Sherry joins me in extending a warm welcome to you. This is an exciting time to be a student at Taylor University. And we’re sure you’ll experience the dynamic sense of energy that pervades our work together.

Being a student is more than taking classes and participating in multiple activities, both on and off campus. Rather, being a student means you’re preparing for even more effective service in the mission of furthering Christ’s Kingdom here on earth. And as you have heard me say, “God is ready to use you now” and so He will.

Every one of us here, be it faculty, staff, or administration, has one over-riding goal and purpose: to help you in your journey of becoming the person God desires and needs you to be. That’s why our focus on educating the whole person is pervasive and University-wide.

Finally, we look forward to welcoming you sometime during the course of the year to the President’s Home. It will be our joy to welcome you there even as we see you around the campus.

Have a great year at Taylor!

“Plant your roots in Christ and let him be the foundation for your life. Be strong in your faith, just as you were taught. And be grateful.” Colossians 2.7 (CEV)

P. Lowell Haines
President
2018-2019 CAMPUS CALENDAR

FALL TERM 2018
August 22-23  Colleagues College
August 24  9:00 AM New Students Move-in Day
August 24-26  Welcome Weekend
August 25  10:00 AM Returning Students Move-in Day
August 27  Classes begin after 5:00 pm
September 3  Labor Day-No classes
September 10-14  Spiritual Renewal Series
October 11-14  Taylor Homecoming & Family Weekend
October 18  Fall Break begins after last class
October 23  Classes resume
November 20  Thanksgiving Break begins after last class
November 21  10:00 AM Residence Halls close for Thanksgiving break
November 25  1:00 PM Residence Halls open from Thanksgiving break
November 26  Classes resume
December 7  Last day of classes
December 10-13  Final Exam Week
December 13  Christmas Break begins after last exam
December 14  10:00 AM Residence Halls close for Christmas break

INTERTERM 2019
January 2  1:00 PM Residence Halls open for Interterm
January 3  Classes begin
January 21  Martin Luther King, Jr. Day (no classes)
January 25  Interterm ends after last class

SPRING TERM 2019
January 27  1:00 PM Residence Halls open for Spring Term
January 29  Classes begin
February 4-8  Spiritual Renewal Series
February 22-23  National Student Leadership Conference
March 15  Spring break begins after last class
March 16  10:00 AM Residence Halls close for Spring Break
March 24  1:00 PM Residence Halls open from Spring Break
March 25  Classes Resume
April 18  Easter break begins after last class
April 22  Classes Resume
April 26-27  Heritage Weekend
April 26  Grandparents Day
May 10  Last day of classes
May 10  10:00 AM Baccalaureate Chapel
May 13-16  Final Exam Week
May 18  10:00 AM Commencement
May 18  10:00 AM Residence Halls close
(4:00 PM for graduating Seniors)
THE MISSION OF TAYLOR UNIVERSITY

The mission of Taylor University is to “develop servant leaders marked with a passion to minister Christ’s redemptive love and truth to a world in need”.

ANCHOR POINTS

The mission and purposes of Taylor University are implemented within a Christ-centered community of scholarship and Biblical faith distinguished by the following anchor points:

1. Biblically Anchored
2. Christ Centered
3. Faith Learning Integrated
4. Liberal Arts Grounded
5. Globally Engaged
6. Whole Person Focused
7. Servant Leader Motivated

COMMUNITY LIFE

The Taylor community is one which seeks to honor Jesus Christ while placing a great deal of importance on relationships and recognizing the need for responsible behavior. The covenant, which follows, is our description of the environment we seek to maintain. It is also your invitation to join us in a very special community experience. Should you have any questions about the covenant, please contact your Residence Hall Director or other members of the Student Development staff.

LIFE TOGETHER COVENANT

Responsibilities and Expectations for Community Life at Taylor University

Introduction

Taylor University is a community of Christians intentionally joined together for academic progress, personal development and spiritual growth. The mission of Taylor University is to develop servant leaders marked with a passion to minister Christ’s redemptive love and truth to a world in need.”[1] Together we seek to honor Him by integrating biblical faith and learning while our hearts and lives embrace the process of maturing in Christ.

The Taylor community consists of those who, in furtherance of our mission, are living together in intentional, voluntary fellowship, aware that we are called to live our lives before a watching world. Although primarily centered on the Upland campus, this community is not defined by geography, but rather by active engagement in the Taylor educational mission.

