled through the Office of Student Life. Scheduling of activities on school dates will normally be on a first-come, first-served basis. The earlier the social function is scheduled, the better the chances to prevent conflicts. Each group may determine how many activities it will have each semester. The group may also determine whether they will be formal or informal.

Alcohol at all off-campus events sponsored by University-recognized student clubs or organizations must be provided by a licensed third party, held at a licensed establishment (a venue that has a current liquor license), or brought to the social event by a student who is of legal age for the consumption of that student only. Sponsors of social activities are expected to limit alcohol to moderate amounts and to keep the focus of the party or event on social interaction rather than alcohol consumption. Food and nonalcoholic beverages should be available in sufficient quantity for the number of persons attending the event, and must be displayed with prominence equal to the alcoholic beverages.

RESIDENCE LIFE

Social events are permitted and encouraged in designated indoor and outdoor areas of the residence halls and apartments. Organizers of specified social events must apply ahead of time and have written approval from the Assistant Dean of Students. A social event in Residence Life facilities that requires approval is defined as 8 or more people in a residence hall suite or apartment unit or 10 or more people in a residence hall common area gathered for an organized common social purpose. Social events of a smaller size may occur without prior approval but still must be civil and respectful of the community. Loud or unruly groups or residence hall events with alcohol present are not permitted regardless of size, participation, and approval status. Educational programs in a social format relating to alcohol, drugs, and similar topics are permitted with written approval of the Assistant Dean of Students and under the direct supervision of hall staff and public officials where appropriate. Students will be required to close down any event that violates these policies. The University reserves the right to rescind approval at any time, with or without cause. Students in charge of the event are responsible for cleanup after the event.

Prior registration and approval is required from the hosting residents of any social event at any residence hall or apartment that exceeds the attendance limits previously defined. The Department of Residence Life receives, reviews, and approves or rejects all social event requests. To register an event, please complete the Social Event Registration Form at https://cm.maxient.com/reportingform.php?BakerUniv&layout_id=4. Please note that forms must be submitted by noon on the

Wednesday prior of the event. The University reserves the right to approve or deny any or all social events with or without cause and may rescind approval at any time. The past behavior and conduct of the residents will be evaluated when considering the event. Themes, decorations, invitations, and entertainment at parties are expected to reflect the goals and standards of Baker University.

SOLICITATION POLICY

Unauthorized soliciting or distribution of materials, including mailings, posters, and advertisements for events, merchandising, political campaigning and canvassing by non-community members is prohibited. Permission for activities of this type must be obtained from the Dean of Students Office. Activities of this nature occurring in Baker University owned housing must receive permission from the Department of Residence Life.

The selling of baked goods must meet all Health Department Codes. It is preferred that items are prepackaged or prewrapped.

STUDENT COMPLAINT PROCESS AND POLICY

Concerns and complaints about any function of the university are ordinarily handled through the normal administrative chain. In accordance with the Higher Learning Commission Policy FDCR.A.10.030, Baker University has established a student complaint process. Information about individual established process may be found at https://www.bakeru.edu/student-complaint-process/

Steps for Initiating a Student Complaint

When a student encounters a problem on campus or feels they have been treated unfairly, the student should first try to resolve the issue informally with the faculty member, staff member, or department directly involved. Many issues can be resolved by making an appointment with a faculty or staff member and calmly and honestly communicating the concerns.

- If the informal resolution is unsuccessful or the student is unable to initiate the informal resolution, the student may choose to use one of the established processes for filing a complaint or pursuing an appeal.
    - Academic Grievance
    - Accounting and Financial
    - Athletic Grievance
    - Ethics and Compliance Reporting
    - Personnel Issues
    - Risk and Safety Matters
    - Prohibited Harassment Complaints
    - Sexual Misconduct Policy and Procedures
    - Student Nonacademic Concerns
    - Student Conduct Violations
    - Student Academic Concerns (attendance, academic progress)

- If a student is not satisfied after working informally or through an established process to resolve the concern, and resolution has not been achieved through one of the processes listed above, the student may file a formal student complaint. A formal student complaint is defined as follows:
    - An issue that is not resolved or resolved satisfactorily through routine channels
    - A nonroutine issue

A formal student complaint must contain the following elements:

- Identity attributed (not anonymous)
- Actionable with an explicit call for action
- Arising from any area on campus
- Timely
- Formalized by submitting the student complaint form found at https://www.bakeru.edu/student-complaint-process/

STUDENT ORGANIZATIONS

Organizations sanctioned, sponsored, or approved by Baker University are subject to regulations by the University. Discipline of these various organizations is a responsibility of the University.

Student organizations have the obligation to represent the University by appropriate behavior in conformity with University regulations and standards of conduct. No student organization may be formed until the group has submitted a statement of purpose to the Office of Student Life and approval has been given.

Organizations are subject to University discipline if their conduct endangers the life, property, or rights of other students or persons. Organized groups are expected to refrain from hazing or violent, hostile, or threatening behavior. Baker University

expects all organized groups to set an example of good citizenship and responsible behavior. Any group whose actions or activities result in civil conviction, derogatory public notice, or are in violation of University regulations may be subject to University discipline. Organizations that are approved by Baker University may be subject to discipline for behavior off campus that constitutes a serious breach of citizenship or behavior that may damage the reputation of the University. Disciplinary sanctions that may be imposed include:

- Restitution consisting of reimbursement for damages or misuse of property. This may be in the form of direct payment or may consist of appropriate service or other compensation.
- Probationary status for the organization for a designated period of time. Probationary status is a warning that further violations by the organization may result in additional sanctions.
- Disqualification of organizations to participate in scheduled activities and programs sponsored by the University, or to carry on any activities sponsored by the organization.
- Non-recognition of the organization as a sanctioned and approved group. This sanction will not be imposed until a meeting with the organization advisors has been held.

The University does not allow external organizations managed primarily by non-Baker students to be registered student organizations (RSO). While glad for the opportunity for our students to explore any organizations, the University can only support internally managed student organizations.

STUDENT PUBLICATIONS

The student media are educational laboratories in which student journalists and broadcasters practice the skills learned in mass communication coursework. The media are a training ground through which students may prepare for post-graduate employment, and their quality should aspire to be measured against professional standards.

The Baker student media and their staff will enjoy full constitutional freedom subject only to the following restraints:

- State and federal law superseding First Amendment rights, including but not limited to standards for libel, privacy, and obscenity
- The regulations of the Federal Communication Commission
- Laws governing advertising representation
- Generally accepted professional and ethical standards as defined by the Society of Professional Journalists
- Operating agreements or contracts with carriers

Student editors and general managers are solely responsible for the content of their media and for the conduct of their staff. Faculty who supervise the educational laboratories serve in the capacity of advisors and such mentorship does not carry responsibility for decisions made by student editors and general managers. The responsibilities of the advisor are congruent with the role of a member of the teaching faculty.

The University's Board of Trustees is the primary source of funding for the student media; however, such financial sponsorship does not entail an endorsement of or responsibility for decisions made by student editors or general managers.
Nothing in the policy shall authorize prior review by any person in any capacity outside the media staff. Faculty advisors may review content of media prior to publication or broadcast only with permission or at the invitation of the student editor or manager.

THEFT

Theft, attempted theft, including acts of larceny, burglary, breaking and entering, robbery, or possession of stolen personal or University property is prohibited.

VANDALISM

Students are responsible for treating University property well and helping the University keep them damage-free. Vandalism is prohibited at Baker University. Thus, students are responsible for any damage resulting from acts of vandalism committed personally or by their guest(s). Students are expected to report acts of vandalism to campus personnel.

VEHICLES AND PARKING

The principle objective of the parking regulations is to provide students with the opportunity to maintain a motor vehicle while attending Baker University. Baker University also wants to assure its students, employees, and guests have appropriate places to park, and that access for emergency vehicles and equipment is maintained at all times. Students may drive their vehicles to

campus. Ample, free parking is available across the University parking lots. Handicapped accessible parking is available near campus buildings and residence halls.

All automobiles and motorcycles driven by students and parked in Baker owned lots must be registered and display a Baker University parking permit in the lower passenger side front window. Permits are free of cost. If your permit is damaged, please obtain a replacement permit, free of charge, from the Campus Safety office in the NLC room 104.

Students (as well as faculty and staff) may park in any available parking space on campus, except:

- The President's parking spot,
- The parking lot between Union and Rice Auditorium (staff/faculty only),
- Areas designated as "No Parking" areas,
- Spaces reserved for Visitors only,
- Spaces designated as Handicapped parking (unless the vehicle has the proper authorization to park in those spaces),
- Blocking curb cuts and ramps
- Alleyways and right-of-ways
- Spaces designated for specific employees
- Fire lanes.
- Any parking that is otherwise considered illegal in the State of Kansas on public streets and private lots in and around campus.

As good practice, Baker University students should check on their vehicles at least once a week.

No vehicles, except maintenance vehicles, may enter the sidewalks or the grassy areas on campus. Each vehicle should occupy only one parking space. Please also be reminded that when parking vehicles on campus, for safety and security of personal belongings, vehicles should always be locked. Baker University lots are unattended. The University is not responsible for damage to vehicles or theft of valuable items left in vehicles in University parking lots.

Baker University tows at the owner's expense:

- Vehicles parked in restricted areas.
- All cars abandoned on campus; BU considers an abandoned vehicle to be any vehicle without current license plates or any vehicle that is clearly inoperable.
- Certain times of the year students will be asked to move their vehicles for special events. Students will be given 48-hours' notice to vacate the parking lots.
- On the Monday following graduation, all student vehicles must be removed from Baker University parking lots for students not attending summer school, employed, living on campus, or employed at the University.

TEMPORARY PARKING

Temporary parking permits are available at Campus Safety. Temporary permits are available for students, faculty, and staff who are temporarily driving a vehicle that they do not normally drive, such as a rental car.

PARKING VIOLATIONS AND FINES

The following are parking violations and their associated fines. Baker University reserves the right to tow at our discretion.

Students violating the parking policies may be sanctioned the following. This list is not exhaustive or comprehensive and is cumulative over a student's time at Baker:

First violation may include, but not limited to:

- Parking quiz or $50 fine. Student has one week to complete the quiz.
- Coach or parent notification

Second violation may include, but not limited to:

- Conduct status change
- $75 fine
- Loss of campus parking privileges
- Coach or parent notification

Third violation may include, but not limited to:

- Conduct status change
- $100 fine

- Loss of campus parking privileges
- Coach or parent notification

WEAPONS

All firearms, explosives, firecrackers, toxic chemicals, gas grills, bottle rockets, smoke bombs, and related paraphernalia are strictly prohibited in University living facilities and on campus property. This includes, but is not limited to, hunting rifles, shotguns, bows and arrows, swords, handguns, BB guns, pellet guns, air guns, gel ball (Orbeez) blaster guns, Tasers, stun guns, brass knuckles, knives, hunting or outdoor knives, and any other type of weapon and related ammunition or projectiles. This includes any facsimile of a firearm, toy, or tool that shoots projectiles at any speed, regardless of its primary function or if the object is currently functional to shoot projectiles. The possession, sale, or use of any type of gun, firearm, fireworks, and other explosives and weapons (including hunting equipment, martial arts weapons, etc.) are prohibited in the University living area. Possession of a weapon or explosive depending upon potency can result in the immediate suspension of the student.

RESIDENCE LIFE POLICIES

RESIDENCE LIFE POLICIES

Baker University's Baldwin City Campus seeks to create a living-learning environment designed to foster the integration of student learning, student development, faith and values, and co-curricular activities in ways that educate the whole person. In support of that mission, the University is committed to providing housing for students and to establishing a residential environment; information and guidance is combined with opportunities to learn through engagement with other residents, Student Affairs staff, and faculty. Student and professional staff members of Residence Life are responsible for coordination of all activities and providing general information, assistance, and crisis management. They serve as advisors, administrative liaisons, and referral sources, and assist residents in implementing University policies and planning educational and social programs. The Maintenance Department staff work in partnership to provide a safe living environment. The Maintenance Department staff are responsible for the maintenance needs of the residence halls and apartments and custodial needs of common areas.

We encourage you to read the following policies and procedures so that you fully understand and appreciate your rights and responsibilities while living in Baker-owned housing. "Living unit" or "residential facilities" refer to residence halls and apartments owned and operated by Baker for which a student has contracted a space. Baker University reserves the right to update or change policies. If you have additional questions, ask a Residence Life staff member. These policies are not intended to define appropriate and inappropriate behaviors in exhaustive terms. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times as a mature, responsible adult, and in a manner consistent with Baker University mission and values.

Violation of Residence Life policies, community standards, or written and verbal instructions and policies issued by Residence Life staff are grounds for conduct action. For more information, contact your building staff or the Department of Residence Life.

The University insurance does not cover personal property of students, employees, or guests on campus. Renter's insurance is available through a variety of brokers. Baker University recommends the purchase of a policy but does not endorse any specific insurance product.

BASIC RIGHTS OF A RESIDENT

- The right to read, study, and relax free from undue interference in one's room; unreasonable noise and other distractions inhibit the exercise of this right
- The right to sleep without undue disturbance from guests of roommate(s) or other residents
- The right to expect that a roommate will respect others' personal belongings
- The right to a clean living environment
- The right to privacy
- The right to host guests within guidelines of the visitation policy with the expectation that guests are to respect the rights of the host's roommate(s) and other residents
- The right to free access to one's room and living areas without a sense of pressure or discomfort from roommate(s) and others

BASIC RESPONSIBILITIES OF A RESIDENT

- The responsibility to address grievances through appropriate channels and processes in a timely manner
- The responsibility to cooperate in a reasonable manner and adhere to the roommate and suitemate agreements
- The responsibility for the behavior of guests in the room
- The responsibility to act as a mature adult. In the event of roommate or resident difficulties, first communicate concerns to the person(s) involved and try to resolve the problem. If that is unsuccessful, contact your Resident Assistant, Assistant Hall Director, or Area Coordinator.

Abandonment of Personal Property Personal property left in a living unit after you have moved out, whether by proper or improper checkout shall be deemed to have been abandoned and will be immediately removed and disposed at the owner's expense and charged to the student's Baker account. The University will not hold, store, or ship abandoned items. Personal property left in common areas of the residence halls unattended at any time during the academic year will also be considered abandoned property and disposed under this policy. This also includes clothing left in or around laundry machines after a completed cycle. The University shall not be responsible or liable for any losses of or damages to any abandoned property.

Accommodations Students seeking long-term or short-term housing accommodations for medical reasons should visit Access Services, Collins Library Ground Floor.

Apartment-Specific Rules and Regulations The residents of Baker University's Horn and Markham Apartments, and their guests, are expected to abide by the University Student Code of Conduct. All policies referring to the residence halls also apply

to apartment residents unless specifically stated otherwise in the Code of Conduct. All apartment residents are responsible for reviewing, understanding, and upholding the University Student Code of Conduct. Current students who will be apartment residents must successfully pass the "Apartment Acceptance Quiz" with 100 percent before moving into housing. New or Transfer students living in the apartments have two weeks from move-in to complete the quiz. Failure to do so will result in conduct charges and a hold placed on a student's account.

Banned Items Materials that are prohibited from use in the residential facilities include but are not limited to:

- Flammable liquids and chemicals
- Cut Christmas trees or boughs
- Four-way, cheater plugs, and power strips without active surge protection
- Firearms, Orbeez guns, fireworks, compound bows, and knives
- Paintball, BB guns, or other weapons (see complete Weapons policy above)
- Extension cords without breakers
- Laser pointers
- Duct tape on University owned property
- Contact paper, wallpaper, and adhesive LED light strips of any kind on walls or furniture
- Push pins, tacks, or nails in walls or ceilings
- Any substances applied to windows except cleaning products and decorative window clings
- Alcohol and alcohol paraphernalia (for example, but not limited to, empty alcohol containers, equipment used in aid of rapid consumption (i.e. beer bongs), alcohol used in aid of production or containers where intent is to consume)
- Candles and incense (lit or unlit), candle warmers, candle paraphernalia, and wax products
- Pets and animals (other than fish in a 10 gallon or less tank or other approved service animal or support animal)
- Dartboards
- Bidets or other plumbing attachments
- Other items that negatively impact the community as determined by staff

Billing and Refunds Base charges, pro rata, and refunds of housing and meal plan costs are determined and managed solely by the Business Office. These policies can be found the Business Office section of the student handbook. The Office of Residence Life and Maintenance Department determines student fines associated with the conduct process and residence hall damages only.

Behavior and Conduct Laws of the land and University policies apply to residents, visitors, and guests. Violations of University policy may result in suspension of the privilege to live in Baker facilities or more severe University disciplinary action. Recognition of the personal property rights of others is expected of all occupants and guests. Interference with the rights of others to use their rooms for study or sleep constitutes violation of housing rules including possible removal from Baker owned housing by the University at the discretion of the Dean or Assistant Dean of Students or Executive Director of Student Affairs, Common decency and decorum are also expected of residents and guests. Adequate dress is required in all public areas of the living facilities and in student rooms.

Bicycles, Scooters, or Motorized Vehicles These items must be stored in outside authorized areas only and are prohibited inside University-owned housing. Any of these items found inside buildings or in violation of fire code will be removed and will be treated as abandoned property. The University shall not be responsible or liable for any losses of or damages to any property under this policy. Likewise, the University is not responsible for damage or theft.

Biohazard Clean-up Vandalism or damage which includes, but is not limited to, bodily fluid, perishable products, or like materials require proper cleaning. Sanctions will be assessed to the responsible student(s), including but not limited to monetary restitution charged to the student(s) account.

Building Security Residents are expected to lock their rooms and secure items of value. Although the University uses reasonable effort to protect student property, it is understood that the University can assume no liability for loss, theft, or damage to property belonging to residents. Insurance coverage for personal property is the responsibility of the student or parent. Renter's insurance is available through a variety of brokers. Baker University strongly recommends the purchase of a Renter's policy but does not endorse any specific insurance product.

Security is primarily the responsibility of the student. Baker Campus Safety Staff make regular rounds checking the University buildings. Propping exterior building doors open and tampering with or disabling exterior door security and access systems compromises building and student safety and will result in conduct action. For personal safety and the safety of others, please follow these guidelines:

- Do not prop open or block doors.

- Close doors that are found propped open.
- Do not allow unescorted nonresidents or strangers to enter the residential living units or areas.
- Escort guests at all times while in the residential living units or areas.
- Report any unescorted nonresidents to the Residence Life staff or Baker Campus Safety.
- Report any security issues to the Residence Life staff or Baker Campus Safety.
- Close and lock bedroom doors when leaving.
- Meet all guests and visitors at door to escort through buildings and likewise, see guests and visitors to the building door when leaving.

Cameras Security cameras are used throughout the residential living units. Moving, altering, damaging, etc. the camera or camera equipment is prohibited.

Cars & Parking Parking is provided on campus with a valid permit per the policies in the motor vehicle & parking section of the student handbook. The University is not responsible for theft, loss, or damage to motor vehicles or its contents in any parking lot or street stalls. 'Hot Starts' or block heater plugs are not provided in residential parking. Extension cords run from an interior electrical plug in any building to a block heater or other appliance outside is not permitted per Fire Code.

Common Area Responsibilities Common areas include, but are not limited to, hallways, bathrooms, stairwells, lounges, study rooms, utility rooms, storage rooms, laundry rooms, TV rooms, kitchens, campus grounds, outside areas, and patios. Furnishings in common areas are for use by all members of the community. Residents may not remove furniture from common areas. Students who move furniture from common areas are subject to a fine and conduct action. Residents are expected to take every precaution to assure that common areas are not abused. Damages to common areas will be charged to all residents of a particular wing, floor, living area, or residence hall unless it can be determined who is specifically responsible. Sleeping in common areas is not permitted. Spontaneous gatherings in common areas are allowed as long as members of the gathering do not outnumber the room capacity. The capacity differs from room to room. All students must be mindful of their noise levels and are responsible for cleaning up after themselves. Since common areas are in residential buildings, noise should be kept to a minimum. The area should be left better than it was found. Use of common areas for group activities or social events must be approved by the Assistant Dean of Students five school days prior to the event. Students in charge of the event are responsible for cleanup after the event.

Confiscation of Possessions The University reserves the right to enter student rooms and confiscate items at any time considered illegal, hazardous, or harmful to the community, and those items that are prohibited per University policy. In the case that the University cannot ascertain the contents of a locked container such as a safe, box, or other, the University may remove the container for safekeeping until the container can be unlocked and searched. Confiscated items that are not permitted at Baker University but are legal under the law may be retrieved from the hall offices within three calendar days of confiscation to be put in a personal vehicle to be transported off campus or disposed. If the items are not retrieved within three days, the confiscated items will be considered abandoned property and disposed. However any confiscated items containing alcohol or related paraphernalia, controlled or illegal items or substances, or is deemed trash or a health or safety risk may be disposed, transferred to law enforcement, or destroyed immediately at the discretion of the University. Items disposed, damaged, or destroyed as a result of confiscation by the University will not be replaced or value reimbursed.

Consolidation of Empty Spaces Room consolidation may be required of any student with a vacancy in an under-assigned living unit. The University has the right to assign, reassign, and adjust occupancy of rooms. Unoccupied space is reserved for use by the University.

All students are expected to remain living in their assigned rooms throughout the year unless instructed to move by the Assistant Dean of Students. Students may not move into vacant spaces in or out of their assigned suite unless instructed to do so by Residence Life. This includes vacant beds or bedrooms within the student's assigned suite. If a student is found to occupy a space that is not assigned to them, they will be required to vacate that space and return to their assigned room.

In the event that consolidation or occupancy changes are required or available, Residence Life will communicate with the affected students by Baker email with instructions. If a student ignores or refuses attempted contacts for this purpose, decisions about consolidation and occupancy changes may be made at the discretion of the Department of Residence Life. This may result in possible fines and conduct action. If a student has a vacancy in their living unit and wishes to guarantee continuing to live without a roommate, he or she may choose to purchase the double room as a single through the Department of Residence Life (option available in Irwin and Gessner Halls only). This option is only available at select times throughout the year at the discretion of Residence Life. Spaces in double rooms remain available for assignment by the Department of Residence Life unless otherwise purchased as a single.

Damage to Personal Property Although the University uses reasonable effort to protect student property, it is understood that the University can assume no liability for loss, theft, or damage to property belonging to residents. Insurance coverage for personal property is the responsibility of the student and parent. Renter's insurance is available through a variety of brokers. Baker University strongly recommends the purchase of a Renter's policy but does not endorse any specific insurance product.

Damages to Room Residents jointly share the responsibility for an assigned room. Students are responsible for the condition of furniture, walls, woodwork, ceilings, floors, and all provided components of their assigned space. Damage that occurs beyond the limits of normal wear and tear is the student's responsibility and will be charged accordingly to the responsible party's student account. Baker University Residence Life and Maintenance Department will determine normal wear and tear and applicable costs. Residents may be held accountable for misconduct that occurs within their room. Residents will jointly share the cost of repairs or replacements for damages in the room unless it can be determined who is specifically responsible. For safety and liability reasons, damage to Baker University owned property must be corrected by Baker University staff and departments.

Electrical Appliances Refrigerators 3.7 cubic feet and under and microwaves 1.5 cubic feet and under may be used in the residence halls. Devices such as ovens, electric woks, full-size refrigerators, deep fat fryers, hot plates, quesadilla makers, air fryers, George Foreman Grills, and halogen lamps are prohibited (see list of additional banned electrical appliances below). University-provided appliances in apartments and residence hall common areas are the only exceptions. In compliance with fire and safety codes, the following appliances are **not allowed** in any residential facility:

- Any appliance with an exposed heating surface (University-provided appliances in the apartments are the only exception)
- Space heaters
- Refrigerators larger than 3.7 cubic feet (NOTE: ONE refrigerator per every 2 residents in Irwin, Gessner and NLC; no refrigerators other than the refrigerator provided by the University in the apartments)
- Microwave ovens larger than 1.5 cubic feet (NOTE: ONE per Irwin, Gessner room or NLC suite ONLY)
- Halogen lamps or quartz light bulbs and lamps
- Hot plates
- Oil popcorn poppers
- Electric sauce pans
- Any type of grill
- Any appliance not clearly marked as UL approved
- Sun or heat lamps
- Electric blankets
- Four-way, "cheater" plugs, and power strips without active surge protection
- Any type of extension cords without a breaker
- Extension cords run through a door or window of any building
- Broiler ovens, toasters, toaster ovens (except in the apartments)
- Electrical items that cause electrical outages
- Any electrical appliance deemed by the Department of Residence Life to be a fire hazard

Prohibited practices involving fire safety include: any modification of existing electrical equipment such as outlets, light fixtures, wiring, etc.; running electrical cords under carpeting or through a doorway or window; connecting high wattage appliances or other electronic equipment to outlets by extension cords that do not contain breaker switches; decorating a student room by hanging tapestries, flags, or posters on the ceiling or in a way that covers vents on appliances or electronic equipment; changing or adding locks to doors, any practice that constitutes a fire hazard (e.g., careless use of smoking materials, etc.).

FIRE SAFETY EQUIPMENT, PROCEDURES, PREVENTION

It is a serious offense to tamper with fire safety equipment, such as fire extinguishers, fire alarms, and smoke detectors or other fire prevention equipment or to pull the fire alarm under false pretenses. Tampering with the fire alarms or fire extinguishers is prohibited, and persons who do this may be prosecuted under the law and will be subject to swift and decisive disciplinary action with eviction from University-owned housing being the most viable sanction. Anyone tampering with fire equipment is subject to a $1,000 fine and possible criminal charges. The student will also go through the University conduct process.

Evacuation Fire drills occur once a semester in University-owned housing. The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. All persons in the building must participate in the drill and evacuate the building. Failure to do so may result in conduct action. Residents are to follow evacuation procedures. Specific evacuation procedures for each building will be explained by the Residence Life staff at the first floor meeting and are posted throughout the building. When an all-hall alarm sounds, the building must be completely and immediately evacuated. Baker Campus Safety, Baldwin City Police Department, and Baldwin City Fire Department are automatically notified. Do not panic.

Students are responsible to become familiar with the emergency procedures for their building upon move-in. Follow these simple instructions:

1. Turn off room lights except for ceiling lights. Leave blinds and curtains open.
2. Close windows, lock the door, and take room key and Baker ID card.
3. Grab a coat, shoes, and a towel to cover face and head and leave in an orderly fashion as instructed in the evacuation procedures.
4. Walk quickly and quietly and use the closest exits.
5. Stand away from the building at the designated area. The Residence Life staff will inform students when they may return to the building. Deliberately remaining in or returning to a building during an evacuation is a personal danger and a danger to others who will enter the building to find those unaccounted for. This policy also applies to fire drills. Students found in buildings when a fire alarm is active may be subject to conduct action.
6. Be respectful of Residence Life staff, Campus Safety, and Public Service officials who are acting in the line of duty.

If a fire is outside a student's room or apartment and it is unsafe to exit:

1. Crack a window and remain near the opened window.
2. Hang a bed sheet or any large light-colored cloth out the window to signal location to emergency personnel.
3. Keep close to the floor and near the outside wall. Remember that smoke rises.
4. Do not panic. Remain calm and cooperate with the staff and emergency personnel during emergencies.

Prevention The best fire safety starts with prevention. To prevent fires and accidents, residents must use common sense and follow these simple guidelines:

- Smoking is prohibited in University-owned buildings or within 25 feet of any building.
- Use ashtrays found outside of buildings to completely extinguish cigarettes or matches.
- Use only UL-approved electrical appliances. Use caution when using these appliances. Do not leave electrical appliances unattended.
- Halogen lamps are not permitted in University-owned housing facilities.
- Make certain that decoration materials are fireproof or fire retardant.

Open flames of any type (including candles and the burning of incense or coals), combustible chemicals (including propane and other fuels), multiple ("octopus") electrical adapters, appliances with frayed wires, and ungrounded electrical appliances are not permitted inside or within 25 feet of University-owned housing facilities. For more examples of items and practices prohibited in residential facilities under the fire code, please refer back to the Electrical Appliances and Banned Items sections.

Unsafe and prohibited practices involving fire safety include: any unofficial lock modifications or additions to doors, any modification of existing electrical equipment, such as outlets, light fixtures, wiring, etc.; running electrical cords under carpeting; running electrical cords through a doorway or window; connecting high wattage appliances or other electronic equipment to outlets by extension cords that do not contain breaker switches; decorating a student room by hanging tapestries, flags, or posters on the ceiling or in a way which covers vents on appliances or electronic equipment; any practice which constitutes a fire hazard (i.e. careless use of smoking materials, etc.).

Fire Safety Equipment Fire extinguishers are located throughout the residence halls and apartment buildings. They are to be used only in the event of a fire. They are considered fire equipment and are not to be disturbed. Do not tamper with fire extinguishers or use them for anything other than to extinguish a fire. Exit signs are located strategically throughout the buildings to indicate exit routes, particularly in emergency situations. Do not remove or tamper with any of these signs. When an alarm is activated, it sounds throughout the entire building. The building must be thoroughly and immediately evacuated when an alarm sounds. Individuals found tampering with the fire alarms, extinguishers, smoke detectors, or other fire prevention equipment, or pulling the fire alarm under false pretenses will be subject to swift and decisive disciplinary action with eviction from University-owned housing being the most likely sanction. Do not tamper with the fire or life safety equipment. All hallways, decks, and walkways must be kept clear to allow for safe entrance to and exit from all individual rooms and apartments per fire or life safety codes.

Force Majeure Event Baker University may alter or terminate the on-campus residence of all, some, or one student when Baker University, in its sole discretion, determines such alteration or termination to be in the best interest or safety of the community, Baker University, Baker's student body or any part thereof due to any Force Majeure Event. The specific definition of a Force Majeure Event and financial policies arising from such an Event can be found in the Business Office section of the student handbook.

Fraternity and Sorority Chapter Housing 1st year University students may move into a chapter house after their first full transcripted semester at Baker University conditional on the following: Completion of "new member education" program;

completion of 30 hours credit by the end of the fall semester (The credits taken during Interterm do not count toward the 30); written approval from the chapter's president; a minimum of a 3.0 GPA for the fall semester, and written approval from parents or guardians to the Assistant Director of Student Life. Transfer students may move into a chapter house after their first full transcripted semester at Baker University, conditional on the following: Completion of "new member education" program; completion of 30 hours credit by the end of the fall semester (credits earned during Interterm do not count toward the 30); written approval from the chapter's president. All students must complete the appropriate forms, submit all paperwork, and meet all deadlines as prescribed by the Office of Fraternity and Sorority Life. Students joining a chapter in the spring semester must complete "new member education" program to be eligible to move into the chapter house for the subsequent fall semester. It is the responsibility of the student to notify the Department of Residence Life if he or she is leaving for a chapter house, and schedule and complete a checkout time within the communicated timeframe, otherwise conduct action may be taken and the student will be billed for housing and a full meal plan.

Furniture & Mattresses Residents may choose to bring furniture at their own risk. Additional furniture brought into the room must be freestanding and clear of all existing fixtures, HVAC units, windows, window screens, and mechanical equipment. Furniture must be removed if it is determined it poses liability for damage or violates University policy. Residents may be asked to remove items at any point and compliance is mandatory.

Residents are not permitted to bring personal mattresses for use in the residence halls or on-campus apartments. University-issued mattresses must remain on bed frames and may not be taken outdoors or placed in common areas on the floor. Mattresses will not be stored. Mattresses must stay in the University-owned room. All furniture must remain in the student's room at all times. This includes closets, desks, dressers, shelves, bunkbeds, desk chairs, and mattresses. Students will be held responsible for the condition of all furniture for their room. The unauthorized removal of furniture will result in the pieces being replaced by Maintenance personnel and a replacement charge being assessed.

Guests and Guest Responsibility Students are responsible for all actions of their guest(s) at all times. A guest is any person who is not a currently enrolled student or resident of the room or living area in question. Should a student's guest(s) violate residence life policies, the student will be held accountable, and the guest(s) may be asked to leave. Students and their guest(s) are contractually responsible for emergency information and policies outlined in this handbook. Students are responsible for any activity that occurs in their room whether present at the time or not. Students may not allow others to use their room without their presence. Any invited guest may visit the lounge areas or the private room of a resident with the consent of the roommate during visitation hours (See Visitation section below). It is the responsibility of the host or hostess to acquaint visitors with stated policies and regulations. Guest(s) may be asked to present proper identification. A guest(s) may be asked to leave at any time by staff if it is not felt it is in their best interest or that of the University that he or she be present at a particular housing facility.

Approved overnight guests are allowed to stay no more than three consecutive nights, with no more than six total nights per month. An overnight guest is defined as any person who does not hold a current housing assignment within the BU Residence Life system and is present in a residence hall room outside of visitation hours (see visitation section below). Without approval from the Department of Residence Life, there will be no overnight guests in the residence halls. The rights of a roommate, suitemates, and other residents always supersede those of a guest. No guests under the age of 18 are permitted unless they are immediate family members of residents.

Cohabitation is not permitted on campus. Cohabitation is defined as any off-campus guest sleeping or living in the residence halls beyond the approved timeframe OR any on-campus student sleeping or living in any residence room other than their assigned space. Students of the opposite sex or of the same sex and involved in a romantic relationship are not assigned as roommates and may not arrange to live together in campus-owned housing. Accommodations are available for students that identify as nonbinary or transgender. Please contact the Dean of Students for more information. Residents cannot charge another person for staying in their room or allow someone to stay for an extended period of time. This constitutes renting out a part of the room and is prohibited.

To request an overnight guest, the resident must get consent from their roommate and suitemates, then submit an online request form at *https://www.bakeru.edu/resource/housing-essentials/*at least 24 hours in advance. Restriction of access to the residence halls will be enacted against violators of visitation regulations.

Once a student has checked out of their room he or she is considered a guest. Guests of this nature are not allowed in the residence halls or apartments without prior approval from the Area Coordinator. This includes but is not limited to Winter break and end of the academic school year.

Visitation Visitation is allowed in rooms in Gessner Hall, Irwin Hall, and the New Living Center between the hours of 9:00 am and 2:00 am. In the Horn and Markham Apartments and Lodge rooms, visitation hours will be determined by the residents of

the apartment in their roommate agreement signed at the beginning of each semester**.** A roommate must not be deprived of the right to privacy, study time, or sleep because of a visitor. If a roommate feels their right to free access of the room is being violated, he or she should act to resolve the concern directly with the individual or contact a Resident Assistant to set up a mediation in a timely manner as in any other roommate conflict situation. Residence hall lobbies are 24 hour visitation areas.

Custodial Services and How to Keep Rooms Clean Although custodial staff cleans all common areas during the week, residents are responsible for regularly cleaning their living unit and bathrooms. Failure to maintain living units to the expected minimum standard of cleanliness, or disregard of mandating warnings, is cause for eviction from University-owned housing. Under no circumstances are trash cans, trash bags, or trash to be left in the hallways, walkways, corridors, outside student rooms, apartments, or in common areas. Periodic inspections of rooms are held for sanitation and safety purposes. A charge may be levied if the University has to clean the rooms or bathrooms.

All plumbing, electrical problems, or repair problems should be reported immediately to the maintenance service request website at https://bakeruniversity.formstack.com/forms/maintenance_request who will then assign and contact appropriate maintenance or custodial personnel. Emergencies (overflowing toilets, sinks, leaks) should be reported directly to the Residence Life staff.
It is recommended that students use the following items in keeping their room clean:

- Broom and dust pan
- Cleaning cloths
- Bleach and water solution (1/9) for dishwasher once a month (Apartments)
- Bleach and water solution (1/9) to clean window sills
- Clorox or 409 type solution for bathroom
- Dish soap or comparable
- Windex or comparable product for mirrors and windows
- Disinfecting wipes
- Daily shower spray
- Toilet bowl cleaner and scrubbing brush

Room Condition Report
Students will sign a Room Condition Report (RCR) during the check-in process. Failure to sign an RCR will result in non-issuance of keys and will release a student's space for reassignment to another individual. By signing the RCR, the student agrees that they have read, understand, and will abide by the general terms and conditions contained and implied within the online student handbook, the code of conduct, and all other written and verbal notices by the Department of Residence Life, Baker University, and its authorized representatives.

The contract term commits students to on-campus housing for the entire academic year in which the RCR was signed. The agreement is a contract between Baker University and the individual mentioned in the document and may not be transferred or assigned to another person. The space assigned may not be sublet. The academic year, with reference to housing, is defined as the day on which the residence halls open at the beginning of the fall semester, through the last day of final examinations at the end of the spring semester. Seniors graduating and specifically designated participants in the graduation exercise will be permitted to remain in their rooms until graduation day, at which time they must vacate the facilities.

Only regularly enrolled, full-time students (12 hours or more) may occupy a room in University Housing. Occupied rooms are for personal residence only. No activity is permitted that involves regular use of living facilities for financial gain or profit to an individual. All Baker University-owned living is closed for the following times (specific contract dates for each may be found by contacting the Department of Residence Life):

- Thanksgiving Break
- Winter Break
- Interterm (students enrolled in Interterm or participating in mandatory athletic engagements during that time are permitted to reside in their assigned residence hall room during Interterm)
- Spring Break

If there is any vacancy in an assigned area at any time, the student must maintain the vacant space as clean and readily available for another assigned resident at all times and abide by all written and verbal notices by the Department of Residence Life, Baker University, and its authorized representatives. Room assignments are preliminary and subject to change at any time, at the discretion of the Department of Residence Life, before or during the academic year, with or without notification, cause, or explanation.

The student also is to understand the information about the Lead Warning Statement. Housing built before 1978 may contain lead-based paint. Lead from paint chips and dust can pose health hazards if not managed properly. Before placing students in pre-1978, Baker University must disclose the presence of known lead-based paint or lead-based paint hazards in the dwelling. Information is available at www.epa.gov/lead. Baker University has no knowledge of lead-based paint in housing.

Students are to check out of residence halls and apartments with Residence Life staff no later than the designated date and time. All exceptions are to be approved by the Assistant Dean of Students. The student is also to understand that failure to read, sign, or comprehend this document or other housing processes and notices, in whole or in part, does not exempt any student from the on-campus housing or cancellation terms, conditions, and fees.

Baker University may alter or terminate residence of all or some students when determined to be in the best interest or safety of the student body and Baker University due to circumstances beyond the reasonable control of Baker University. These circumstances may include, but are not limited to, fire, floods, embargoes, war, acts of war (whether war is declared or not), insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God or acts, omissions, or delays in acting by any governmental authority, epidemics, or quarantine restrictions. Any housing or meal plan credit considerations for unused time of the academic year will be determined by applicable state and federal laws and requirements of the Department of Education.

Check-In During check-in, each resident is issued a room key and a Room Condition Report (RCR). It is the resident's responsibility to thoroughly examine the room and its contents, indicating the room condition and the absence or presence of its furnishings. This form gives residents the opportunity to document the condition of their living unit at move-in and will be used when students move out to assess any damages. Students must complete and sign this form when checking in to a new assignment. Otherwise, it will be assumed the room was in excellent condition at move-in and all damages at check-out will be assumed to be the responsibility of the resident(s). Any changes to the form should be submitted to the hall staff within 24 hours of check-in. Failure to check in prior to moving into the living unit will result in a fine. Upon request, a staff member will accompany the resident to the assigned space and assist the resident with any questions or concerns as the resident examines the space during the check-in process. No resident will be held responsible for conditions, damages, or shortages which existed prior to the time he or she assumed occupancy, provided these items are noted on the RCR at the time of check-in. Failure to return the completed form may result in charges for room deficiencies for which the new occupant is not responsible. By accepting a key and signing the RCR, residents accept responsibility for all housing policies, direction, and procedures issued by the University.

Checkout Residents are responsible for the condition of their room or apartment, including the furnishings and equipment, and will have room or apartment conditions assessed at the time of checkout. Vacate and clean room completely. This includes sweeping the floor, removing trash from the building, cleaning the bathroom, and returning the room to the condition it was in at check-in. Students responsible for leaving their room in an unacceptable condition will be charged a minimum fee. Other charges may apply. Residents must remove all personal belongings from their living unit, and thoroughly clean prior to their checkout appointment. Return key to staff member during the checkout procedure. This staff member will check the room for damages or missing items. Charges for damages, missing items, or items remaining in the living unit will be applied to the student's account. Students will be billed for any damages not due to normal wear and tear and for any cleaning or hauling of trash left in the living unit. In living units, damage charges will be divided equally among all residents unless the person(s) responsible for the damage informs the Department of Residence Life in writing that the roommates are not equally responsible for the damage. Damage charges will be assessed by the Area Coordinator during a living unit inspection after residents move out.