The Life Together Covenant (LTC) identifies the expectations for living in community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to assure orderly community life. When individuals join the Taylor community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in this covenant. The University Expectations are not intended to measure spirituality or to promote legalism. Nevertheless, Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love. (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33)

[1] Taylor University Mission Statement
A foundational support for the Life Together Covenant is the Taylor University Statement of Faith. The Statement of Faith affirms that the Bible is the inspired and authoritative word of God, and it provides the essential teachings and principles for personal and community conduct. The Statement of Faith also affirms the presence of the Holy Spirit in every believer; God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to others through supportive relationships.

**BIBLICAL RESPONSIBILITIES**

**Responsibilities for Loving God, Others and Self**

We glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors which reflect such love confirm our allegiance to God and are glorifying to Him. (Matthew 22:36-40; John 15:11-14; Romans 15:5-6)

Living in daily fellowship with other Christians is a privilege and an expression of God's will and grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge that we are living in a fellowship where we are dependent on and accountable to one another. The New Testament word for fellowship is *koinonia*, which is translated as a close mutual relationship, participation, sharing, partnership, contribution, or gift. Members, therefore, are encouraged to seek opportunities to demonstrate *koinonia*. (1 Corinthians 12:12-31; Ephesians 4:1-6)

All persons are created in the image of God, and each person is known by God and knit together in the womb with intentional design. God’s attention to creative detail is uniquely applied in each person in whom is given the capacity to love God with heart, soul, mind and strength. (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19)

**Responsibilities for Community**

Within our community the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another. (1 John 3:11, 16, 18; 4:7-21) For the purpose of our community we have identified the following specific expressions of love as being among the most desirable.

**Building Up One Another:** We expect each member of the community to strive consciously to maintain relationships that support, encourage, and build up one another. (Romans 15:1-2)

**Making Allowance for One Another:** Because of our fallenness, difficulties in relationships do occur. In such cases we are to respond with compassion, kindness, humility, gentleness, and patience, making allowance for each other and forgiving one another. (Colossians 3:12-13)

**Caring for One Another:** We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation, and intercession. (Galatians 6:2)

**Respecting One Another:** Because of the God-given worth and dignity of persons, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender or disability is not acceptable. Any kind of demeaning gesture, symbol, communication, threat, or act of violence directed toward another person will not be tolerated. (Colossians 3:11-14; 1 John 3:14-18)

**Speaking the Truth in Love:** A community such as ours can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is paramount and if the confronter is motivated by and acting in love, the process can produce growth. (Ephesians 4:15)
Reconciliation, Restoration and Restitution: Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, forgive one another, restore relationships, and make restitution. (Matthew 5:23-24; 18:15-17)

Responsibilities for Individual Attitudes and Behavior

Attributes of the Heart: Scripture gives us mandates for daily living through the Ten Commandments and the Sermon on the Mount. (Exodus 20:2-17; Matthew 5-7) In addition, Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include: “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.” (Galatians 5:22-24 NIV) This “fruit of the Spirit” is to be sought, encouraged, and demonstrated in our relationships. We are also called to live lives characterized by peace and holiness. (Hebrews 12:14)

In contrast to encouraging these positive attributes of the heart, Scripture condemns injustice and attitudes such as greed, jealousy, pride, lust, prejudice, and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior. (Galatians 5:19-21; Ephesians 4:31; Micah 6:8)

Prohibited Behaviors: Certain behaviors are expressly prohibited in Scripture and therefore are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude language, sexual immorality (including adultery, homosexual behavior, premarital sex and involvement with pornography in any form), drunkenness, immodesty of dress, and occult practice. (Mark 7:20-23; Romans 13:12-14; 1 Corinthians 6:9-11)

Academic Integrity and Truthfulness: As a Christ-centered University community we apply biblical responsibilities for honesty to all forms of academic integrity. Plagiarism is forbidden; we expect truthfulness and fidelity to be expressed in every learning context. (Luke 16:10; Ephesians 4:25)

Submission to Civil Authority: In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the Taylor community are expected to uphold the laws of the local community, the state, and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the penalty for his or her behavior. (Romans 13:1-7) Behavior resulting in arrest on or off campus is subject to review within the University's disciplinary procedures.

UNIVERSITY EXPECTATIONS

In addition to subscribing to the section on Biblical Responsibilities, members of the Taylor University community voluntarily commit themselves to the following expectations of behavior. This commitment results from the conviction that these expectations serve the common good of the individual and the institution. These expectations are not set forth as an index of Christian spirituality, but rather as values and standards of the Taylor community and guidelines that serve to preserve the ethos of the campus communities. Furthermore, they reflect our commitment to helping each member of the community grow in maturity and in the ability to make wise choices. Because of the importance of trust and responsibility to one another, violations of these expectations are regarded as a serious breach of integrity within the community. The following expectations apply to all members of the campus communities: the faculty, staff, and students of Taylor University.