Improper Checkout Failure to properly check out will result in a fee charged to the student account. Improper checkout includes, but is not limited to, not signing up for a checkout time with resident assistant or Area Coordinator at least 24 hours in advance of checkout time, not completing the "checkout" list, staying after checkout is complete or hall is closed without proper permission, checking out mid-year without officially withdrawing or other approved move reason, or leaving personal items or trash behind. Upon checking out your key must be returned to a member of the Residence Life staff or Department of Residence Life.

ID Cards, Keys, and Lockouts The student ID card allows residents to access the exterior doors of their assigned residential building. All residence halls have been wired with a keyless card reader entry system. Students must carry their physical student ID at all times. Tampering with, disabling, or destroying the card readers and door alarms is a serious issue that may impact the safety and wellbeing of students. Students found damaging or tampering with card readers or alarms will be disciplined accordingly. When an ID card is lost, a new card will be issued for a fee. ID cards that have been broken will need to be replaced. Please contact the Help Desk at www.bakerU.edu/help-desk. Students who allow another individual to use their ID cardor students who use another student, staff, or faculty member's ID card (access to buildings, dining services, etc.) may be taken through University conduct. Granting personal smart phone applications(Verkada Pass) access permissions to another

person or using another person's login for a smart phone application to gain access to their access permissions is strictly prohibited.

Each resident is issued one room key and must be carried at all times The key is not transferable; the reproduction of keys to the halls and the unauthorized possession, lending, or distribution of any Baker University key is prohibited. When a room key is lost, the resident will be automatically charged a $75 fee through their Baker University student account which will automatically cover the cost of changing the lock and creating new keys. If a new key is issued and the original key is found, no refunds will be issued. Residents must immediately notify Residence Life if a key is lost, and Residence Life will notify residents when the lock has been changed and new keys are ready to be claimed. If a student is locked out of their residential building, wing, or living unit and needs someone to grant access, the process is as follows:

1. Contact roommate or suitemates. If unavailable,
2. Contact resident assistant on duty 8 p.m. to 8 a.m. or your resident assistant 8 a.m. to 8 p.m. If unavailable,
3. Contact Department of Residence Life at 785-594-4792. If unavailable,
4. Contact Campus Safety at 785-594-8430. Campus Safety will document this.
5. Upon entrance to room, student will be required to show ID and room key.

The second assisted lockout fee will result in referral to the conduct system and educational or monetary sanctions.

Inclement Weather Students are responsible to be aware of weather statuses and are encouraged to use resources such as Douglas County, KS Weather Alerts, National Weather Services, Weather Underground, or like services. The route to each building's safety area is posted in the common areas and is discussed at initial hall, floor, or wing meetings. Students are responsible to become familiar with the building's safety location before bad weather sets in. It is advisable to prepare an emergency kit that can be grabbed at a moment's notice. The kit should include the following:

- Flashlights and batteries
- Extra set of clothing and shoes
- Bottled water
- Medication
- Blanket
- Poncho
- Protein bars or non-perishable snacks
- Battery-powered radio

Keep in contact with Residence Life staff for special instructions as they occur. In case of high winds or hail, stay away from windows or glassed areas. Remain in the building until instructed to report to the evacuation site and keep emergency kit close. If a tornado warning siren sounds, grab emergency kit, lock door, take key and ID card, and go immediately to the designated safety area. Notify the person in charge of any special medical needs. Stay in the designated area until the "all clear" has been given by the Residence Life staff or Campus Safety. After the storm, check living area for damages, water leakage, etc., and report them immediately. Be extremely careful of flooded areas, contaminated water, fallen power lines, and other hazardous conditions attributed to the storm.

Extended Stay (including late departure and checkout) may be necessary for some students after residence halls close for breaks (Thanksgiving Break, Winter Break, Spring Break) or during graduation weekend at the end of the academic year. Extended stay permission is granted only to students deemed to be in a legitimate need by Residence Life. The student understands she or he is responsible for knowing, understanding, and abiding by policy and procedure as it appears in the housing agreement and student handbook. When considering a student for an extended stay, the student's conduct record will be taken into consideration. The student also understands that the charge for an extended stay will be placed on the student's university bill. The cost of extended stay will be published with the applications. Any student attempting to gain access during closed periods or outside of their approved extended stay timeframe without prior authorization from Residence Life may result in conduct charges and minimum fines. As dining services closes during breaks and after the academic year's end, no meals are provided to students granted extended stays during these times.

Laundry Facilities Each hall is equipped with washers and dryers and should only be used by the residents of that living area. Laundry facilities are available in all buildings. If clothing or belongings are damaged due to machine malfunction or when a machine is inoperable, residents should submit a maintenance request noting the machine "license plate" number. These machines are owned and serviced by an outside company. Residents must follow posted regulations in the laundry rooms. When doing laundry, remove clothes promptly so that others may have a turn. Items left in or around laundry machine after a completed cycle will be considered abandoned property and removed accordingly. When finished with the washing machines, please leave the doors open. These machines are airtight and will begin to smell if they are not allowed to "breathe" between loads. Report all laundry maintenance concerns to the maintenance website at https://maintenance.bakeru.edu/helpdesk/.

Include the machine number, building name and floor location in the service request. Inform Residence Life staff so they may put a sign on the machine.

Littering is prohibited. Leaving trash in hallways, corridors, and common space indoors and outdoors is considered littering. Members of the university community have a responsibility to preserve the beauty and cleanliness of the campus grounds and buildings.

Lofting or Bunking Beds Constructing a loft and bunking beds is a creative way to enhance one's living space. The purpose of these guidelines and authorization procedure is protection and safety of room occupants and other residents of the hall. All construction of lofts by students in residence halls must be performed in accordance with the following guidelines. The University is not responsible for injuries to the occupants of the room or their guests during or after construction, assembly, or disassembly of lofts or bunks as a direct result of the construction. Every loft and bunked bed must be approved each year by Residence Life.

- The New Living Center has provided bunk beds in the suite B and C style setup. Suite A style setup is not bunked. All beds in B and C style rooms may be de-bunked if desired, at the resident(s) own risk. The beds must be re-bunked to its original position prior to checking out. Lofting beds in all NLC rooms is permitted with additional equipment that may be rented from Residence Life. NLC residents may also build a loft; the loft construction parameters may be found by contacting the Department of Residence Life Residents may also utilize store-bought bed risers.
- Gessner and Irwin have provided bunk beds in double occupancy rooms. All beds may be de-bunked if desired, at the resident(s) own risk. The residents of Gessner Hall and Irwin Hall may build a loft or utilize store-bought bed risers. The loft construction parameters may be found by contacting the Department of Residence Life. The beds must be re-bunked to its original position prior to checking out.

Medical Stability Students residing in Baker University-owned housing must be able to live independently. The University does not provide medical or care staff to students. Residents determined by medical personnel to be unable to live independently or otherwise engage in self-care must leave Baker University-owned housing immediately until cleared by medical personnel and the Office of the Dean of Students.

Mid-year Assignments During the year it may become necessary to assign new students or to move current residents to different spaces. If the student has not purchased the double room as a single (available in Gessner and Irwin halls only), a roommate can be assigned to the space at any time during the semester and the room must be ready to accommodate them on short notice. Please see "Consolidation of Empty Spaces" policy.

Pets & Service and Emotional Support Animals For health and sanitation reasons, no animals, reptiles, or pets, including laboratory specimens, are permitted in University-owned residential facilities. This includes pets of guests or visitors who may be present in the building for a short time. This policy does not apply to fish in a tank of 10 gallons or less.

Animals that are not approved will be removed from the building. The student is required to rehome the animal or surrender it to an accredited animal shelter within 24 hours of notice from Baker University. The owner(s) and/or hosting student(s) will be subjected to disciplinary action. An automatic punitive fine of $500 per pet per student responsible for first offenses and $1000 per pet per student responsible for repeat offenses will be assessed by Residence Life. Additional fines will be assessed and levied by the Maintenance Department in regards to cleaning, damage, and replacement costs attributed to the presence of the pet. These fines and fees are automatic for all responsible students hosting unapproved animals, regardless of length of stay or ownership.

Students who wish to bring a service animal or support animal in a residential unit must contact Access Services to seek approval for the animal prior to bringing the animal into any living unit. Students who wish to request a service animal or support animal must obtain approval through Access Services, complete required procedures, and receive University approval prior to bringing an animal into any living unit. The Americans with Disabilities Act and the Fair Housing Act are used to determine the request process and thresholds for approval and rejection.

Power Outages No one is immune from power outages. If such an outage causes food spoilage or other damage to personal property, Baker University cannot be held responsible for replacement costs. Renter's insurance is available through a variety of brokers. Baker University strongly recommends the purchase of a Renter's policy but does not endorse any specific insurance product.

Quiet Hours An atmosphere conducive to normal living and studying must be maintained 24 hours a day in all living areas. As a courtesy, loud televisions, stereos and radios, as well as boisterous and excessively noisy activities such as of amplified musical

instruments and drums are expressly forbidden at all times. There are 24-*hour "quiet hours" during final exams. Regular quiet hours are:*

- Sunday – Thursday: 10:00 p.m. - 8:00 a.m.
- Friday – Saturday: 11:59 p.m. - 9:00 a.m.

Recreational and Sports Equipment Sports equipment (including, but not limited, to skateboards, Razor scooters, hoverboards, or skates and sporting equipment) may not be used in the interior of the buildings, on balconies, catwalks, exterior corridors, or in any areas that may cause injury or damage to facilities. This equipment may be stored in student rooms and other designated areas outside the residential living areas. However, bicycles or equipment of similar or larger size must be secured outside on provided bicycle racks. Students are responsible to provide adequate locks, chains, or equipment to secure these items. Stairwells and lobbies in the University residences are not to be used for the storage or holding of personal items. All personal items brought to campus are to be stored in student rooms or specifically designated areas (e.g., bike racks located outside of residential buildings). No motorized vehicle or parts of a motorized vehicle may be stored or brought into a building.

Repairs,Maintenance, & Room Modifications All repairs or maintenance problems should be reported to the Baker University Maintenance Department in a timely manner. Failure to do so may result in charges being assessed to residents. Submit a detailed service request at https://maintenance.bakeru.edu/helpdesk/. Residents must submit their own work requests to enable maintenance staff to follow up and communicate directly with the original reporter for clarifications and work progress. Residence Life staff may answer questions about how to submit a service request. Repairs and maintenance must be performed by authorized personnel only. Residents may not modify or add locks to University-owned appliances, plumbing, electrical circuits, or other structural elements of the rooms, apartments, or anywhere in the building. Maintenance personnel are permitted access to the living units in order to make repairs. When it is possible, notice of room entry and completion of service request will be left in the room or on the exterior door. It is the responsibility of the resident to respond in a timely fashion to all communication from the Maintenance Staff.

Residency Requirement Exemptions Baker University's College of Arts and Sciences Campus is a residential University; therefore, full time students (12+ hours) are required to live in Baker campus housing or Greek chapter houses. Residence Life is part of the University's educational program in the belief that a residential community provides a more effective context for the type of education to which Baker is devoted. Residency Requirement Exemptions are granted on a very limited basis. Students must meet the established deadlines set forth by the Office of Student Affairs. Students desiring to live off campus must request exemption based on one of the reasons stated below. It is the student's responsibility to provide sufficient documentation to justify exemption status. Appointments should be scheduled in advance. All forms of Baker Aid, including scholarships, participation awards, and grants are tied to compliance with Baker's residential requirement, and may be reduced if you are approved to live off campus.

The following exemptions, if granted, are valid for one academic year and must be formally requested annually:

- Documented medical disability that requires off-campus accommodations
- Significant financial need as deemed by the Office of Financial Aid and Business Office (FAFSA completion is required)
- Residing in the permanent primary residence of parent or legal guardian
- Special situation not listed
- Exercise science internship
- Student teaching ONLY for the semester in which student is teaching

The following exemptions, if granted, are valid and remain in effect for the duration of a student's time at Baker:

- 5th year student, having completed 8 semesters or the equivalent of full-time enrollment following high school graduation
- Married (or will be before the end of the semester for which the exemption is requested)
- Age 23 or older (or will be before the end of the semester for which the exemption is requested)
- Transfer student who has at least 60 completed credit hours or an Associate's Degree
- Veteran status, verified as veteran status as deemed by the Office of Financial Aid (FAFSA completion is required)

Students must type and submit proper and required documentation by designated deadlines. Application does not guarantee approval for the exemption. All matters pertaining to special circumstances will be reviewed by the Residency Requirement Exemption Committee on a case-by-case basis. If granted, permission to live off campus is only valid as long as the reason for the original approval still exists. Any change of status during the period of off-campus approval may nullify the decision of the Residency Requirement Exemption Committee, thus requiring that the student be invoiced for room and board charges. Students supplying false information to obtain off-campus residency will be held accountable through the Baker University conduct process and may be subject to loss of institutional financial aid. All Residency Requirement Exemption

information can be found online at www.bakerU.edu/rre. Students found to be living off campus without permission or at an unapproved address will be charged full University room and board for all applicable semesters.

Residency Requirement Exemptions are reviewed for incoming students on a rolling basis. University conduct actions may be taken against off-campus students who disrupt their neighborhoods (noise, disruption, alcohol, etc.). Off-campus residency can be rescinded in such situations.

Returning To Campus Housing Students who resided abroad, off campus, or in a fraternity or sorority chapter house during the previous semester but are required or wish to return to on-campus housing in the upcoming semester must complete a new housing application. Every effort is made to accommodate the requests of students as vacancies allow. The Department of Residence Life reserves the right to assign students to any available spaces. Returning students will be placed on a housing list in the order that they submit their housing preferences.

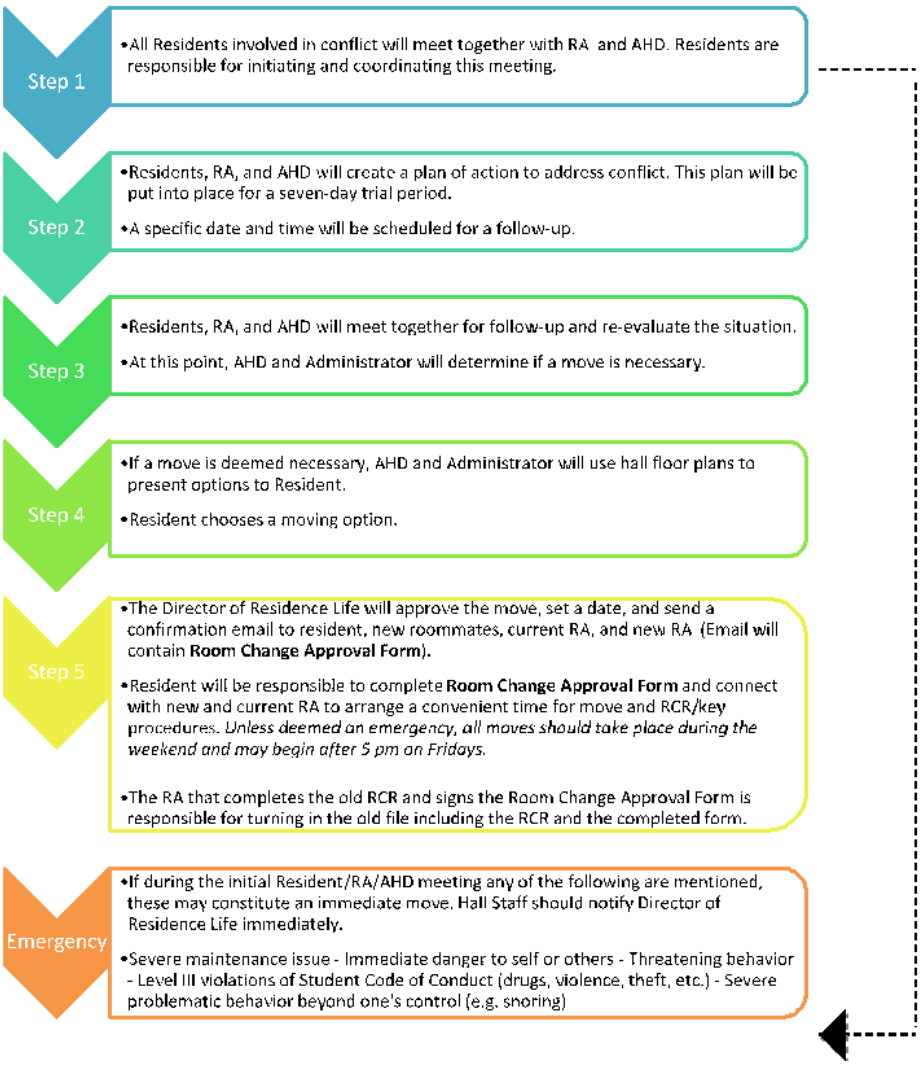
Right of Entry The University respects an individual's privacy; however, authorized University personnel may enter student living units without notice

- For normal maintenance of University property
- To inspect for or make necessary repairs to rooms or apartments and equipment
- To verify occupancy
- When there is determined to be imminent danger to life, health, safety, or property
- To ensure that health and safety standards are being met
- When breach of University policies is suspected
- When compelled by a court order, search warrant, or legal equivalent

Authorized personnel have university identification and show it upon student request. The maintenance department, custodial, and IT staff members may enter a student's room to make necessary repairs. When possible, notification of the entry and work performed will be left in the room if entry is made when the resident is not present. University personnel will not grant access to student living units to individuals not registered to the room without written permission as a request from the student detailing the person authorized to enter, the reason for their presence, and items to be removed (if any). All individuals who are authorized to enter the room under these conditions will be escorted by University staff at all times. Vacant rooms may be inspected on a regular basis and may be shown to prospective occupants when accompanied by a member of the staff. Insofar as is reasonable, advance notification will be given to the occupants. While fulfilling their administrative responsibility to enforce university regulations, members of the Department of Residence Life may enter student rooms at any time. An inspection of residence hall rooms will be conducted at least once each semester to ensure the observance of basic safety, fire, and health standards and to recover university furniture not issued to the student rooms. Notice will be given for scheduled, system-wide living unit inspections. If the resident is not present during the inspection, the hall staff will be accompanied by another member of the Residence Life staff. In cases of emergencies, staff members may use a master key to enter the room. As a matter of courtesy, staff members will always knock on the door, announce who they are, and ask to enter the room. If there is no response or an unusual delay in opening the door, the staff member may use a master key to enter the room.

Room Change Procedure

BEFORE requesting a room change, residents are responsible to first communicate the concern to the person(s) involved & try to resolve the problem independently. While sometimes difficult, these conversations are important! During the problem-solving process, roommates are encouraged to compromise. Both parties are expected to give a little in order to reach a middle point that is agreeable to all. If students are unable to problem-solve independently …



Room Change and Building Change Housing assignments are intended to last the full academic year. All hall and roommate selections should be made thoughtfully. In the event of roommate or resident difficulties, residents are responsible to first communicate the concerns to the person(s) involved and try to resolve the problem. If that is unsuccessful, residents should contact their Resident Assistant in a timely manner to schedule a mediation meeting. Room change requests follow a process. Students requesting a room change must participate in the complete room change procedure as outlined below:

No room changes may be approved or made prior to the end of the second week of classes. Race, national origin, sexual orientation, and religion will not be considered in making roommate reassignments. Occupying any space other than the one assigned by Residence Life is cause for conduct action, and the student will also be required to move back to their original room. The Department of Residence Life reserves the right to change any living unit assignments at any time for administrative necessity. Mid-year room changes will only be available at the discretion of Residence Life.

Room Responsibility Each resident is required to complete a Room Condition Report (RCR) upon initial occupancy and return it to the Residence Life staff. When occupancy is terminated, it is necessary to obtain a room inspection by the Residence Life staff. Residents are responsible for the condition of the assigned room and shall reimburse the University for all damages to the room, and damage to, or loss of, fixtures and furnishings. The student who vacates their room without following the proper checkout procedure or who leaves the room untidy is subject to a fines to cover labor and materials for administration and cleaning in addition to any damage charges or conduct.

The University provides basic room furniture. No alterations are to be made to this furniture, and no structures are to be built except for freestanding lofts that meet the University-approved specifications. Information regarding loft construction may be found at the Department of Residence Life. Beds may not be triple bunked. Mattresses must be on a bed frame and never resting directly on the floor. Mattress covers that are waterproof must be used.

As University-owned furnishings meet Baker's safety standards, and storage space is nonexistent, residents may not remove furniture from rooms or apartments or put it in the hallway. Furniture items that are damaged or missing from rooms at the end of the year will be charged to all occupants of the room at the replacement rate. Additional furniture brought into the room must be freestanding and clear of all existing fixtures, HVAC units, windows, window screens, and mechanical equipment.

All doors must be left attached. No changes or modifications of electrical fixtures or equipment will be permitted.

Residents may not paint any part of their room, apartment, furniture or equipment. Contact paper, wallpaper, and adhesive LED light strips of any kind is also prohibited, as it is difficult to remove and will cause damage. No flooring may be added that will attach to the provided floor covering.

Only nonmarring adhesives may be used to hang posters, pictures, and other decorations. Blue painter's tape works well in most cases. Stickers, decals, contact wallpaper, adhesive LED light strips or foil may not be applied to windows, furniture, walls, or doors. No decorations of any kind should be placed on or hung from the ceiling. Also, no decorations of any kind may be placed across hallways or walk spaces. Holes may not be hammered or drilled in walls or furniture. 3M Command adhesive products and other non-marring adhesives may cause damage and should be used according to package directions. Damages will be billed to student's account, including damage resulting from permitted adhesive products and other materials used in any manner. Residents are equally charged for any damages or cleanliness issues in shared room spaces unless clear mitigating circumstances are presented indicating responsibility of a specific student. All decorations should reflect University standards and values and comply with the University policy.

Room Selection Process The room selection process was designed to give current students the first opportunity to select their housing assignment. New students are assigned based upon housing application and deposit date and housing application preferences. Prior to rooming assignments at the beginning of the academic year, if a student wishes to room with another specific student, both students must make mutual requests. Both requests must be received in the Department of Residence Life by the respective deadline. As with all housing requests, it may not always be possible to accommodate roommate requests. The returning student room selection process will be published in the spring semester prior to the start of the contract period. Assignments will be emailed to students in summer with roommate contact information. Assignments are subject to change at any time.

Roommate Agreements Residents complete a roommate agreement during the first few weeks of the semester or any time a change is made to housing assignments. Residents talk about living habits and how responsibilities will be shared in the living environment. The roommate agreement serves as a foundation for discussion when living habits change throughout the

University experience. All residential students are required to complete a roommate agreement. Failure to do so will result in a conduct charge. All residents are responsible for adhering to the Roommate Agreement of the room.

Smoking and Tobacco Regulations Smoking, defined as the combustion of any cigar, cigarette, e-cigarette, pipe, hookah, or similar articles using any form of tobacco, nicotine, CBD, or other combustible substance is not permitted inside of any building. Also, no smoking may occur within 25 feet of a building. This policy applies to faculty, staff, students, and visitors to university-owned housing facilities. No use or possession of smokeless tobacco, nicotine products, or vapor products is allowed in the residence halls or apartments. If any University official has reason to suspect the use of a prohibited substance, he or she may contact the hall staff, who is permitted confiscate all suspected items and materials and process according to the Confiscation policy above. All individuals believed to have participated in the use of a prohibited substance will be subject to referral and potential sanctioning under the Controlled Substance policy.

Staff Directions Students and their guest(s) must follow the reasonable direction(s) of University officials at all times. Providing false information or failing to provide information to staff, interfering with staff while performing official duties, being uncooperative, or being verbally or otherwise abusive to staff is unacceptable. Abusive behavior includes, but is not limited to: physically threatening conduct, verbal threats, profanity, name calling, or noncompliance with staff directions.

Storage Due to limited space, the Department of Residence Life is not able to provide storage facilities for residents. Residents needing storage space should arrange for a privately owned storage unit in the community. This policy applies to faculty, staff, students, and visitors to university-owned housing facilities.

Vandalism Students are responsible for treating University property well and helping the University keep them damage-free. Vandalism is prohibited at Baker University. Thus, students are responsible for any damage resulting from acts of vandalism committed personally or by their guest(s). Students are expected to report acts of vandalism to campus personnel.

Waitlists After resident assignments are completed for the upcoming academic year, current Baker University students who would like to be considered for residency in other living units, should a space become available, may choose to add their name to the Waitlist by the published process. Student names will not be added to the Waitlist without a direct written request from the student. Any student wishing to add their name to the Waitlist for the upcoming academic year must do so before the last day of finals of the preceding Spring semester. No Waitlist requests will be accepted from current Baker students after that date. Waitlists expire on Aug 1.

In the event of vacancy during the summer, Residence Life will assign students from the waitlists to any underassigned space of the room type the student requested automatically in most cases. If a student on the Waitlist chooses not to accept the open space when offered, or does not respond to such a clarification follow up email from the Department of Residence Life, their name will be removed from the Waitlist for the remainder of the waitlist period.

Windows Unless there is an emergency, students are prohibited from entering or exiting from a window. Any window screen must be fastened at all times. Removing or tampering with the screens that have been installed on your windows is prohibited. Security screens must be kept fastened at all times. No third-party window screen may be installed by residents. Residents are responsible for keeping their window screens in good condition. Windows or screens that are found damaged or missing will be replaced. The cost for replacement will be charged to the occupants of the room or apartment. If screens or windows are vandalized, residents should immediately report the incident to a hall staff member for repair. Any substances applied to or hanging within two inches of windows, except cleaning products and decorative window clings, are not permitted. No items may be hung outside or thrown out of windows. Blinds in Gessner and Irwin should be raised when the window is open to prevent damage to the blinds. No object is permitted to be fed through an open window or hung outside a window, including extension cords, shoes and clothing, or signs of any type.

Withdrawals and Leaves of Absence Students who withdraw, are dismissed from the University, or leave voluntarily are required to follow proper checkout procedures within the communicated timeline set by the Department of Residence Life. Failure to do so will mean financial aid charges and conduct.

Sexual Misconduct Policy and Procedures

Policy, Procedures, and Information on the University's community expectations to ensure a campus free from Sexual Misconduct, the steps for recourse for those individuals who have been subject to Sexual Misconduct, and the procedures for determining whether a violation of University Policy has occurred. This Policy applies to and prohibits the following forms discrimination on the basis of sex, collectively referred to as "Sexual Misconduct": Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation.

Contact: Title IX Coordinator
Deanna Wagner, VP of Student Affairs
785.594.8390 – direct work line
dwagner@bakerU.edu
Long Student Center, room 203

Questions, complaints, or concerns about Title IX may be addressed to the Title IX Coordinator or to the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816.268.0550, OCR.KansasCity@ed.gov,

I. INTRODUCTION

All forms of Sexual Misconduct are violations of Baker University's Sexual Misconduct Policy (the "Policy"). All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This Policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. When individuals are found to have violated this Policy, appropriate sanctions will be imposed. This Policy applies to Sexual Misconduct committed against any person, regardless of the gender or gender identity of any of the parties.

This Policy applies to the following forms of sex discrimination, which are referred to collectively as "Sexual Misconduct": Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation. Allegations of sex discrimination that do not involve Sexual Misconduct will be handled in accordance with the Student Handbook and the Employment Policies Handbook Non Discrimination and Anti-Harassment Policies as well as Equal Employment Opportunity Policy.

II. NOTICE OF NON-DISCRIMINATION

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate because of an individual's race, color, national origin, ancestry, sex, religion, age, disability, marital status, genetic information, veteran status, pregnancy status, sexual orientation, gender identity or expression, or other status protected by law, while making every reasonable effort to comply with the discipline of the United Methodist Church, in its education programs and activities, in employment policies and practices, and all other areas of the University.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The University is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment. Sex Discrimination is conduct based upon an individual's sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently in an education program or activity. Sexual harassment is a form of sex discrimination.

The University will not tolerate Sexual Misconduct in any form. The University will promptly and equitably respond to all reports of Sexual Misconduct in order to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community.

Questions or concerns about Title IX, sex discrimination, sexual harassment, or other forms of Sexual Misconduct involving students may be directed to the University's Title IX Coordinator:

Deanna Wagner VP of Student Affairs, Title IX Coordinator
785.594.8390 – direct work line
dwagner@bakerU.edu
Long Student Center, room 203
Baldwin City, Kansas 66006

Questions or concerns about Title IX, sex discrimination, sexual harassment, or other forms of Sexual Misconduct involving employees may be directed to the University's Title IX Deputy Coordinator:

Chief Human Resources Officer, Title IX Deputy Coordinator
785.594.8362 – direct work line
HR@bakerU.edu
Constant Hall, Lower Level
Baldwin City, Kansas 66006

Questions or concerns may also be directed to the U.S. Department of Education's Office for Civil Rights:

Office of Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
816.268.0550
OCR.KansasCity@ed.gov

III. SCOPE OF POLICY

This Policy applies to all University community members, including students, employees, faculty, administrators, staff, applicants for admission or employment, and third parties, such as trustees, volunteers, vendors, independent contractors, visitors, and any individuals or entities regularly or temporarily employed, studying, living, visiting, conducting business, interacting with a member or members of our community, or having any official capacity with the University or on University property. All University community members are required to follow University policies and local, state, and federal law.

This Policy applies to Sexual Misconduct committed by or against a University community member that occurs on campus or University property or in the context of off-campus activities sponsored or sanctioned by the University or which otherwise relate to the University or its business. Such activities include, but are not limited to, professional meetings, classes, practicums, seminars, study abroad trips/programs, study tours, distance education, and all other activities involving or related to the University. This Policy also applies to Sexual Misconduct committed by or against a University community member that occurs off campus and outside the context of a University-sponsored event or program, but that the University determines may (1) have continuing adverse effects on campus, University property, or in a University program or activity, (2) substantially and unreasonably interfere with a community member's employment, education, or environment on campus, University property, or in a University program or activity, or (3) create a hostile environment for a community member on campus, University property, or in a University program or activity.

This Policy applies to Sexual Misconduct within the scope of Title IX, as well as Sexual Misconduct committed by or against a University community member that does not fall within the scope of Title IX.
This Policy applies to Sexual Misconduct committed against any covered person, regardless of the gender or gender identity of any of the parties.

IV. RESPONSIBILITIES OF THE TITLE IX COORDINATOR, TITLE IX DEPUTY COORDINATOR, AND TITLE IX TEAM

The Title IX Coordinator is the designated representative of the University with primary responsibility for coordinating University Title IX compliance efforts, including the University's efforts to end any Sexual Misconduct, prevent its recurrence, and address its effects. The Title IX Coordinator or Deputy Coordinator oversees and monitors the University's overall compliance with Title IX-related policies and developments; the implementation and oversight of complaint resolution processes, including review, investigation, and adjudication of reports of Sexual Misconduct; the provision of educational materials and training for the campus community; and monitoring all other aspects of the University's Title IX compliance. These responsibilities include, but are not limited to:

- Ensuring University policies and procedures and relevant state and federal laws are followed;
- Informing any individual impacted by an allegation of Sexual Misconduct, including a complainant, a respondent, or another individual, about the procedural options and processes used by the University, and about resources available at the University and in the community;
- Training and assisting any University employees regarding how to respond appropriately to a report of sex discrimination or Sexual Misconduct;
- Monitoring full compliance with all procedural requirements and time frames outlined in this Policy;
- Evaluating allegations of bias or conflict of interest relating to these procedures;
- Determining whether grounds for appeal under this Policy have been properly stated;
- Ensuring that appropriate training, prevention and education efforts, and periodic reviews of the University's climate and culture take place;

- Coordinating the University's efforts to identify and address any patterns or systemic problems revealed by reports and complaints;
- Assisting in answering questions related to this Policy;
- Recordkeeping of all incidents of Sexual Misconduct reported to the Title IX Coordinator or Deputy Coordinator.

The University's Title IX Team includes appointed staff and faculty designees. Generally, the Title IX Coordinator shall have the responsibility for all Title IX matters involving students; whereas, the Deputy Coordinator shall have the responsibility for all Title IX matters involving employees and not involving students. When this Policy refers to actions of the Title IX Coordinator or Deputy Coordinator, these actions may be fulfilled by the Title IX Coordinator, Deputy Coordinator, or the Title IX Coordinator's or Deputy Coordinator's designee. The parties will be informed of who will serve as the Title IX Coordinator or Deputy Coordinator in a particular complaint resolution process. Members of the Title IX team may also be called upon to investigate or adjudicate formal complaints of Sexual Misconduct, decide appeals, and/or facilitate informal resolutions to formal complaints.

V. DEFINITIONS

Complainant: An individual who is alleged to be the victim of conduct that could violate this Policy.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitution a violation of this Policy.

Report: An account of Sexual Misconduct that has allegedly occurred and has been provided to the University by the complainant, a third party, or an anonymous source.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging a violation of this Policy and requesting that the University investigate the allegation of the Policy violation. A formal complaint begins the complaint resolution process as set forth in section XI (B) Formal Complaint and Notice of Allegations below.

Sexual Misconduct: As used in this Policy, sexual misconduct means the following forms of sex discrimination and other misconduct: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking,[1] and Sexual Exploitation, as each of those terms is defined below.

Title IX Coordinator/Deputy Coordinator: The designated staff member of the University with primary responsibility for coordinating Title IX compliance efforts, and who generally oversees the complaint resolution process, documents the findings and decisions, and maintains official records. For more information regarding the Title IX Coordinator's and Deputy Coordinator's role, see section IV. Responsibilities of Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Team above.

VI. PROHIBITED CONDUCT

The University prohibits the following forms of Sexual Misconduct: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Exploitation, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, as each term is defined below. Aiding others in acts of Sexual Misconduct also violates this Policy.

A. Title IX Sexual Harassment

As used in this Policy, Title IX Sexual Harassment includes conduct on the basis of sex that satisfies one or more of the following definitions, when the conduct occurs (1) in the University's education program or activity and (2) against a person in the United States.

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[1] Some instances of Dating Violence, Domestic Violence, and Stalking may not be sexual in nature. For purposes of this Policy, the term "sexual misconduct" encompasses all instances of Dating Violence, Domestic Violence, and Stalking (as those terms are defined in this Policy), regardless of whether there is a sexual component to the behavior.

1. Title IX Quid Pro Harassment: Title IX Quid Pro Quo Harassment occurs when an employee of the University, including a student-employee, conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct. Such unwelcome sexual conduct includes, but is not limited to, sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal, nonverbal, or physical conduct or communication of a sexual nature.

2. Title IX Hostile Environment Harassment: Title IX Hostile Environment Harassment is unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

   For the purposes of the definition of Title IX Hostile Environment Harassment, reasonable person means a reasonable person in the shoes of the complainant, considering the ages, abilities, and relative positions of authority of the individuals involved in an incident.

   Multiple instances of the following conduct, or other unwelcome conduct on the basis of sex, may constitute Title IX Hostile Environment:

   - Making sexual propositions or pressuring for sexual favors;
   - Touching of a sexual nature, such as patting, pinching or brushing against another's body;
   - Displaying or distributing sexually explicit drawings, pictures or written materials, including but not limited to email or internet materials;
   - Visual conduct such as leering or making gestures;
   - Non-verbal, verbal or physical harassment directed at an individual or a group of individuals solely on the basis of gender;
   - Sexual jokes or innuendo;
   - Verbal abuse of a sexual nature or obscene language;
   - Unwanted kissing;
   - Gossip about sexual relations; and
   - Cyber or electronic harassment of a sexual nature.

   The circumstances that may be considered when determining whether conduct was so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity include, but are not limited to:
   - The frequency of the conduct;
   - The nature and severity of the conduct;
   - Whether the conduct was physically threatening;
   - The effect of the conduct on the victim's mental or emotional state;
   - Whether the conduct was directed at more than one person;
   - Whether the conduct arose in the context of other discriminatory conduct;
   - Whether the conduct was merely a discourteous, rude, or insensitive statement;
   - Whether the speech or conduct deserves the protection of academic freedom.

3. Sexual Assault, Domestic Violence, Dating Violence, and Stalking as those terms are defined below when such conduct occurs (1) in the University's education program or activity and (2) against a person in the United States.

For the purposes of the Title IX Sexual Harassment definition, conduct is **unwelcome** when the individual did not request or invite it and regarded the conduct as undesirable or offensive. The fact that an individual may have accepted the conduct does not mean that the conduct was welcomed. On the other hand, if an individual actively participates in conduct and gives no indication that they object, then the evidence generally will not support a conclusion that the conduct was unwelcome. That a person welcomes some conduct does not necessarily mean that person welcomes other conduct. Similarly, if a person willingly participates in conduct on one occasion, that does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct was unwelcome may be determined based on the context and circumstances of the encounter or incident.

At a minimum, the University's **education program or activity** includes all of the operations of the University, including (1) locations on campus or otherwise owned or controlled by the University, (2) locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the alleged Sexual Misconduct occurred, and (3) any building owned or controlled by a student organization

that is officially recognized by the University. Whether alleged conduct occurred in the University's education program or activity is a fact specific analysis.

B. Non-Title IX Sexual Harassment

While Title IX requires that the alleged conduct meet a certain threshold before it is considered Title IX Sexual Harassment, the University also prohibits unwelcome conduct of a sexual nature or based on sex (1) that may not rise to the level of Title IX Sexual Harassment (as defined above), (2) that did not occur in the University's education program or activity, but may nevertheless cause or threaten to cause an unacceptable disruption at the University or interfere with an individual's right to a non-discriminatory educational or work environment, or (3) that did not occur against a person in the United States.

As used in this Policy, Non-Title IX Sexual Harassment is unwelcome conduct of a sexual nature or based on sex, including sexual advances, requests for sexual favors, offensive comments or other conduct based on sex, sexually motivated physical contact, or other verbal, nonverbal, or physical conduct or communication of a sexual nature, when:

- submission to that conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual ("quid pro quo" harassment); or

- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment ("hostile environment" harassment).

Examples of non-Title IX Hostile Environment Harassment may include the same type of conduct listed above for Title IX Hostile Environment Harassment, when such conduct (1) does not rise to the level of being so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; (2) does not occur in the University's education program or activity; or (3) does not occur against a person in the United States.

For the purposes of the Non-Title IX Sexual Harassment definition, conduct is **unwelcome** when the individual did not request or invite it and regarded the conduct as undesirable or offensive. The fact that an individual may have accepted the conduct does not mean that he or she welcomed it. On the other hand, if an individual actively participates in conduct and gives no indication that he or she objects, then the evidence generally will not support a conclusion that the conduct was unwelcome. That a person welcomes some conduct does not necessarily mean that person welcomes other conduct. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct was unwelcome may be determined based on the context and circumstances of the encounter or incident.

Non-Title IX Sexual Harassment does not include conduct covered under the definition of Title IX Sexual Harassment.

As is discussed further below, formal complaints involving allegations of Non-Title IX Sexual Harassment, will generally be resolved using the procedures outlined in the Student Handbook Policy and Procedures or the Employee Policies Handbook as applicable.

C. Sexual Assault

Sexual Assault is any actual or attempted sexual contact, including contact with an object and penetration, with another person without that person's consent. As used in this Policy, sexual contact includes intentional contact by the accused with the victim's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed; touching another with any of these body parts, whether clothed or unclothed; coerced touching by the victim of another's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed; or forcing another to touch oneself or him/herself with or on any of these body parts. Sexual Assault includes but is not limited to an offense that meets any of the following definitions: [Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, or oral contact with the sex organ of another person, without the consent of the victim.

- Fondling: the touching of the intimate parts (including the genital area, groin, inner thigh, buttocks, or breast) of another person for the purpose of sexual gratification, without the consent of the victim.
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent; in Kansas the age of consent is 16.

For the criminal law definition of sexual assault in Kansas, which may or may not match the above definitions, see Appendix A.

Consent

Consent means words or overt actions by a person clearly communicating that a particular sexual contact or sexual activity is welcome. Words or overt actions clearly communicate consent when a reasonable person in the circumstances would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual contact or sexual activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual activity or sexual contact to obtain consent for that contact or activity.

- Consent to one form of sexual activity does not, by itself, constitute consent to any other forms of sexual activity.
- A person can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue. When consent is withdrawn, the sexual activity for which consent was initially provided must stop.
- Consent is active, not passive. Silence, the absence of resistance, or the absence of saying "no" is not consent.
- There is no requirement that parties resist the sexual advance or request, but resistance is a clear demonstration of non-consent.
- Whether an individual actively and willingly participated in conduct may be a factor in determining whether there was consent.
- Previous relationships or previous consent do not, by themselves, constitute consent to future sexual acts. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may be factors in determining whether there was consent.
- An existing sexual, romantic, or marital relationship does not, by itself, constitute consent.
- Prior sexual activity with other individuals does not imply consent.
- Consent cannot be procured through a knowing misrepresentation that the sexual activity was a medically or therapeutically necessary procedure or a legally required procedure within the scope of the respondent's authority.
- Consent cannot be procured, expressly or implicitly, by use of force, intimidation, threats, or **coercion**, as that term is defined below.
- Consent must be "knowing" to be valid. An individual known to be—or who should be known to be—**incapacitated**, as defined by this Policy, cannot consent to sexual activity initiated by another individual.
- Use of alcohol or other drugs will never function to excuse behavior that violates this Policy.