Worship: Corporate worship, prayer, fellowship, and instruction are essential for our community. Therefore, students, faculty, and administrators are expected to attend chapel. Faithful participation is understood as a mature response to our community goals. We expect that individual honor and commitment to the Taylor community will motivate us to attend chapel. In addition, members of the community are encouraged to participate in the
life of a local church.

**Lord’s Day:** Members of the community are to observe this day as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation, exercise and study may be a part of the day, “business as usual” relative to University programs and services will not be sanctioned or encouraged.

**Entertainment and Recreation:** The University expects its members to use discretion and discernment in their choices of entertainment and recreation (some examples include media, Internet usage, and games). Each year, Student Development may sponsor a limited number of on-campus dances for the campus community. The University also considers the following forms of dance as acceptable for the campus community: sanctioned folk dances, dances that are designed to worship God, dancing at weddings, and the use of appropriate choreography in drama, musical productions and athletic events. In order to preserve and enhance our intentional community, other social dancing is not permitted on or away from campus. Activities and entertainment that are of questionable value or diminish a person’s moral sensitivity should be avoided. Consideration for others and standards of good taste are important, and all activities should be guided by this principle.

**Illegal and Legal Substances:** Taylor University prohibits the possession, use or distribution of illegal substances, and the abuse or illegal use of legal substances, including prescription and over-the-counter medication.

**Tobacco:** Recognizing that the use of tobacco is injurious to one’s physical health, members of the campus communities will not possess, use, or distribute tobacco in any form on or off campus. In addition, our campus is smoke free.

**Alcoholic Beverages:** The community recognizes the potential risk to one’s physical and psychological well-being in the use of alcoholic beverages. It also recognizes that use of alcoholic beverages can significantly and negatively impact the community. Accordingly, faculty, staff and students will refrain from the use of alcoholic beverages. Alcoholic beverages are not served at any University functions or programs on or off campus.

**Gambling:** Gambling (the exchange of money or goods by betting or wagering) is viewed as an unwise use of God-given resources and is not acceptable in any form.

**Respect for the Property of Others:** Members of the community are expected to respect the property of others, including University property, private property on and off campus, and public property. The intellectual property of others is also to be respected.

**Policies and Procedures:** Compliance with day-to-day policies and procedures of the community is expected from members. These routine items are listed in the Student Life Handbook, the Master Policy Manual, and the University catalog.

**APPLICATION**
The University affirms that the Biblical Responsibilities and University Expectations outlined herein lead to responsible citizenship and positive and healthy lifestyle, and they support the fulfillment of the University mission. While members of the community are encouraged to follow the principles of this LTC throughout the year, it is specifically applicable for students while they are actively engaged in the educational mission (Fall Semester, Interterm, Spring Semester and Summer Term, including Thanksgiving, Christmas, and spring breaks) or are representing Taylor in any off-campus events. For employees, it is specifically applicable during the periods of their service or employment contracts.

**CONCLUSION**
The book of Colossians provides an appropriate summary of the goals for our community: “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to
peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another. . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” (Colossians 3:12-17 TNIV)

Approved by the Taylor University Board of Trustees 02/15/2013

DISCIPLINE

The student discipline process is one important way that we can help and encourage students to grow. This redemptive process should be used to encourage and support students, but also to challenge and correct where necessary.

In the statement from the student handbook below, the philosophy and steps of the discipline process are laid out.

DISCIPLINE IN COMMUNITY LIFE

Philosophy
In order to live together in harmony and maintain an educational community, which is distinctively Christian, it is necessary to have behavioral standards and regulations. The standards and regulations, which apply to student life at Taylor, are listed in this handbook. It is important to know the standards and regulations and how the University administers them. The philosophy and procedures for discipline have been established with direct input from students, faculty and administrators. If you have any questions please feel free to contact a personnel assistant, Residence Hall Director or another member of the Student Development staff.

Purpose of Discipline
The disciplinary process at Taylor is to assist individual and community growth, and to aid the University in maintaining an environment conducive to living and learning. Personal growth and maturity is encouraged most when each member of the University community uses self-discipline and shares the responsibility to care enough about others, to confront them when appropriate. The responsibility to confront one another in a loving manner should flow out of natural relationships with friends, peers, faculty and staff. This approach, if functioning properly, should enable inappropriate behavior to be corrected on a personal level.