INCAPACITATION AS A FACTOR IN CONSENT

Incapacitation is the physical and/or mental inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental or physical disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to the ingestion of alcohol or other drugs, incapacitation requires more than being under the influence of alcohol or other drugs; a person is not incapacitated just because they have been drinking or using other drugs. Where alcohol and other drugs are involved, incapacitation is determined based on the facts and circumstances of the particular situation, looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation; whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent; and whether such condition was known or reasonably should have been known to the respondent or a reasonable, sober person in the respondent's position. Use of drugs or alcohol by the respondent is not a defense against allegations of sexual misconduct. It is not an excuse that the respondent was intoxicated, and therefore, did not realize the incapacity of the other person.

Distribution of or administering any drugs to incapacitate another individual, for the purpose of engaging in sexual activity with that individual, is prohibited and is a violation of this Policy.

COERCION AS A FACTOR IN CONSENT

Coercion is conduct or intimidation that would compel an individual to do something against their will by (1) the use of physical force, (2) threats of severely damaging consequences or (3) pressure that would cause a reasonable person to fear severely damaging consequences. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone uses to obtain consent from another.

D. Domestic Violence

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by: A current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is a current or former cohabitant of the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws of Kansas.

Examples of conduct that may constitute Domestic Violence include, but are not limited to: sexual or physical abuse, such as physical harm, bodily injury, criminal assault, or sexual assault, or the threat of such abuse, or any other act or threat of any act intended or reasonably perceived to be intended to cause physical pain or injury to another.

For the criminal law definition of domestic violence in Kansas, see Appendix A.

E. Dating Violence

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Examples of conduct that may constitute Dating Violence include, but are not limited to: sexual or physical abuse, such as physical harm, bodily injury, criminal assault, or sexual assault, or the threat of such abuse, or any other act or threat of any act intended or reasonably perceived to be intended to cause physical pain or injury to another.

Dating Violence does not include acts covered under the definition of Domestic Violence.

Kansas law does not specifically define "dating violence." For more information, see Appendix A.

F. Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

- Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through others, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Stalking behavior includes, but is not limited to:

- Repeated, unwanted, and intrusive communications by phone, mail, email, texting, and/or other electronic communications, including social media;
- Repeatedly leaving or sending the victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreational facilities;
- Making direct or indirect threats to harm the victim, or the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;

- Repeatedly posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth, that would cause a person to feel threatened or intimidated.

For the criminal law definition of stalking in Kansas, see Appendix A.

G. Sexual Exploitation

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of anyone other than the person being exploited. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism without consent (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed);
- Taking pictures or audio- or video-recording another in a sexual act, without consent of the person being photographed or recorded;
- Intentional and repeated invasion of sexual privacy (e.g., walking into the other person's room or private space);
- Prostituting another person;
- Non-consensual distribution of a photographs/images, video recording, audio recording, or live-streaming of a sexual activity;
- Distribution of or administering any drugs to incapacitate another individual, for the purpose of engaging in sexual activity with that individual;
- Allowing third parties to observe sexual activities or view another's intimate body parts, in a place where that person would have a reasonable expectation of privacy, without consent;
- Knowingly transmitting a sexually transmitted disease or sexually transmitted infection to another person;
- Intentional removal or attempted removal of clothing that exposes an individual's bra, underwear, or intimate body part, or that is otherwise sexual in nature, without consent;
- Exposing one's intimate body parts to the victim in non-consensual circumstances;
- Inducing the victim or another to expose his/her intimate body parts to the victim, in non-consensual circumstances;
- Ejaculating on the victim or another person in the presence of the victim without consent;
- Distributing or displaying pornography to the victim without that individual's consent.

Conduct that meets the definition of Sexual Exploitation, depending on the context and circumstances, may also meet the definition of Title IX Sexual Harassment. Where conduct would meet the definition of both Sexual Exploitation and Title IX Sexual Harassment, it will be treated as an allegation of Title IX Sexual Harassment.

As is discussed further below, formal complaints involving allegations of Sexual Exploitation will generally be resolved using the procedures outlined in the Student Handbook Policy and Procedures or the Employee Policies Handbook as applicable.

H. Retaliation and Interference with Process

Retaliation and Interference with Process is any act of intimidation, threat, coercion, or discrimination or any other adverse action or threat thereof against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Encouraging or assisting others to engage in retaliation or to interfere with the process are also considered Retaliation/Interference with Process and violate this Policy. While the University does not prohibit the parties from discussing the allegations in a formal complaint, acts that could constitute Retaliation and Interference with Process may include, but are not limited to acts or comments that are intended to discourage a person from engaging in activity protected under this Policy or that would discourage a reasonable person from engaging in activity protected under this Policy; acts or comments that are intended to influence whether someone participates in the complaint resolution process, including the live hearing; acts or comments intended to embarrass the individual; adverse changes in employment status or opportunities; adverse academic action; and adverse changes to academic, educational, and extra-curricular opportunities. Retaliation and Interference with Process may be in person, through social media, email, text, and other forms of communication, representatives, or any other person. Retaliation and Interference with Process may be present against a person even when the person's allegations of Sexual Misconduct are unsubstantiated.

The University is committed to protecting the rights of the complainant, the respondent, and anyone else involved in the complaint process. Any conduct constituting Retaliation or Interference with Process is a violation of this Policy, which is subject to disciplinary action up to and including termination of employment or expulsion. Concerned individuals should report acts of retaliation to the Title IX Coordinator (for students) or Title IX Deputy Coordinator (for employees). For more information, see section XIII. Complaints of Related Misconduct below.

VII. CONFIDENTIALITY

The University encourages individuals who believe they have experienced Sexual Misconduct to talk to someone about what happened. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality when allegations are reported to them, depending on their roles at the University. In making a decision about whom to contact for support and information, it is important to understand that most University employees are not confidential resources, and are therefore obligated to report any information they receive about Sexual Misconduct to the Title IX Coordinator/Deputy Coordinator. Individuals who have experienced Sexual Misconduct are encouraged to consider the information in the following sections in choosing whom to contact for information and support, and are encouraged to ask about a person's ability to maintain confidentiality before offering any information about alleged incidents.

A. Confidential Communications and Resources

The University recognizes that some individuals may wish to keep their concerns confidential. Confidential communications are those communications which cannot be disclosed to another person, without the reporter's consent, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child (under the age of 18) or vulnerable adult or an imminent threat to the life of any person. If one desires that details of an incident of Sexual Misconduct be kept confidential, they should speak with a medical professional, a professional counselor, or minister or other pastoral counselor. These resources include:

- On-campus mental health counselors when serving as a counselor *
  Counseling Center
  785.594.8409

  For Baldwin City campus students, University counselors are available to help free of charge, and can be seen on an emergency basis.

- University Minister Kevin Hopkins when serving as a minister *
  Osborne Chapel lower level
  785.594.4553

* On occasion, employees of the counseling office or the campus minister teach for the University. If the report becomes known to them in their confidential role (counselor or minister), it will remain confidential. However, if the report becomes known to them in their faculty role, they will be a mandatory reporter to the Title IX Coordinator / Deputy Coordinator. If you are seeking assistance from them as a confidential resource, you should contact them through the contact information listed above and should make clear prior to disclosing any information that you are seeking assistance as a confidential resource.

In addition, complainants may speak on- and off-campus with members of the clergy and chaplains, and off-campus counselors and medical providers who can maintain confidentiality. Some resources include:

- Sexual Assault and Abuse Care Center Advocate, Counseling Center
  785.843.8985

- Lawrence Memorial Hospital
  785.505.5000

A person who speaks to a confidential resource should understand that, if the person does not report the concern to a non-confidential person at the University, such as one of the University officials designated in section IX(A) Reports to the University below, the University will be unable to provide certain supportive/interim measures that would require involvement from the University (such as issuing a no contact directive between affected parties), conduct an investigation into the particular incident, or pursue disciplinary action. Individuals who first speak with a confidential

resource may later decide to file a formal complaint with the University or report the incident to local law enforcement.

B. Non-Confidential Communications

Non-confidential communications are those communications with any University employee who is not a confidential resource as identified above. Only confidential resources can offer confidentiality within the above limitations. All other University employees who become aware of incidents or allegations of Sexual Misconduct have a responsibility to report the matter to the Title IX Coordinator or Deputy Coordinator. University employees who are not confidential resources will strive to remind an individual of their reporting obligations before the individual has disclosed a situation that requires reporting to the Title IX Coordinator or Deputy Coordinator.

Although most University employees cannot promise confidentiality, the University is committed to protecting the privacy of individuals involved in a report of Sexual Misconduct. Allegations of policy violations will be considered private and will only be shared with other University employees on a need to know basis, as permitted by law. The University will keep confidential the identity of any individual who has made a report or filed a formal complaint alleging a violation of this Policy, as well as any complainant, respondent, and witness, except as permitted by law or to carry out the complaint resolution process pursuant to this Policy. The allegations will not be shared with law enforcement without the consent of the individual who has alleged the Sexual Misconduct, unless the allegations relate to physical abuse, sexual abuse, or neglect of a child under the age of 18 (see section IX(A)(3) Mandatory Reporting of Child Abuse below for more information) or unless compelled to do so pursuant to a subpoena or court order.

The University will strive to protect the privacy of all individuals involved in a report of Sexual Misconduct to the extent possible consistent with the University's legal obligations. However, the University may be required to share information with individuals or organizations outside the University under reporting or other obligations under federal and state law, such as reporting of Clery Act crime statistics and mandatory reporting of child abuse and neglect. In addition, if there is a criminal investigation or civil lawsuit related to the alleged misconduct, the University may be subject to a subpoena or court order requiring the University to disclose information to members of law enforcement and/or the parties to a lawsuit. In such cases, personally identifying information will not be reported to the extent allowed by law and, if reported, affected students will be notified consistent with the University's responsibilities under the Family Educational Rights and Privacy Act, as allowed by law.

C. Requests for Confidentiality or No Action

When the University receives a report of Sexual Misconduct, it has a legal obligation to respond in a timely and appropriate manner. Making a report to the University does not require an individual to begin or participate in a complaint resolution process or to report to local law enforcement. However, based on the information gathered, the University may determine that it has a responsibility to move forward with a complaint resolution process (even without the participation of the complainant).

In a situation in which the complainant requests that their name or other identifiable information not be shared with the respondent, or that no action be taken against the respondent, the University will evaluate the request considering the following factors:

- the seriousness of the alleged misconduct;
- the respective ages and roles of the complainant and respondent;
- whether there have been other complaints or reports of sexual misconduct against the respondent;
- whether respondent has a history of arrests or records from a prior school indicating a history of Sexual Misconduct;
- whether the alleged Sexual Misconduct was committed by multiple individuals;
- whether a weapon was involved;
- whether the University possesses other means to obtain relevant evidence of the Sexual Misconduct (e.g., security footage, eyewitness, physical evidence);
- whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol, at a given location or by a particular group);
- the extent of any threat to the University community.

The University will take all reasonable steps to respond to the report consistent with the request for confidentiality or request not to pursue an investigation made by the complainant, however, the scope of the response by the University may be impacted or limited based on the nature of the complainant's request. The University will likely be

unable to conduct an investigation into the particular incident or to pursue disciplinary action against the respondent and also maintain confidentiality.

The University will strive to accommodate the complainant's request for confidentiality or no action in most cases, to the extent possible consistent with the University's legal obligations. There may be times when, in order to provide a safe, non-discriminatory environment for all students and employees, the University may not be able to honor a complainant's request for confidentiality or no action. The presence of one or more of the factors above could lead the University to move forward with a complaint resolution process (even without the participation of the complainant). In this instance, the Title IX Coordinator will inform the complainant about the chosen course of action, and may, at the complainant's request, communicate to the respondent that the complainant asked the University not to investigate and that the University determined it needed to do so. A complainant can choose not to participate in any complaint resolution process.

In instances where the University moves forward with a complaint resolution process without the participation of the complainant, the complainant will have the same rights as provided to a complainant under this Policy, even if the individual did not sign the formal complaint.

D. Statistical Reporting and Timely Warning

The University is obligated to provide the University community with general information regarding incidents of sexual violence and other crimes occurring on campus. However, publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and daily crime log, will not include names or other information that may personally identify either party, to the extent permitted by law. As required by federal law, the University includes statistics about certain offenses in its annual security reports and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. To ensure that a complainant's personally identifying information will not be included in publicly available recordkeeping, the Title IX Coordinator/Deputy Coordinator shall describe the alleged incidents by removing the complainant's and respondent's names and any other identifiers that would enable the public to identify the complainant or respondent in the context of the incident report.

In addition, the Clery Act requires the University to issue a crime alert (timely warning) to the campus community about certain reported offenses which may represent a serious or continuing threat to students and employees. The timely warning may include that an incident has been reported, general information surrounding the incident, and how incidents of a similar nature might be prevented in the future. The timely warning will not include any identifying information about the complainant.

In completing recordkeeping and issuing timely warnings, the University will protect a complainant's confidentiality to the extent possible even if the complainant does not specifically request confidentiality.

Reports to University confidential resources may be shared to be included in statistics as required by law, but no identifiable information will be shared.

VIII. Immediate and Ongoing Assistance Following an Incident of Sexual Misconduct

The University will seek to support any person adversely impacted by Sexual Misconduct. Both the University and the community provide a variety of resources to assist and support individuals who have experienced Sexual Misconduct or are affected by allegations of Sexual Misconduct. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to report to the University or to law enforcement.

Support services that may be available include, but are not limited to, connecting the individual with appropriate on-campus and off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and support services; making changes to academic, living, transportation, and/or working arrangements; assistance in filing a criminal complaint; and providing information about restraining orders and other available protections and services. Additional information about ongoing assistance is in section X(E) Supportive /Interim Measures below. To receive information about obtaining support services, individuals should contact the Title IX Coordinator or a confidential resource. The University will provide written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for persons affected by Sexual Misconduct, both within the University and in the community. In addition, a complete description of and contact information for University and community resources, both

confidential and non-confidential, and additional information regarding what individuals can do if they experience Sexual Misconduct is provided in the XV. Support Resources section at the end of this Policy and on the University's website. Individuals who believe they have been subjected to any form of Sexual Misconduct are encouraged to seek support from these resources.

IX. Reporting Sexual Misconduct

E. Reporting to the University

The University urges anyone who experiences or becomes aware of an incident involving Sexual Misconduct to report the incident to the University. Individuals can expect to have reports of Sexual Misconduct taken seriously by the University. To report an incident of Sexual Misconduct to the University, contact one of the following:

- Title IX Coordinator
  Deanna Wagner
  785.594.8390 – direct work line
  dwagner@bakerU.edu
  Long Student Center, room 203

- Deputy Title IX Coordinator
  Chief Human Resources Officer
  785.594.8362 – direct work line
  HR@bakerU.edu
  Constant Hall, Lower Level
  Baldwin City, Kansas 66006

Reports can be made by telephone, mail, email, in person, and online at on the University's Website at http://secure.ethicspoint.com/domain/media/en/gui/30199/index.html. Reports may be made at any time, including non-business hours by phone, email, mail, or the University's website. Reports can be made anonymously using the University's online reporting form. Reports to the University should include as much information as possible, including the names of the complainant, respondent, and other involved individuals, and the date, time, place, and circumstances of the incidents, to enable the University to respond appropriately.

Upon receiving a report of Sexual Misconduct, the Title IX Coordinator or Deputy Coordinator will promptly contact the complainant to discuss the availability of supportive measures with or without the filing of a formal complaint and to explain the process of filing a formal complaint. In addition, when a student or employee reports to the University that they have been affected by Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined by this Policy, whether the offense occurred on or off campus, the University will provide the student or employee with a written explanation of the student's or employee's rights and options, along with the procedures Complainants should follow.

1. Anonymous Reports

The University will accept anonymous reports of Sexual Misconduct. Reports may be filed anonymously using the University's online reporting form. The individual making the report is encouraged to provide as much detailed information as possible to allow the University to investigate the report and respond as appropriate. The University will likely be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the University to conduct a meaningful investigation.

2. Employee Reporting Obligations

In order to enable the University to respond effectively to incidents and to prevent future instances of Sexual Misconduct, all University employees who are not confidential resources who obtain or receive information regarding a possible violation of this Policy must report that information to the Title IX Coordinator (student reports) or Deputy Coordinator (employee reports). Student employees who receive such information in the course of their work position or duties also must report the information to the Title IX Coordinator or Deputy Coordinator. Such report should be made as soon as possible and should include all relevant details needed to assess the situation. This

includes, to the extent known, the names of the complainant, respondent, and others involved in the incident, as well as relevant facts, including the date, time, and location of any incident.

Employees who receive such reports of Sexual Misconduct should not attempt to "investigate" the allegation or require the complainant/reporting individual to provide all of the details surrounding the alleged misconduct. To the extent the complainant/reporting individual provides details that information should be provided to the Title IX Coordinator or Deputy Coordinator. Upon receiving a report of alleged or possible Sexual Misconduct, the Title IX Coordinator will evaluate the information received and determine what further actions should be taken, consistent with the complaint resolution process and this Policy. Failure of a University employee, including student workers, to report sexual misconduct to the Title IX Coordinator or Deputy Coordinator may result in disciplinary action.

University employees who are not confidential resources and receive a report of Sexual Misconduct are required to forward the report directly to the Title IX Coordinator or Deputy Coordinator and should not share information about the report with any other individual. If the employee is uncertain whether the information should be reported to the Title IX Coordinator or Deputy Coordinator, the employee should seek guidance from the Title IX Coordinator or Deputy Coordinator before providing the Title IX Coordinator with any identifiable information regarding the report.

3. Mandatory Reporting of Child Abuse

Any University employee becoming aware of the abuse (physical or sexual), neglect, or abandonment of a child under the age of 18 must report it immediately to the Title IX Coordinator. In addition, under Kansas law, teachers, school administrators, and other employees of an educational institutions which the child is attending are mandatory reporters and must also immediately report the suspected abuse or neglect to the department for children and families or other appropriate state recipient (such as law enforcement). See Kan. Stat. § 38-2223.

F. Reports to Law Enforcement

Some types of Sexual Misconduct prohibited by this Policy are also crimes. Individuals who believe they may have been subjected to criminal Sexual Misconduct are strongly encouraged to notify local law enforcement authorities. If the individual requests, campus authorities will assist in notifying law enforcement authorities. The University will comply with an individual's request for assistance in notifying authorities. Individuals also have the option to decline to notify such authorities. Individuals may file a criminal complaint and a formal complaint under this Policy simultaneously. However, reporting to law enforcement is not necessary for the University to proceed with a complaint resolution process.

Individuals who would like to report Sexual Misconduct to law enforcement should contact the following:

- Emergency **911**

- Baldwin City Campus
  - Baldwin City Police Department (BCPD) **785.594.3850**
  - Reports can be filed over the phone or in person at 811 8th Street, Baldwin City, Kansas 66006.
  - Meeting with BCPD will include a private interview with an Officer.

G. Protection from Abuse Orders, Protection from Stalking, Sexual Assault, or Human Trafficking Orders, and University No Contact Directives

Individuals who would like to avoid contact with another individual have several options available to them, including seeking a protective order from a civil court or requesting a no contact directive from the University.

4. Protection from Abuse Orders and Protection from Stalking, Sexual Assault, or Human Trafficking Orders

Protection from Abuse Orders and Protection from Stalking, Sexual Assault, or Human Trafficking Orders are legal orders issued by a state court which forbid someone from making contact with another. Protection from Abuse Orders protect an individual from an intimate partner or household member and Protection from Stalking, Sexual Assault, or Human Trafficking Orders protect an individual who has experienced stalking, sexual assault, or human trafficking. The University does not issue Protection from Abuse Orders or Protection from Stalking, Sexual Assault,

or Human Trafficking Orders, but such orders may be obtained by filing a petition in any district court. The Douglas County courthouse is located at 1100 Massachusetts Street, Lawrence, KS 66044. Petition forms may be obtained from the Clerk of District Court or online at https://www.kansasjudicialcouncil.org/legal-forms/protection-orders. Additional information about obtaining a Protection from Abuse Order or Protection from Stalking, Sexual Assault, or Human Trafficking Order is available at https://www.kansaslegalservices.org/node/2036/pfa-tips-tricks-part-1-preparing-your-pfapfs.