Helping/Confrontation Model
Taylor has developed its Helping Confrontation Model in order to clearly describe the confronting process. This model is a developmental one, which may be used for confrontation as well as securing help.

The Scriptures do not describe a precise model for discipline. They do speak to how we are to treat one another and confront one another. The University’s model has been adopted from Matthew 18:12-17. This Biblical model suggests a redemptive attitude and a progression for levels of confrontation. Members of the Taylor community are expected to apply these Biblical principles in holding one another accountable.

The following chart reflects Taylor’s application of Matthew 18:12-17. This model assumes that most students will conduct themselves appropriately by implementing the highest form of discipline, that of self-discipline. If that fails, friends, then personnel assistants, then hall directors and faculty, respectively, should assume the responsibility to confront anyone falling short of the community’s expectations. The Dean of Students or Director of Residence Life may eventually be involved, but only as all other levels of response have failed to resolve the problem. This progression reflects the usual method for responding to
disciplinary situations. Those situations, which are of serious consequence to the individual or to the campus community, may call for an immediate response by someone in a higher level of responsibility. In such cases, members of the Student Development staff will make that determination in consultation with the VP for Student Development.

**DO YOU KNOW SOMEONE WHO NEEDS HELP?**

If a student is having difficulty with an issue in his/her life, whether it be in violation of the Life Together Covenant or not, he/she is strongly encouraged to seek help from some member of the campus community. When students come forward seeking help, every effort will be made by the University to bring healing, wholeness and reconciliation. Professors, counseling center and medical staff, Residence Hall Directors and members of the Office of Student Development are eager to listen and help students through difficulties.

**STUDENT DISCIPLINARY PROCEDURES**

As previously mentioned the University’s expectation is that most behavior problems can be resolved by confronting one another through natural relationships. When relational confrontation fails or when a serious situation exists, a student will be confronted by a member of the Student Development staff. Although a relational approach pervades the entire disciplinary process, the Helping/Confrontation Model resembles a more formal disciplinary procedure when a student is referred to the Dean of Students, or his representative. The formal disciplinary procedures are designed to meet guidelines for due process in private institutions.

**Formal Disciplinary Procedure**

When a student is unable to abide by the values, standards and regulations of the University and/or is generally uncooperative or violates public laws, he will be contacted by the Dean of Students or his/her representative. At this level of response a student either meets with the Dean of Students and Residence Hall Director or a special review process:

1) **Dean of Students/Hall Director**: Composed of the Dean of Students or his/her representative and the appropriate Residence Hall Director.

2) **Special Review**: On occasion the Dean of Students/Residence Hall Director review may need additional insight. A special hearing group may be established which is composed of individuals selected by the Dean of Students or his/her representative in consultation with the student. This review group will function as a recommending body rather than a decision-making body. The review will make a recommendation to the individual chairing the review who will advise the student of the recommendation. The final decision will be made by the Dean of Students or his/her representative, depending on who is chairing the hearing.

**Appeals**

A student has the right to appeal a disciplinary decision made by the Dean of Students or his/her representative. All appeals will be heard by the Vice President for Student Development or his/her designee. A request for an appeal must be made within five (5) working days. Appeals must be based on one or more of the following reasons:

1) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., bias or material deviation from established procedures)

2) To consider newly discovered evidence unavailable during the original investigation that could substantially impact the original finding or sanction. This does not include evidence that was available to the party presenting the evidence but not offered to those reviewing the circumstances. A summary of this new evidence and its potential impact must be included.
3) The sanctions imposed are grossly disproportionate (i.e., excessively harsh or excessively lenient) given the offense or the cumulative conduct record of the responding student.

Any information included in the appeal that does not apply to the above three reasons for filing an appeal will not be considered in the appeal process. After reviewing the details of the circumstances, the VP for Student Development will make a decision within 10 business days of receiving the appeal and any related information, unless a determination is made that more time is necessary. If more time is needed, the student will be notified. The decision of the appeals officer will be provided to the necessary student in writing and will be final.

Disciplinary Responses
The following options for action are a part of the disciplinary procedures:

1) **Personal Confrontation**—Personal contact and discussion about inappropriate behaviors or attitudes without a formal record of contact.

2) **Letter of Reprimand**—Written documentation of inappropriate behaviors or attitudes with a record kept in the student’s file.