5. No Contact Directives

A no contact directive is a University-issued directive that prohibits one or both parties from communication or contact with another. Generally, no contact directives issued prior to the conclusion of the complaint resolution process will be mutual and serve as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another. To request a no contact directive from the University, individuals should contact the Title IX Coordinator for students or Deputy Coordinator for employees:

The University is responsible for honoring requests for information about available options for protective orders and no contact orders and has a responsibility to comply with and enforce such orders. To request additional information about available options for protective orders and no-contact orders, contact the Title IX Coordinator or Deputy Coordinator. A Protection from Abuse Order and Protection from Stalking, Sexual Assault, or Human Trafficking Order is enforced by contacting local law enforcement. A University no contact directive is enforced by contacting Campus Safety or the Title IX Coordinator/Deputy Coordinator. The University will fully cooperate with any protective order and/or no contact order issued by a criminal, civil, or tribal court.

H. Amnesty

Sometimes individuals are hesitant to report to University officials because they fear that they themselves may be charged with Policy violations, such as underage drinking at the time of the incident. It is in the best interests of the University Community that individuals with knowledge of Sexual Misconduct choose to report to University officials. To encourage reporting, Baker University offers immunity to any individual who reports a violation of this Policy in good faith or who participates in a complaint resolution process under this Policy from other violations of University Policy (including the University's drug and alcohol policy) in which an individual engaged in connection with the alleged incident of Sexual Misconduct, except as outlined in this section. Amnesty is also extended to respondents and witnesses who participate in the complaint resolution process, in addition to complainants. Amnesty may not be extended in instances where any individual is harmed by the conduct constituting a violation of other University policies, where the individual engaging in a violation of another University policy holds a leadership role on campus, including a leadership role over students or employees, or where an employee is engaging in a violation of another University policy with a student, in which case the University may still pursue disciplinary action for the alleged violation of other University policies. When amnesty is provided, the University may still impose counseling, educational or programming requirements or other prevention measures to assist in avoiding further violations.

I. Emergency Removal

The University reserves the right to remove a student respondent, in whole or in part, from the University's education program or activity on an emergency basis. Prior to removing the student respondent on an emergency basis, the University will undertake an individualized safety and risk analysis and will determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Misconduct justifies removal. If a student respondent is removed on an emergency basis, the University will provide the student respondent with notice and an opportunity to challenge the decision immediately following the removal.

J. Administrative Leave

The University reserves the right to place a non-student employee respondent on administrative leave during the pendency of the complaint resolution process.

K. Obligation to Act in Good Faith

Reports and formal complaints of alleged Sexual Misconduct should be made only in good faith. Reports and formal complaints that are not made in good faith may be considered retaliation under this Policy and/or may violate other University policies. An allegation that a person has violated the obligation to act in good faith will be handled through the procedures identified below in section XIII. Complaints of Related Misconduct.

X. GENERAL PROVISIONS FOR COMPLAINT RESOLUTION PROCESS

The procedures applicable to a formal complaint alleging a violation of this Policy depend on the particular circumstances of a case, including the type of Sexual Misconduct that is alleged. The procedures set forth in this section and in section XI. Procedures for Sexual Misconduct Complaint Resolution Process below will apply to formal complaints alleging Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking. The procedures in the Student Handbook or Employee Handbook will apply to formal complaints alleging Non-Title IX Sexual Harassment or Sexual Exploitation. Upon receiving a formal complaint, the Title IX Coordinator / Deputy Coordinator will make a preliminary determination of the procedures that will apply to the complaint resolution process, including an initial determination of whether the formal complaint will be processed according to the Procedures in this Policy, the Student Handbook, or Employee Handbook. If the initial determination is that the procedures under this Policy will apply, prior to providing access to information at the end of the investigation phase, the Title IX Coordinator / Deputy Coordinator will make a final determination as to the procedures that will apply to the remainder of the complaint resolution process.

If a formal complaint includes both an allegation Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking and an allegation of Non-Title IX Sexual Harassment or Sexual Exploitation, the University reserves the right to process the allegations in the same compliant resolution process or to separate the allegations into separate processes.

For formal complaints that will be processed pursuant to the procedures in this Policy, the University will promptly and equitably respond to the formal complaint in accordance with the provisions and procedures set forth below. The University will provide a fair and impartial complaint resolution process. A fair process is one that treats the parties equitably, provides complainant an opportunity to file a formal complaint alleging a violation of this Policy and an opportunity to present evidence of the allegations prior to a decision on responsibility, provides respondent notice of the allegations and an opportunity to respond to and present evidence related to those allegations prior to a decision on responsibility, and provides both parties an opportunity to challenge the credibility of the other party and any witnesses prior to a decision on responsibility.

Each complaint resolution process under this Policy will require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties. The University will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The University will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the recipient obtains that party's voluntary, written consent to do so for a complaint resolution process.

L. Trained Officials

Each complaint resolution process under this Policy will be conducted by individuals, including coordinators, investigators, Hearing Panel members, appeal officials, and any person who facilitates an informal resolution process, who do not have a conflict of interest or bias for or against complainants or respondents generally or for or against the individual complainant or respondent. In addition, those individuals will receive annual training on the definition of Title IX Sexual Harassment; the scope of the University's education program or activity; how to conduct an investigation and complaint resolution process, including hearings, appeals, and informal resolution processes, as applicable; how to serve impartially, including by avoiding prejudgment of the facts at interest, conflicts of interest, and bias; issues related to sexual harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking; and how to conduct an investigation and decision-making process that protects the safety of all and promotes accountability. Investigators will receive training on issues of relevance to create an investigator report that fairly summarizes relevant evidence. Hearing Panel members will receive training on any technology to be used at a live hearing and issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The training is free of bias such as sex stereotypes or generalizations, promotes impartial investigations and adjudications, and includes the following topics, as applicable: relevant evidence and how it should be used, proper techniques for questioning witnesses, basic rules for conducting proceedings, avoiding actual or perceived conflicts of interest, and the University's policies and procedures.

M. Equal Rights of the Complainant and Respondent

The following principles are applicable to all complaint resolution processes under this Policy. In all Sexual Misconduct complaint resolution processes under this Policy, the complainant and respondent are entitled to:

- Respect, sensitivity, and dignity;
- Appropriate support from the University;
- Privacy to the extent possible based on applicable law and University policy;
- Information regarding all applicable policies and procedures;
- Written explanation of available resources;
- The right to participate or decline to participate in the complaint resolution process, with the acknowledgement that not participating, either totally or in part, may or may not prevent the process from proceeding with the information available;
- Equitable procedures that provide both parties with a prompt and impartial complaint resolution process conducted by officials who receive annual training on conduct prohibited by this Policy;
- Notice of the allegations and defenses and an opportunity to respond;
- Written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings at which the party's participation is invited or expected, with sufficient time for the party to prepare, to participate;
- Timely notice of meetings that are part of the complaint resolution process at which the complainant or respondent may be present;
- An equal opportunity to identify relevant witnesses and other evidence and to suggest possible topics to be covered with witnesses during the formal complaint resolution process;
- For the complainant, not to be questioned or have evidence considered regarding the complainant's prior sexual conduct with anyone other than the respondent, unless such questions or evidence are to prove that someone other than the respondent committed the alleged Sexual Misconduct;
- The right to appeal the decision and/or the sanctions in certain circumstances, as discussed in section XI(F)(7) Appeals below;
- The right to notification, in writing, of the resolution, including the outcome of any appeal;
- For the complainant, the right to report the incident to law enforcement at any time or to decline to do so;
- The right to be free from retaliation as defined in this Policy;
- The right to be accompanied to any complaint resolution process meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The University will not limit the choice or presence of advisor for either the complainant or respondent in any meeting related to the complaint resolution process. See section X(C) Right to an Advisor below for additional information and requirements regarding the conduct of advisors.
- An equal opportunity to inspect and review a copy of any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, as set forth in section XI(F)(2) Access to Information below.
- The right to receive a copy of the investigation report for their review and written response, as set forth in section XI(F)(2) Access to Information below.
- A live hearing, at which each party's advisor may ask the other party and any witnesses all relevant questions and follow-up questions, as set forth in section XI(F)(3) Live Hearing below.

N. Advisor

The complainant and the respondent in a complaint resolution process under this Policy (both the informal and formal resolution processes) have the right to be accompanied to meetings by an advisor of their choice, who may be, but is not required to be, an attorney. Generally, the advisor selected by the complainant or respondent should be free of conflicts of interest in the complaint resolution process and, if a member of the University community, the advisor should be free of conflicts in his or her position in the community. An individual has the right to decline a request to serve as an advisor in the University's complaint resolution process.

Guidelines and requirements for advisors are:

- The purpose of the advisor is to support an individual during the complaint resolution process. An advisor is permitted to accompany the individual to interviews or other meetings or proceedings throughout the complaint resolution process. In selecting an advisor, each party should consider the potential advisor's availability to attend interviews and meetings, which may occur in-person. As a general matter, the University will not delay its process to accommodate the schedules of advisors.

- Advisors may confer with their advisee, but, with the exception of live hearings (discussed below), advisors may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint resolution process. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the University. The advisor may not communicate directly with the investigator(s), Hearing Panel, appeal officer(s), the Title IX Coordinator / Deputy Coordinator, or any other school official involved in the complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.
- At the live hearing, advisors will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions. Additional information about an advisor's role at the live hearing is included in section XI(F)(3) Live Hearing below.
- Advisors will receive a copy of all directly-related evidence and the investigation report, as set forth in section XI(F)(2) Access to Information below.
- If a party selects an attorney as an advisor, the advisor's participation in the complaint process is in the role of an advisor and not as an attorney representing a party. The advisor will have access to highly confidential information and is prohibited from sharing information obtained as an advisor during the complaint process with anyone, including other individuals who may be part of an attorney-client relationship with the party.
- Parties must notify the Title IX Coordinator / Deputy Coordinator who they have selected as their advisor. Advisors will be required to sign an Advisor Agreement acknowledging receipt and understanding of these requirements. Failure to comply with these requirements, including violations of confidentiality, or other forms of interference with the complaint resolution process by the advisor may result in disqualification of an advisor. The University reserves the right to dismiss an advisor. Should this occur, the University may, at the Title IX Coordinator's / Deputy Coordinator's discretion, permit the complainant or respondent to select a new advisor, depending on the circumstances.
- The University will notify a party to a complaint resolution process if another party involved in the complaint resolution process has obtained an advisor and will indicate whether the other party's advisor is an attorney.

O. Requests for Reasonable Accommodations

Individuals who need a reasonable accommodation should contact the Title IX Coordinator. The University will consider requests for reasonable accommodations submitted to the Title IX Coordinator on a case-by-case basis. Accommodations the University may provide include:

- Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the complaint resolution process.
- Providing an interpreter for individuals who are limited English-language proficient.

P. Supportive/Interim Measures

After receiving a report of alleged Sexual Misconduct, the Title IX Coordinator / Deputy Coordinator will consider whether supportive/ interim actions, accommodations, or protective measures are reasonably necessary or appropriate to protect the parties and the broader University community. Such supportive/interim measures will be available without fee or charge to the complainant, respondent, and others adversely impacted by the complaint resolution process, if requested and reasonably available. Such measures will be designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or to deter sexual harassment.

The University will provide written notification to affected individuals about options for, available assistance in, and how to request changes to academic, living, transportation and working situations, or protective measures. The University will comply with a student's reasonable request for a living and/or academic situation change following an alleged incident of Sexual Misconduct. The University will make such accommodations and provide such protective measures, with or without a formal complaint, even when an individual asks to keep a reported violation of this Policy confidential or requests that the University not investigate the matter, and regardless of whether an individual chooses to report to law enforcement.

Examples of possible supportive/interim measures include, without limitation:

- Establishing a "no contact" directive prohibiting the parties involved from communicating with each other;
- Changing an individual's on-campus residency, dining, or transportation arrangements;

- Special parking arrangements;
- Assistance in finding alternative housing;
- Changing an individual's student or employee status or job responsibilities, or location;
- Changing an individual's work or class schedule;
- Providing academic accommodations or providing assistance with academic issues;
- Providing security escorts;
- Providing a temporary cell phone;
- Access to counseling and medical services;
- Making information about protective orders and criminal no contact orders available and providing assistance with respect to obtaining and enforcing such orders;
- Assistance in identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services, legal assistance, visa and immigration assistance, and student financial aid.

The University determines which measures are appropriate for a particular individual on a case-by-case basis. Such measures will vary based on the particular facts and circumstances, including, but not limited to, the specific need expressed by the individual, the age of the individuals involved, the severity or pervasiveness of the allegations, any continuing effects on the individual, whether the complainant and respondent share the same residence hall, dining hall, class, transportation, or job location, and whether other judicial measures have been taken to protect the complainant. The Title IX Coordinator will be responsible for determining what measures will be put in place.

To request an accommodation or interim measure, individuals should contact the Title IX Coordinator or Deputy Coordinator.

The University will maintain as confidential any accommodations or protective measures provided to an individual, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures. The University will only disclose information necessary to provide the accommodations or protective measures in a timely manner to individuals who need to know the information in order to effectively provide the accommodations or protective measures. The Title IX Coordinator will determine what information about an individual should be disclosed and to whom this information will be disclosed based on the facts and circumstances of the specific situation and the accommodation to be provided. The University will inform the individual before sharing personally identifying information that the University believes is necessary to provide an accommodation or protective measure. The University will tell the individual which information will be shared, with whom it will be shared, and why it will be shared.

Additional services are available on campus and/or in the community, as described in the Support Resources section at the end of this Policy and on the University's website.

Any concern about a violation of a supportive/interim measure should be reported to the Title IX Coordinator or Deputy Coordinator promptly. Complaints of a violation of a supportive/interim measure will be handled as discussed in section XIII. Complaints of Related Misconduct below.

Q. Non-Participation and Silence

Either party may decline, at any time, to provide information or participate further in the complaint resolution process. If, at any time during the complaint resolution process, a party decides not to participate, the University may still proceed with the complaint resolution process and make a determination based upon the information available. If at any time the complainant declines to participate in the process, the University's ability to meaningfully investigate and adjudicate a complaint may be limited. In such cases, the University will proceed with the complaint resolution process, if possible to do so without the complainant's participation, and will make a determination based upon the information available. A complainant's silence in response to a respondent's denials or defenses will not necessarily be viewed as an admission of the denials or defenses, but may leave the respondent's denials or defenses undisputed. Similarly, a respondent's silence in response to a complainant's allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed. Even if a party decides not to participate or chooses to stop participating at a phase of the process, the party will still be given the option to participate during additional phases of the process.

If a party is not willing to answer all relevant questions from the other party's advisor at the live hearing, the Hearing Panel will not be able rely on any statement of that party in reaching a determination regarding responsibility. The Hearing Panel, however, will not draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross-examination or other questions. For more information, see section XI(F)(3) Live Hearings below.

R. Obligation to be Truthful

All parties and witnesses have an obligation to be truthful in this process. Engaging in dishonesty or encouraging others to engage in dishonesty may be considered retaliation or interference with process under this Policy and/or violate other University policies. An allegation that a person has violated the obligation to be truthful will be handled through the procedures identified in section XIII. Complaints of Related Misconduct below.

S. Conflicts of Interest

If a complainant or respondent has any concern that any individual acting for the University under this Policy has a conflict of interest or bias, for or against complainants or respondents generally or for or against the individual complainant or respondent, such concern should be reported in writing to the Title IX Coordinator or Deputy Coordinator. Any concern regarding a conflict of interest or bias must be submitted within two (2) calendar days after receiving notice of the person's involvement in the process. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest or bias exist on the part of anyone investigating or adjudicating a formal complaint under this Policy

If complainant or respondent has any concern that the Title IX Coordinator or Deputy Coordinator has a conflict of interest or bias, such concern should be reported in writing to President of the University. If the Title IX Coordinator or Deputy Coordinator has a conflict of interest or bias with respect to a formal complaint, the President of the University shall appoint another person to oversee adherence to the Sexual Misconduct Policy with respect to the formal complaint at issue.

The parties should be mindful that the University has a small and close-knit campus community. That a party simply knows an individual acting for the University under this Policy or has had some limited interaction with such individual generally will not be deemed a disqualifying conflict of interest or bias in most instances. However, the University encourages the parties to bring any concern of conflict of interest or bias to the Title IX Coordinator's attention for consideration.

T. Time Frames for Resolution

The University is committed to the prompt and equitable resolution of allegations of Sexual Misconduct. Specific time frames for each phase of the complaint resolution process under this Policy are set forth in the section XI. Procedures for Sexual Misconduct Complaint Resolution below. Each phase of the process will generally be as follows:

- Step 1: Review of formal complaint and notice of allegations to the parties: ten (10) calendar days
- Step 2: Investigation Process: forty-five (45) calendar days
- Step 3: Review of directly-related evidence and investigator consideration of evidence response statement: seventeen (17) calendar days
- Step 4: Review of investigation report and submission of written response from the complainant and respondent: five (5) calendar days
- Step 5: Live Hearing and Determination: twenty-five (25) calendar days
- Step 6: File Appeal: two (2) calendar days from the parties' receipt of the notice of the determination
- Step 7: Determination of appeal: twenty (20) calendar days from the filing of the appeal

In any Sexual Misconduct complaint resolution process, the process may include additional days between these phases as the University transitions from one phase to another. The parties will be notified when each listed phase begins and when it ends. If any transition period will last longer than five (5) calendar days, the parties will be notified of the delay and the reason for it.

Circumstances may arise that require the extension of time frames based on the complexity of the allegations, the number of witnesses involved, the availability of the parties involved, the availability of witnesses, the effect of a concurrent criminal investigation, unsuccessful attempts at informal resolution, any intervening school break, the need for language assistance or accommodation of disabilities, or other unforeseen circumstance. The above timelines are intended to provide a guide for the process with the goal of resolving the complaint in a timely manner.

In cases where an incident has also been reported to law enforcement, the University will not delay its investigation and resolution processes in order to wait for the conclusion of a criminal investigation or proceeding. The University

will, however, comply with requests by law enforcement for cooperation in a criminal investigation. As such, the University may need to delay temporarily an investigation under this Policy while law enforcement is in the process of gathering evidence. This process typically takes seven (7) to ten (10) calendar days. Once law enforcement has completed its gathering of evidence, the University will promptly resume and complete its investigation and resolution procedures.

To the extent additional time is needed during any of the phases of the process discussed above or further below, the University will notify all parties of the delay and the reasons for it. When a time frame for a specific phase of the process, as set forth below, is less than five (5) calendar days, the University may, in its discretion, use business days to calculate the time frame deadline. Efforts will be made to complete the process in a timely manner balancing principles of thoroughness, fundamental fairness, and promptness.

Complainants are encouraged to begin the complaint resolution process as soon as possible following an alleged Sexual Misconduct incident. There is no statute of limitation for reporting prohibited conduct to the University under this Policy; however, the University's ability to respond, including to conduct an effective investigation if appropriate, may diminish over time, as evidence may erode, memories may fade, and respondents or witnesses may no longer be affiliated with the University. If a complaint is brought forward more than four (4) calendar years after an alleged incident, the University, in its discretion, may decline to process a complaint under these procedures, but reserves the right to take other administrative action as appropriate depending on the specific circumstances of the complaint, and will provide reasonably appropriate supportive/interim measures, assist the complainant in identifying external reporting options, and take reasonable steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. If the respondent is still a member of the University community as a student or employee, the complaint generally will be processed under these procedures.

U. Presumption of Non-Responsibility

The presumption is that the respondent is not responsible for a policy violation. The respondent is presumed not responsible until a determination regarding responsibility is made at the conclusion of the complaint resolution process. The respondent will be deemed responsible for a policy violation only if the appointed Hearing Panel concludes that there is sufficient evidence, by a "preponderance of evidence," to support a finding that the respondent more likely than not engaged in Sexual Misconduct.

V. Application of Policy

When the University receives a formal complaint of a violation of this Policy, the University will generally apply the sexual misconduct definitions from the policy that was in effect at the time of the alleged misconduct. The complaint resolution procedures applicable to the formal complaint will be those in effect at the time that the report or formal complaint is made. For cases involving allegations of Title IX Sexual Harassment, the University will apply the definitions from the policy that is in effect at the time the formal complaint is made to determine what procedures apply and the definitions from the policy that was in effect at the time the alleged misconduct occurred to determine whether a policy violation occurred.

W. Reservation of Flexibility

The procedures set forth in this Policy reflect the University's desire to respond to formal complaints in good faith and in compliance with legal requirements. The University recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. The University reserves the right to modify the procedures or to take other administrative action as appropriate under the circumstances.

In instances where a formal complaint is made against an individual who is not a student or employee of the University, the University reserves discretion to use a process or procedures other than those outlined below, as appropriate under the circumstances.

XI. PROCEDURES FOR SEXUAL MISCONDUCT COMPLAINT RESOLUTION

When the University receives a formal complaint of a potential Sexual Misconduct Policy violation, the University will promptly and equitably respond pursuant to the guidelines and procedures set forth below.

As discussed above, different procedures apply to allegations of Sexual Misconduct depending on the particular circumstances of a case, including the type of Sexual Misconduct that is alleged. Further information is provided below.

X. Initial Meeting Between Complainant and Title IX Coordinator

In most cases, the first step of the complaint resolution process is a preliminary meeting between the complainant and the Title IX Coordinator or Deputy Coordinator. The purpose of the preliminary meeting is to allow the Title IX Coordinator / Deputy Coordinator to gain a basic understanding of the nature and circumstances of the report or formal complaint; it is not intended to be an investigation interview.

As part of the initial meeting with the complainant, the Title IX Coordinator will:

- Assess the nature and circumstances of the allegation;
- Address immediate needs of the complainant and the campus;
- Notify the complainant of the right to contact law enforcement and seek medical treatment;
- Notify the complainant of the importance of preservation of evidence;
- Provide the complainant with information about on- and off-campus resources;
- Notify the complainant of available supportive/interim measures with or without filing a formal complaint;
- Provide the complainant with an explanation of the procedural options, including how to file a formal complaint (if the complainant has not already done so) and the complaint resolution process;
- Advise the complainant of the right to have an advisor of choice, as applicable under this Policy;
- Discuss the complainant's expressed preference for the manner of resolution and any barriers to proceeding; and,
- Explain the University's policy prohibiting retaliation.

All reports and formal complaints of Sexual Misconduct will be reviewed by the Title IX Coordinator / Deputy Coordinator to determine the risk of harm to individuals or to the campus community. Steps will be taken to address these risks in consultation with Campus Safety and appropriate school officials.

If the Title IX Coordinator / Deputy Coordinator determines that the report or formal complaint, even if substantiated, would not be a violation of this Policy, they may dismiss the matter or refer it to another applicable disciplinary procedure. The parties will be notified of that determination and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

Y. Formal Complaint and Notice of the Allegations

The filing of a formal complaint typically begins the complaint resolution process under this Policy. Generally, the complainant files a formal complaint with the Title IX Coordinator / Deputy Coordinator. However, in some cases, the University may move forward with a complaint resolution process even if the complainant chooses not to make or move forward with a complaint. Generally, the Title IX Coordinator / Deputy Coordinator will make a determination of whether the University will move forward with a complaint resolution process when the complainant has not filed a formal complaint. If the University decides that it has an obligation to move forward with a complaint resolution process, the Title IX Coordinator / Deputy Coordinator will sign the formal complaint and the University will notify the complainant before proceeding. See section VII(C) Requests for Confidentiality or No Action above for more information. The Title IX Coordinator / Deputy Coordinator signing the formal complaint does not make the Title IX Coordinator / Deputy Coordinator a party to the complaint resolution process or adverse to the respondent.

Formal complaints of Sexual Misconduct should be made through the Title IX Coordinator / Deputy Coordinator.

When the Title IX Coordinator has received a formal complaint, the Title IX Coordinator / Deputy Coordinator will assess the formal complaint to determine if it states any allegations of Sexual Misconduct. If the formal complaint alleges Sexual Misconduct, the Title IX Coordinator / Deputy Coordinator will make a preliminary determination of whether the procedures under this Policy or the procedures in the Student Handbook or Employee Handbook will apply to the formal complaint.

If the initial determination is that the formal complaint will be processed under the procedures in this Policy, the Title IX Coordinator / Deputy Coordinator will provide a written notice of allegations to the parties who are known. The written notice will include:

- Notice of the University's complaint resolution process, including the informal resolution process;
- Notice of the allegations, including the identities of the parties involved in the incident(s), if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the complaint resolution process;
- Notice that the parties have the right to an advisor of choice, as applicable under this Policy, who may be, but is not required to be, an attorney;
- Notice that the parties have the right to inspect and review evidence, as applicable under this Policy; and
- Notice of policy provisions that prohibit knowingly making false statements or knowingly submitting false information during the complaint resolution process, including in section IX(G) Obligation to Act in Good Faith and X(G) Obligation to be Truthful above.

If the University moves forward to investigate allegations about the complainant or respondent that are not included in the notice provided, the notice will be updated to provide notice of the additional allegations to the parties whose identities are known.

When the Title IX Coordinator / Deputy Coordinator has received a formal complaint of Sexual Misconduct that will be processed pursuant to the procedures under this Policy, the Title IX Coordinator / Deputy Coordinator will also meet with the respondent and will:

- Notify the respondent of the complaint and alleged policy violations;
- Provide the respondent an explanation of the complaint resolution process, including the informal resolution process;
- Notify the respondent of the importance of preservation of evidence;
- Notify the respondent of any supportive/interim measures that have been put in place that directly relate to the respondent (i.e., no contact order);
- Notify the respondent of available supportive/interim measures;
- Provide the respondent with information about on- and off-campus resources;
- Advise the respondent of the right to have an advisor of choice, as applicable under this Policy; and
- Explain the University's policy prohibiting retaliation.

This stage of initial review of the formal complaint by the Title IX Coordinator / Deputy Coordinator and initial notice of the allegations to the parties generally will take no more than ten (10) calendar days. In some cases, more time may be required.

Z. Investigation of Other University Policy Violations

If a formal complaint of Sexual Misconduct also implicates alleged violations of other University policies, the Title IX Coordinator or Deputy Coordinator, in coordination with other appropriate school officials, will evaluate the allegations to determine whether the investigation of the alleged Sexual Misconduct and the other alleged policy violations may be appropriately investigated together without unduly delaying the resolution of the Sexual Misconduct formal complaint. Where the Title IX Coordinator / Deputy Coordinator, in coordination with other appropriate school officials, determines that a single investigation is appropriate, the determination of responsibility for each of the alleged policy violation will be evaluated under the applicable policy. The adjudication may be conducted in accordance with this Policy or the adjudication of the other policy violation may be conducted separately from the adjudication of the alleged Sexual Misconduct.

AA. Consolidation of Formal Complaints

The University reserves the right to consolidate formal complaints into one complaint resolution process as to allegations of Sexual Misconduct against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Sexual Misconduct arise out of the same facts or circumstances.

BB. Informal Resolution Process

Following a formal complaint, at any time prior to reaching a determination regarding responsibility, the University may facilitate an informal resolution process. In cases involving allegations of Sexual Assault or more serious Sexual

Misconduct, informal resolution may not be appropriate. In addition, in cases involving allegations that an employee engaged in Title IX Sexual Harassment against a student, informal resolution is not appropriate.

If the complainant, the respondent, and the University all agree to pursue an informal resolution, the Title IX Coordinator / Deputy Coordinator will attempt to facilitate a resolution that is agreeable to all parties. The Title IX Coordinator / Deputy Coordinator will not be an advocate for either the complainant or the respondent in the informal resolution process, but, rather, will aid in the resolution of the formal complaint in a non-adversarial manner. Under the informal process, the University will only conduct such fact-gathering as is useful to resolve the formal complaint and as is necessary to protect the interests of the parties, the University, and the campus community.

As part of the informal resolution process, the University will not compel a complainant or respondent to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. Participation in the informal resolution process is voluntary, and the complainant and respondent have the option to discontinue the informal process and request a formal complaint resolution process at any time prior to reaching an agreed upon resolution. In addition, the University also always has the discretion to discontinue the informal process and move forward with a formal complaint resolution process. If at any point during the informal resolution process prior to reaching an agreed upon resolution, the complainant or respondent or the University wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined below will be followed.

Prior to engaging in an informal resolution process, the University will provide the parties with a written notice disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which the informal resolution process precludes the parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. In addition, the University will obtain the parties' voluntary, written consent to the informal resolution process.

Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the University to end, remedy, and prevent policy violations. Informal resolution may involve the imposition of individual and community remedies designed to maximize the complainant's access to the educational and extracurricular activities of the University. Examples of potential remedies are provided in the Supportive/Interim Measures section of the Policy. The recommended resolution may also include other institutional responses, requirements, or sanctions imposed on the respondent.

The informal resolution process ends when a resolution has been reached or when the complainant, the respondent, or the University terminates the process. A successful informal resolution results in a binding agreement between the parties. If the parties to the formal complaint and the University agree in writing to the terms and conditions of a recommended resolution within five (5) calendar days of the Title IX Coordinator / Deputy Coordinator presenting the recommended resolution to the parties, the case will be resolved without further process under this procedure. If all parties to the formal complaint and the University do not agree in writing to the terms and conditions of the recommended resolution within five (5) calendar days of the Title IX Coordinator / Deputy Coordinator presenting the recommended resolution to the parties, the formal complaint will be referred to the formal resolution process.

Appeals are not allowed in cases where all parties have agreed to a voluntary alternative resolution of the matter.

The informal resolution process generally will take no more than fifteen (15) calendar days. In some cases, more time may be required.

CC. Formal Resolution Process

If the formal complaint is not processed or resolved through the informal resolution process discussed above, the formal complaint will be processed according to the formal resolution process outlined below.

6. Investigation

The Title IX Coordinator / Deputy Coordinator will designate one or more investigators to conduct a prompt and equitable investigation. The parties will receive written notice of the investigator(s) appointed. If any party has a concern that the investigator(s) has a conflict of interest or bias, the party should report the concern in writing as indicated in section X(H) Conflicts of Interest above.

The investigator(s) will conduct the investigation in a manner appropriate to the circumstances of the case, which will typically include audio-recorded interviews with the complainant, the respondent, and any witnesses. The complainant and respondent will have the opportunity to advise the investigator(s) of any witnesses they believe should be interviewed, other evidence they believe should be reviewed by the investigator(s), and questions they believe the investigator(s) should ask the other party or witnesses, including questions challenging credibility. The investigator(s), in consultation with the Title IX Coordinator / Deputy Coordinator, has (have) discretion to assess the relevancy of any proposed witnesses, evidence, and questions, and to determine which interviews to conduct, including the discretion to conduct interviews of individuals not identified by the parties. The investigator(s) may also decline to ask a question or questions suggested by the parties. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The complainant and respondent will be given equal opportunity to present witnesses they believe should be interviewed and other inculpatory and exculpatory evidence as part of the investigation. Any witness that a party wishes to call at a hearing must be identified as part of the investigation process, prior to the issuing of the investigation report.

The parties will be informed of a close of evidence date. The parties must submit any and all information and evidence they would like considered as part of the investigation by the close of evidence date. After the close of evidence date, the parties will not be permitted to submit new or additional evidence that existed prior to the close of evidence date, unless the investigator(s), in consultation with the Title IX Coordinator, determine(s) otherwise.

At the conclusion of the investigation, the investigator(s) generally will compile an investigation report that fairly summarizes the relevant evidence. The investigation report may consist of any information, documents, data, or other evidence that will be provided to the Hearing Panel. At the investigator's discretion, such information may include, as applicable: the formal complaint; the notice of allegations; any other evidence obtained during the investigation; and the investigator's report of the investigation. The investigation report will be forwarded to the Title IX Coordinator / Deputy Coordinator. The Title IX Coordinator / Deputy Coordinator will review the investigation report and has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information added, removed, or redacted from the investigation report.

The University will strive to complete the initial investigation within forty-five (45) calendar days from the date the investigator is appointed, but this time frame may be extended depending on the circumstances of each case. The final investigation report will not be completed until after the review of directly related evidence. See section XI(F)(2) Access to Information below for more information.

7. Access to Information

As discussed above, prior to providing access to information at the end of the investigation phase, the Title IX Coordinator / Deputy Coordinator will make a final determination as to the procedures that will apply to the remainder of the complaint resolution process. If it is determined that the allegations are allegations of Non-Title IX Sexual Harassment or Sexual Exploitation, the formal complaint will be referred to the procedures in the Student Handbook or Employee Handbook. Allegations of Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking will be processed pursuant to the procedures set forth below.

a. Review of Directly Related Evidence

The parties will have an equal opportunity to inspect and review a copy of any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source. [The Title IX Coordinator / Deputy Coordinator will send a copy of such evidence to each party and each party's advisor in electronic format or hard copy. The parties will have a ten (10) calendar day period to review the evidence and prepare a written response to the evidence (the "Evidence Response Statement"). Each party's Evidence Response Statement may not exceed 2,500 words in length. The Evidence Response Statement must be submitted to the Title IX Coordinator / Deputy Coordinator within the ten (10) calendar day period described above. The Evidence Response Statement may be used as an opportunity to clarify information contained in the directly related evidence, to present the party's viewpoint about whether the evidence directly related to the allegations is relevant and therefore whether it should be included in the investigation report, and to identify evidence previously provided to the investigator that was not included in the directly related evidence which the party believes is directly related and relevant. While the parties may be assisted by their advisors in preparation of the Evidence Response Statement, the Evidence Response Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties may not address each other in the Evidence Response Statement.

The parties and parties' advisors may use the evidence reviewed at this step only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the evidence with any other individual. Prior to being provided the evidence obtained as part of the investigation that is directly related to the allegations, the parties and parties' advisors will be required to sign a non-disclosure agreement agreeing to such terms.

The Title IX Coordinator / Deputy Coordinator will review the parties' Evidence Response Statements and may remove or redact any portions of the parties' Evidence Response Statements that exceed the word limit of the statements as set forth above or that otherwise exceed the permitted scope of information that may be considered in the complaint resolution process (such as treatment records without consent or information subject to a legal privilege without a waiver).

The investigator will consider the parties' Evidence Response Statements prior to completion of the investigation report.

All the evidence made available for the parties' review will be available during the hearing.

b. Review of Investigation Report

The Title IX Coordinator / Deputy Coordinator will send a copy of the investigation report to each party and each party's advisor in electronic format or hard copy at least ten (10) days prior to the live hearing. The parties will have a five (5) calendar day period to review the investigation report and prepare a written response to the report (the "Written Response Statement"). Each party's Written Response Statement may not exceed 2,500 words in length. The Written Response Statement must be submitted to the Title IX Coordinator / Deputy Coordinator within the five (5) calendar day period described above. The Written Response Statement may be used as an opportunity to clarify points in the investigation report, identify information previously given to the investigator(s) that is not included in the investigation report which the party believes should have been included, or raise other concerns regarding the evidence. The Written Response Statements may include an impact statement as well. While the parties may be assisted by their advisors in preparation of the Written Response Statement, the Written Response Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties may not address each other in the Written Response Statement.

The parties and parties' advisors may use the investigation report only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the investigation report with any other individual. Prior to being provided the investigation report, the parties and parties' advisors will be required to sign a non-disclosure agreement agreeing to such terms. [

The Title IX Coordinator / Deputy Coordinator will review the parties' Written Response Statements. Based on the statements, the Title IX Coordinator / Deputy Coordinator has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information added, removed or redacted from the investigation report. In addition, the Title IX Coordinator / Deputy Coordinator may remove or redact any portions of the parties' Written Response Statements that exceed the word limits of the statements as set forth above or that otherwise exceed the permitted scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's prior sexual history if an exception does not apply).

8. Live Hearing

Upon completion of the investigation and access to information phases, the Title IX Coordinator / Deputy Coordinator will compile the adjudication file which will be shared with the Hearing Panel. The parties will be given access to any information that is included in the adjudication file to the extent that it includes additional information that the parties did not review as part of the access to information step discussed above in section XI(F)(2) Access to Information.

The matter will be submitted to a Hearing Panel to hold a live hearing and to make a determination regarding responsibility and, if appropriate, sanctions. The Hearing Panel will conduct a prompt and equitable live hearing.

a. Appointment of the Hearing Panel

The Title IX Coordinator / Deputy Coordinator will designate a panel of three adjudicators to serve as the Hearing Panel. One of the appointed adjudicators will serve as the chair of the Hearing Panel. Generally, the Hearing Panel may include faculty, staff, administrators, or outside parties with specific Title IX expertise. The University reserves the right to appoint any trained individuals who are without conflict or bias to the Hearing Panel. The Hearing Panel will not include the Title IX Coordinator / Deputy Coordinator or the investigator from the same matter. If any party has a concern that a member of the Hearing Panel has a conflict of interest or bias, the party should report the concern in writing as indicated in section X(H) Conflicts of Interest above.

b. Live Hearing

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such questions will be conducted directly, orally, and in real time by the party's advisor and will never be conducted by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question at the hearing, the Hearing Panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant in the formal complaint, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
If a party is not willing to answer any relevant question from the other party's advisor, or a witness is not willing to answer any relevant question from either advisor, the Hearing Panel will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Hearing Panel, however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

All evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint will be made available at the hearing.

The hearing will generally be held by video-conference with the parties, witnesses, and Hearing Panel located in separate locations and technology enabling the Hearing Panel and parties to simultaneously see and hear the party or the witness answering questions. The University reserves the right to determine that a hearing will instead be conducted with all participants, including the parties, witnesses, and the Hearing Panel physically present in the same location. In the event that the live hearing is held with the participants in the same location, at the request of either party, the University will provide for the parties to be located in separate rooms with technology enabling the Hearing Panel and parties to simultaneously see and hear the party or witness answering questions.

The University will create an audio or audiovisual recording, or transcript, of any live hearing and, upon request, will make it available to the parties for inspection and review. The parties will not receive a copy of the audio or audiovisual recording or transcript. Instead, access to the audio or audiovisual recording or transcript will generally be provided during normal business hours in a designated on-campus location. The audio or audiovisual recording or transcript cannot be removed from that location, nor can duplications be made.

c. University Appointed Advisors

If a party does not have an advisor present at the live hearing, the University will provide an advisor to the party, without fee or charge to that party, to conduct cross-examination on behalf of that party. If a party will not have an advisor present at the hearing, the party must inform the Title IX Coordinator / Deputy Coordinator at least three (3) calendar days prior to the live hearing so that the University may appoint an advisor for the hearing. The appointed advisor's role will be limited to relaying the party's questions to be asked of other parties and witnesses. The appointed advisor shall not perform any function beyond relaying the party's desired questions. The University reserves the right to appoint any individual as the University deems appropriate to act as an advisor at a live hearing. The University's appointment of an advisor is final and a party who refuses to work with an appointed advisor at the live hearing will forfeit his or her right to conduct cross-examination or other questioning at the hearing.

d. Live Hearing Procedures

Additional information about live hearings is available upon request from the Title IX Coordinator / Deputy Coordinator.

e. Decision-Making Process

The presumption is that the respondent is not responsible for a policy violation. The respondent will be deemed responsible for a policy violation only if the Hearing Panel concludes that there is sufficient evidence as determined by the "preponderance of evidence" to support a finding that the respondent engaged in Sexual Misconduct. If the Hearing Panel determines that the respondent is responsible for a policy violation, the Hearing Panel will then determine what sanctions and remedies are warranted.

As discussed above, if a party or witness does not submit to cross-examination at the live hearing, the Hearing Panel will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Hearing Panel, however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

When a respondent is found not responsible for a Policy violation, but nevertheless is found to have engaged in inappropriate conduct—for example, inappropriate remarks that do not rise to the level of a violation of this Policy—the University may, in its discretion, require the respondent to receive appropriate education and/or training. The University may also recommend counseling or other support services for the complainant or respondent.

9. Sanctions and Remedies

The Hearing Panel or Hearing Panel's designee will impose sanctions and/or remedies as necessary to end the misconduct, prevent its recurrence, and address its effects. If an individual other than the Hearing Panel will determine sanctions, the parties will receive notice of that individual's appointment. If any party has a concern that the individual appointed to determine sanctions has a conflict of interest or bias, the party should report the concern in writing as indicated in section X(H) Conflicts of Interest above.
The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Misconduct in order to protect the rights and personal safety of the complainant, students, faculty, staff, and other University community members. These measures may be both remedial (designed to address a complainant's safety and well-being and continued access to educational or workplace opportunities) or sanctions (involving action against a respondent). Not all forms of Sexual Misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion or termination, depending on the severity of the offense. The University also reserves the right to impose different sanctions if the respondent has been found responsible for a violation of University policy previously.