3) **Conduct Warning**—A warning statement issued when a student is in jeopardy of serious disciplinary action.

4) **Citizenship Probation**—A warning status into which a student is placed when he/she is in jeopardy of more serious disciplinary responses. A student may lose his/her leadership position. Elements of the probation are outlined in a written statement.

5) **Disciplinary Probation**—The most serious status into which a student is placed prior to dismissal. A student leader (who reports to Student Development) will automatically lose his/her leadership position. Students on disciplinary probation will not be eligible for off campus housing. All alcohol and drug violations will automatically fall into this category.

6) **Suspension**—A student is suspended for a specified period of time. The student will go home immediately and not return until the specified period has ended. Class absences are unexcused. Policies related to unexcused absences will be enforced. (See section entitled “Class Attendance.”)

7) **Deferred dismissal**—If an offense occurs late in a semester, a student may be allowed to finish the semester but would be ineligible to return the following semester.

8) **Dismissal**—A student is dismissed from school immediately. He/she is not eligible to apply for readmission for at least the balance of the semester. Dismissal could cause potential loss of financial aid eligibility for ensuing terms of enrollment.

9) **Expulsion**—A student is expelled from school immediately. He/she is not eligible to return to Taylor University in the future.

10) **Additional sanctions may include:**
    a. Loss of privilege – Loss of a privilege of participating in a college activity, in registration of vehicle, in residence hall visitation, or other privileges.
    b. Developmental/educational assignments – May include, but are not limited to, attendance at educational programs, personal essay, written report or issues relevant to one’s discipline case or involvement in a mentoring relationship.
    c. Student is referred for counseling and/or assessment.
    d. Service projects/work projects.
    e. Restitution/reconciliation.
    f. Fines.

Variations of the disciplinary actions listed above may be created when deemed...
Notification of Parents

Students will be encouraged at all levels of discipline to share the information with their parents. Official notification of parents is at the discretion of each Student Development staff member up to the point of citizenship probation. The parents of a student who has been placed on disciplinary probation, suspended or dismissed from school will be notified unless unusual circumstances exist. This assumes (unless notified otherwise) that all Taylor students under the age of 22 are dependents.

**Taylor University Policy Prohibiting Discrimination On the Basis of Sex and Gender**

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Introduction

Taylor University Context

Taylor University is a community of Christians intentionally joined together for academic progress, personal development and spiritual growth. The mission of Taylor University is to develop servant leaders marked with a passion to minister Christ’s redemptive love and truth to a world in need. Together we seek to honor Him by integrating biblical faith and learning while our hearts and lives embrace the process of maturing in Christ.

As an institution of Christian higher education we believe that it is imperative to provide a safe and nurturing environment for all students, faculty, staff and campus visitors. Providing a living and learning environment that is free from sexual harassment, assault or any form of sexual violence. This is based on our biblical conviction that all humans are created in God’s image and are therefore of immeasurable value and worthy of protection. And in addition that as Christians we are called not only to right belief but also to right conduct. We believe that insuring a safe environment free from sexual violence is essential to our covenant commitment to foster spiritual and personal development for our students. This policy is in place to care for and protect our community from harm. It also complies with Federal law (Title IX, Campus SAVE act, and VAWA). The purpose is to provide standardized policy in keeping with the requirements in current legislation. It is also to set clear definitions and to be a resource to university officials as they work together to better protect and serve the Taylor University students, faculty, staff, and visitors to which this policy applies. The University is also committed to ensuring that others who may have a connection to our community do not subject its students and employees to harassment. Accordingly, this policy applies to visitors, management and non-management employees, vendors, and others with whom we have a relationship. A violation of this policy or inappropriate conduct that threatens to violate this policy may result in disciplinary action up to and including, suspension, expulsion, and/or termination.

Scope

Taylor University is committed to the highest standards of Biblical conduct and intentional Christian, covenant community.

With that commitment in mind the University intends to maintain an academic environment and a workplace free of discrimination based on race, color, sex, national origin, age, citizenship, veteran status, or disability in matters of admissions, employment, housing, or any aspect of the educational programs or activities it offers. As a religious institution, Taylor University retains the right to make employment, admission, and educational decisions on the basis of an individual’s religious beliefs and conduct consistent with the Life Together Covenant and applicable law. The University does not tolerate and prohibits discrimination, harassment, sexual harassment, domestic violence, dating violence, stalking, or sexual assault committed against any member of its community. The University will take prompt and equitable action to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

Sexual and other harassment is a form of misconduct, which undermines the integrity of the educational and/or employment relationship. Harassment is not only offensive, but it
may also harm morale and interfere with the effectiveness and ability to fulfill responsibilities to students and others the University serves. All students and employees must be allowed to learn and/or work in an environment free from unsolicited and unwelcome sexual overtones and harassment in any form.