Individuals who are found responsible under this Policy may face sanctions as appropriate for students, employees, visitors, or others, including, but not limited to the following sanctions. Each of these sanctions and other sanctions may be imposed alone or in combination for a respondent found responsible for Sexual Misconduct:

- Required education or training;
- Probation;
- Warnings;
- Loss of privileges;
- Fines;
- Restitution;
- Behavioral contracts;
- Community service hours;
- Campus housing suspension, ranging from 2 weeks to 5 years, with reinstatement requirements that could include behavioral contracts, required assessment or education, demonstrated rehabilitation;
- Conditions upon the individual's presence on campus or at University events;
- Temporary or permanent restricted access to areas of campus, and campus events, activities, organizations, or courses;
- Conditions upon presence on campus or at University events;
- No trespass or no-contact orders;
- Removal or non-renewal of scholarships or honors;

- Suspension from the University, ranging from 2 weeks to 5 years, with reinstatement requirements that could include behavioral contracts, required assessment or education, demonstrated rehabilitation, and conditions upon the individual's presence on campus or at University events;
- Expulsion from the University;
- Revocation of admission to the University;
- Loss of salary or benefit such as sabbatical or research or travel funding;
- Suspension of promotion and salary increases, ranging from 2 weeks to 5 years, with reinstatement requirements that could include behavioral contracts, required assessment or education, demonstrated rehabilitation, and conditions upon the individual's presence on campus or at University events;
- Suspension or withdrawal of faculty privileges, ranging from 2 weeks to 5 years, with reinstatement requirements that could include behavioral contracts, required assessment or education, demonstrated rehabilitation, and conditions upon the individual's presence on campus or at University events;
- Transfer or change of job or responsibilities;
- Reassignment or removal from an elected or appointed position;
- Formal censure for faculty through the American Association of University Professors (AAUP);
- Revocation of tenure status for faculty;
- Written reprimand or demotion; and/or
- Termination of employment.

When an investigation reveals that a campus organization (such as a student club, athletic team, campus academic department, or staff/faculty committee) has committed or promoted behavior involving Sexual Misconduct, the organization may be sanctioned. Sanctions to the organization may include, but are not limited to, loss of University privileges (including, but not limited to, prohibition on the organization's participation in certain activities and the use of University facilities), educational requirements for organization members, required additional oversight of organization activities, temporary loss of funding and/or loss of recognition by the University, and permanent loss of organization recognition, in addition to individual members of the organization who are determined responsible for a Policy violation being subject to the sanctions listed above. All campus organizations/departments are responsible for the actions of its members when they are operating on behalf of the organization/department.

Remedies for the complainant are designed to restore or preserve equal access to the University's education program or activity. Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Remedies, accommodations, and protective measures for the complainant include implementing or extending all or some of the following actions, without limitation:

- A mutual or one-sided no contact order;
- Prohibiting the respondent from being on University property;
- Prohibiting the respondent from participating in University-sponsored events;
- Changing an individual's on-campus residency, dining, or transportation arrangements, or prohibiting an individual from residing in a University residence;
- Special parking arrangements;
- Assistance in finding alternative housing;
- Changing an individual's student or employee status or job responsibilities;
- Changing an individual's work or class schedule;
- Providing academic accommodations or providing assistance with academic issues;
- Providing security escorts;
- Providing a temporary cell phone;
- Access to counseling and medical services;
- Making information about protective orders and criminal no-contact orders available to a complainant; and/or
- Assistance identifying an advocate to help secure additional resources or assistance, including on campus and off-campus resources, and community advocacy, support, and services.

Remedies designed to address the University community include increased monitoring, supervision, and/or security at locations or in connection with activities where the prohibited conduct occurred or is likely to reoccur and targeted or broad-based educational programming or training for relevant persons or groups.

The Title IX Coordinator / Deputy Coordinator is responsible for effective implementation of any remedies.

Any concern about a violation of an imposed sanction should be reported to the Title IX Coordinator / Deputy Coordinator.

10. Notice of Determination

The complainant and respondent will simultaneously receive a written notice of the determination of the formal complaint.

Prior to being provided the notice of determination, the parties and parties' advisors will be required to sign a non-disclosure agreement. The parties and parties' advisors are prohibited from disseminating or otherwise sharing the notice of determination with any other individual, except as permitted in the non-disclosure agreement.

The written notice will include the allegations potentially constituting Sexual Misconduct, a description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held), findings of fact supporting the determination, conclusions regarding the application of the University's policy to the facts, the determination regarding responsibility as to each allegation, any imposition of sanctions, whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant, and the rationales for the determination and sanctions (including how the evidence was weighed, how the information supports the result, and the standard of evidence applied). The written notice will also include information about the procedures and permissible bases for appeal, as set forth below, and when the result becomes final. In addition, the written notice will include any other steps the University has taken to eliminate the conduct and prevent its recurrence.

The written notice of determination will generally be received within twenty-five (25) calendar days from the date the live hearing concluded. In some cases, more time may be required.

The determination of the Hearing Panel may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final and the sanctions, if any, will be effective.

11. Dismissal of Formal Complaint Prior to the Live Hearing

If the allegations in a formal complaint are initially included in the notice of allegations as allegations of Title IX Sexual Harassment, but facts are gathered during the course of the complaint resolution process that indicate that the alleged conduct does not meet the definition of Title IX Sexual Harassment under this policy, the University will dismiss the formal complaint as to those allegations. Even if a formal complaint or any allegations of Title IX Sexual Harassment are dismissed, the University reserves the right to move forward with a complaint resolution process using the procedures in this Policy or other procedures in the Student or Employee Handbooks, as applicable.

In cases involving allegations of any Sexual Misconduct, the University may, at its discretion, dismiss the case prior to the live hearing in certain circumstances. Circumstances that may lead to dismissal prior to the live hearing include, but are not limited to: the complainant notifies the Title IX Coordinator / Deputy Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled or employed by the University, or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the University dismisses a formal complaint, the University will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. A dismissal of a formal complaint may be appealed as provided below.

12. Appeals

The parties may appeal a decision to dismiss a formal complaint or any allegations therein, as discussed above in section XI(F)(6) Dismissal of Formal Complaint Prior to the Live Hearing. The parties may also appeal the Hearing Panel's decision regarding responsibility. The right of appeal is available to all parties regardless of their participation in the investigation or hearing.

Grounds for appeals are as follows:

- Procedural irregularity that affected the outcome of the matter;

- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator/Deputy Coordinator, investigator(s), or Hearing Panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

f. Submitting an Appeal

A party may request an appeal by submitting a written appeal statement, not to exceed 2,000 words, challenging the outcome of the complaint resolution process. The written appeal statement must explain which of the grounds above the party is invoking for the appeal and must be received by the Title IX Coordinator / Deputy Coordinator within two (2) calendar days following the date that the notice of determination was sent to the complainant and respondent. While the parties may be assisted by their advisors in preparation of the appeal, the appeal statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The Title IX Coordinator / Deputy Coordinator will review the appeal statement to determine whether the appeal states a permissible ground for appeal (as set forth above), such that the appeal will be considered. The Title IX Coordinator / Deputy Coordinator may remove or redact any portions of the appeal statement that exceed the word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's prior sexual history if an exception does not apply).

If the Title IX Coordinator / Deputy Coordinator determines that the appeal states a permissible ground for appeal, the non-appealing party will be notified of the appeal and provided an opportunity to review the appeal statement and submit a written response in support of the outcome. Any written response from the non-appealing party in support of the outcome must not to exceed 2,000 words and must be submitted to the Title IX Coordinator / Deputy Coordinator within two (2) calendar days of receiving notice of the appeal. While the party may be assisted by their advisors in preparation of the responsive appeal statement, the responsive appeal statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf.

The Title IX Coordinator / Deputy Coordinator will review any responsive appeal statement and may remove or redact any portions of the statement that exceed the word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's prior sexual history if an exception does not apply).

The Title IX Coordinator / Deputy Coordinator generally will compile an appeal file, which may consist of any information, documents, or other evidence that is provided to the appeal officers. Such information may include, the written appeal statement, the responsive appeal statement, the notice of determination, the adjudication file in its entirety or in part, any previously undiscovered evidence (if discovery of new evidence is a ground for the appeal), and any other information determined to be necessary for the appeal officer's decision, at the discretion of the Title IX Coordinator / Deputy Coordinator.

The appeal file will be made available for review by the complainant and respondent. The parties will not receive copies of the appeal file. Instead, the Title IX Coordinator / Deputy Coordinator will provide a two (2) calendar day period for the complainant and respondent to have access to review the appeal file and such access generally will be provided during normal business hours in a designated on-campus location. The appeal file cannot be removed from that location, nor can copies be made or pictures taken of the contents.

The parties and parties' advisors may use the appeal file reviewed at this step and any additional information reviewed during the consideration of the appeal (see below), only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the appeal file or additional information with any other individual. Prior to being provided access to the appeal file or any additional information, the parties and parties' advisors will be required to sign a non-disclosure agreement agreeing to such terms.

Appeals will be considered by an appeal officer designated by the Title IX Coordinator / Deputy Coordinator. Generally, the appeal officer will be an executive officer of the University. However, the University reserves the right to appoint any trained appeal officer who is free of conflict of interest or bias. The parties will receive written notice

of the appeal officer appointed. If any party has a concern that an appeal officer has a conflict of interest, the party should report the concern in writing as indicated in the section X(H) Conflicts of Interest above.

g. Consideration of Appeal

The appeal officer will not rehear the case, but will review the appeal file and consider whether it is more likely than not that the above-listed grounds for appeal have been satisfied. The appeal officer may, in their discretion, seek additional information from the Title IX Coordinator / Deputy Coordinator, investigator, or another appropriate individual. If the appeal officer receives any additional information, the parties shall have an opportunity to review the additional information.

The appeal officer has the authority to affirm the findings or remand the findings for reconsideration. If the appeal officer determines there is sufficient evidence to conclude that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will generally be remanded for further investigation and/or deliberations by the Hearing Panel, and/or an additional live hearing, as determined by the appeal officer.

If remanded, the appeal officer, in consultation with the Title IX Coordinator / Deputy Coordinator, will determine whether the matter should be remanded to the original Hearing Panel or whether new Hearing panel should review the matter. The appeal officer may not change the Hearing Panel's determination of whether the respondent was responsible or not responsible for a Policy violation. Only the Hearing Panel reviewing the matter on remand from an appeal may change the determination of the original Hearing Panel of whether the respondent was responsible or not responsible for a Policy violation. If the reasons for remand relate to the investigation or warrant additional investigation, the appeal officer, in consultation with the Title IX Coordinator / Deputy Coordinator, will determine whether the matter should be remanded to the previous investigator(s) or whether a new investigator(s) should be appointed.

Upon remand, the investigator(s) and Hearing Panel shall utilize the same process as required for all complaint processes under this Policy. If the matter is remanded, the determination made on remand will be appealable under the procedures discussed in this Section.

If the appeal officer determines there is insufficient evidence to conclude that it is more likely than not that one or more grounds for appeal have been satisfied, the appeal officer will dismiss the appeal. This dismissal decision is final and is not appealable. If the appeal officer dismisses the appeal, the sanctions will be effective on the date the appeal officer's decision is provided to the parties.

The appeal officer will simultaneously issue a written decision to the parties describing the result of the appeal and the appeal officer's rationale for the result. The University will strive to complete the appeal within twenty (20) calendar days following the appeal officer's receipt of the appeal file from the Title IX Coordinator / Deputy Coordinator; however, in some cases, more time may be required.

XII. RECORDKEEPING RELATING TO SEXUAL MISCONDUCT

The Title IX Coordinator or Deputy Coordinator, in coordination with other appropriate University officials, is responsible for maintaining records relating to Sexual Misconduct reports and formal complaints. The Title IX Coordinator / Deputy Coordinator will maintain records of all incidents reported and all formal complaints made under this Policy, as well as their outcomes in order to track patterns and systemic concerns.

When a formal complaint is pending, each official having a role in the complaint resolution process is responsible for handling records appropriate to their role. When the process is complete, the official records relating to the formal complaint will be provided to the Title IX Coordinator / Deputy Coordinator, who will maintain such records in accordance with the University's record retention requirements and applicable law. Records related to Sexual Misconduct reports and formal complaints will be treated as confidential and shared only on a need-to-know basis, as required by law, or to conduct a complaint resolution process.

The Title IX Coordinator / Deputy Coordinator will maintain, for at least 7 years, records of: each sexual harassment investigation (including any determination regarding responsibility, recording/transcript of the hearing, disciplinary sanctions imposed, and remedies provided); any appeal and its result; any informal resolution and results; all training materials for the Title IX team; actions taken in response to a report or formal complaint (including supportive measures); the basis for not providing supportive measures to the complainant or respondent if applicable; and

documentation that the University took measures designed to restore or preserve equal access to the education program or activity.

XIII. COMPLAINTS OF RELATED MISCONDUCT

Any complaint relating to retaliation or interference with process in violation of this Policy, violations of supportive/interim measures, violation of the obligation to act in good faith, violation of the obligation to be truthful, violations of sanctions, or violations of a non-disclosure agreement should be reported promptly to the Title IX Coordinator for student matters or the Deputy Coordinator for employee matters. The University will provide a prompt and equitable process for the resolution of such complaints. The University will take appropriate action against any individual who retaliates against another person or interferes with a process in violation of this Policy or who violates supportive/interim measures, the obligation to act in good faith, the obligation to be truthful, sanctions, or a non-disclosure agreement.

When the University receives a complaint of retaliation or interference with process or of violations of supportive/interim measures, the obligation to act in good faith, the obligation to be truthful, sanctions, or a non-disclosure agreement, the Title IX Coordinator / Deputy Coordinator may exercise discretion to determine an appropriate responsive process based on the facts and circumstances. At the discretion of the Title IX Coordinator or Deputy Coordinator, options for resolution include, but are not limited to, informal discussions and resolution facilitated by the Title IX Coordinator / Deputy Coordinator, investigation and/or determination by the Title IX Coordinator / Deputy Coordinator, or assignment of a designated individual to investigate the complaint and/or determine an appropriate response. This process will be separate and distinct from the Complaint Procedures outlined above for addressing Sexual Misconduct complaints. The Title IX Coordinator / Deputy Coordinator will document the complaint received, the process used, and the outcome. The University will notify the parties of the outcome of the complaint. In instances where the outcome of the process results in a suspension longer than one semester, expulsion, or termination of employment, the impacted individual may appeal the decision in accordance with the appeal rights as set forth in this Policy.

XIV. ALTERNATIVE PROCEDURES

Nothing in this Policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but are not limited to, filing a complaint with the United States Department of Education's Office for Civil Rights (OCR). The OCR office for institutions located in Kansas is:

Office of Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
816.268.0550
OCR.KansasCity@ed.gov

XV. SUPPORT RESOURCES

Emergency 911

Baldwin City Campus

- Dean of Students, Title IX Coordinator, 200 Long Student Union **785.594.8431**
- Chief Human Resources Officer, Deputy Title IX Coordinator, Constant Hall **785-594-8362**
- Counseling Center **785.594.8409**
- University Minister, Osborne Chapel lower level **785.594.4553**
- Sexual Assault and Abuse Care Center Advocate, Counseling Center **785.843.8985**
- Baldwin City Police Department **785.594.3850**
- Campus Safety **785.594.8430**
- Sexual Assault and Abuse Care Center, Lawrence **785.843.8985**
- Lawrence Memorial Hospital **785.505.5000**

State Resources

- For a listing of Kansas City hospitals specializing in Sexual Assault Nurse Exam or Forensic Evidence Collection,

please visit http://mocsa.org/need-help/sexual-assault.

- The Kansas Crisis Hotline is a toll-free, 24-hour statewide hotline linking victims of Domestic Violence and Sexual Assault to local services. The Kansas Crisis Hotline **1.888.363.2287**, http://www.kcsdv.org/find-help/in-kansas/dv-sa-services.html.

National Resources

- National Domestic Violence Hotline. Trained advocates are available 24/7 to talk confidentially about individuals experiencing Domestic Violence, seeking resources or information, or questioning unhealthy aspects of their relationship.
  - http://www.thehotline.org/
  - **1.800.799.7233**
  - TTY: **1.800.787.3224**

- National Suicide Prevention Hotline. Skilled, trained counselors are available 24/7 to listen to your problems and help you connect with mental health services in your area. Calls are confidential and free.
  - http://www.suicidepreventionlifeline.org/
  - **1.800.273.8255** or **1.800.784.2433**

- National Hopeline (if despondent). Calls are connected to certified crisis center nearest to the caller's location. Staff and volunteers are trained and certified in crisis intervention.
  - http://www.hopeline.com/ or http://www.hopeline.com/gethelpnow.html
  - **1.800.442.4673** or **1.800.442.HOPE**

- Rape, Abuse & Incest National Network (RAINN). Calls are completely confidential. Trained counselors provide support for rape, Sexual Assault, and incest Complainants.
  - https://rainn.org/get.help/national.sexual.assault.hotline
  - https://ohl.rainn.org/online/ (online hotline)
  - **1.800.656.HOPE** or **1.800.656.4673**

EVIDENCE

PRESERVING EVIDENCE

Evidence of a Sexual Assault and the attacker's identity may be left on the Complainant's body. Therefore, do not wash in any way until you have been examined at a hospital emergency room. Complainants of Sexual Assault should go in for the exam as quickly as possible because the evidence deteriorates quickly and may be important in proving the assault in criminal proceedings. Hospital staff is trained to collect forensic evidence, check for injuries and deal with the possibility of exposure to sexually transmitted diseases. A Sexual Assault nurse examiner (SANE) is a hospital staff member who handles Sexual Assault and is specifically trained to: provide comprehensive care to Sexual Assault survivors; demonstrate competence in conducting a forensic examination; have the ability to testify as an expert witness; and show compassion and sensitivity to survivors of Sexual Assault.

RECOMMENDED CARE PROCEDURES

RECOMMENDED PROCEDURE TO TAKE IF YOU ARE A VICTIM OF RELATIONSHIP OR DOMESTIC VIOLENCE

- If you are in immediate danger, call 911 for help
- Contact the Dean of Students or Title IX Coordinator for support, or to file a complaint against the perpetrator
- Contact law enforcement (not required)
- Devise a safety plan and notify friends and family members of your safety plan
- Seek medical treatment if you have been physically hurt by the other person
- Seek counseling services which can provide resources and support regarding how to handle relationships that involve violence

RECOMMENDED PROCEDURES TO TAKE AFTER A SEXUAL ASSAULT

- If you are in immediate danger, call 911 for help
- Immediate medical attention is recommended to treat any injuries that may have been sustained, including any possible sexually transmitted infection, and to collect or establish information related to the rape or assault. Immediate medical needs can be taken care of by a hospital. University officials may accompany the person, at his or her request or consent, and render whatever assistance needed.
- Seek counseling services which can provide resources and support regarding Sexual Assault
- At the Baldwin City campus, counseling for both a person who has been affected by Sexual Assault and those accused may be provided by the Baker Counseling Center staff or those who are in a position to assist. In the event that long-term assistance is necessary, referrals to the appropriate outside resources may be made.

- Contact law enforcement (not required)
- Contact the Dean of Students for support, or to file a complaint against the perpetrator

RECOMMENDED PROCEDURES TO TAKE IF YOU ARE BEING STALKED

- If you are in immediate danger, call 911 for help
- Clearly communicate an unwillingness to engage in further contact with the stalker
- Set firm personal boundaries with the person engaging in the stalking behavior
- If you are not comfortable with face-to-face interaction with the stalker, write a letter to the person
- Keep a journal of all contacts that the stalker has made with you and keep records of other interactions
- Devise a safety plan and let your friends, family, or others know about it
- Contact the Dean of Students for support, or to file a complaint against the perpetrator
- Contact law enforcement (not required)
- Seek medical treatment if you have been physically hurt by the other person
- Seek counseling services which can provide resources and support regarding how to handle Stalking

RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a nonconsensual sexual act. Suggestions to avoid committing a nonconsensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly, understanding you have the right to withdraw consent at ANY time.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake or drug use and acknowledge that alcohol and drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of Sexual Misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent, someone's sexual availability, whether they are attracted to you, or whether the potential partner is physically or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading the situation. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state under any circumstances.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size, or position with the University. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication and body language.

EDUCATIONAL PROGRAMS

Educational programs will be provided to University students, faculty, and staff about the issues of Sexual Misconduct. Programs will define the offenses, outline procedures for reporting, and resources available for support.