This policy applies to University-sponsored programs and activities occurring both on and off campus, including employment and the University’s computing and network resources being used on and off campus. This also includes, but is not limited to: local and global missions programs, study-abroad programs, internships, and use of University email accounts. If an incident of sexual misconduct involving a member of the Taylor community occurs at a non-university sponsored event or off-campus, and when such conduct may have a significant adverse impact on the individual or on the campus community, the procedures of this policy will apply.

**Important People to Know**

On Campus

Any complaint or question regarding Title IX or the University’s policy prohibiting discrimination, harassment, sexual misconduct, and relationship violence should be directed to any of the Title IX Officers identified below.

The Title IX Coordinator is charged with monitoring the University’s compliance with Title IX; ensuring appropriate education and training; coordinating the University’s investigation, response, and resolution of all reports under this policy; and ensuring appropriate actions to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to meet with any student, employee, or third party to discuss this policy or the accompanying procedures. The University has also designated Deputy Title IX Coordinators who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators receive appropriate training to discharge their responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators can be contacted by telephone, email, or in person during regular office hours.

**Title IX Coordinator**

Jesse Brown, Dean of Students, 765.998.5344, jesse_brown@taylor.edu, Boren Campus Center 221

**Title IX Deputy Coordinators**

Scott Barrett, Director of Residence Life, 765.998.4917, scott_barrett@taylor.edu, Boren Campus Center 222

Jess Fankhauser, Assistant Director of Athletics, 765.998.5317, jessica_fankhauser@taylor.edu, Second Floor Odle 209

Ron Sutherland, Special Assistant to the President, rnsutherl@taylor.edu, 765.998.5118, Sickler Hall 118

**Other Resources**

Jeff Wallace, Chief of Police, 765.998.5396, jfwallace@taylor.edu, Boren Center 175

Caroline Poland (Confidential Resource), Director of Counseling Center, 765.998.5222, caroline.poland@taylor.edu, Boren Center 257

Taylor University Health Center (Confidential Resource), 765.660.7520, 1801 South Main Street, Upland, IN 46989

Jon Cavanagh, Campus Pastor (Confidential Resource), 765.998.5360, jon.cavanagh@taylor.edu, Boren Center 251

**Off Campus Resources**
Definitions and Examples of Conduct Prohibited Under this Policy

Discrimination
Discrimination is unequal, adverse treatment of an individual because of his or her protected status. For instance, giving two similarly situated individuals different pay, opportunities for advancement, or educational opportunities may constitute discrimination if the reason for the different treatment is the sex or gender of one of the individuals.

Harassment
Harassment is unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her sex or gender. Such conduct may violate this policy if it (1) has the purpose or effect of creating an intimidating, hostile, or offensive working, living, or learning environment for the affected individual, or (2) substantially interferes with that individual’s working, living, or learning environment.

Examples of discrimination and harassment may include (but are not limited to) the following:

- jokes or epithets about another person’s sex or gender;
- teasing or practical jokes directed at a person based on his or her sex or gender;
- the display or circulation of written materials or pictures that degrade a person or group based upon sex or gender;
- refusing to offer employment or educational opportunities to someone because of the person’s sex or gender; and/or
- making an employment or academic decision because of the person’s sex or gender.

The University is committed to fostering a work and educational environment that is free from prohibited discrimination and harassment. To that end, the University will take necessary measures in response to any alleged or suspected violations of the policy.

Any student, employee, or community guest who engages in prohibited discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination in the case of employees, or suspension or expulsion in the case of students, depending on the seriousness of the conduct in question, past conduct history, and surrounding circumstances.

Employees and students of the University should be aware that the issue of whether conduct constitutes harassment or discriminatory conduct may depend, in part, on whether the conduct is viewed by the person who is subject to the conduct as unwelcome or offensive. Thus, any employee or student who initiates or persists in this type of conduct could be subject to discipline even if such behavior might not have been intended to be offensive.

Sexual Harassment
Sexual harassment, which includes sexual assault and sexual violence, may take many forms. Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The person making a complaint (the “Complainant”) and the alleged perpetrator (the “Respondent”) may be of either gender and need not be of different genders. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature where:

- submission to such conduct is made, either explicitly or implicitly,
a term or condition of an individual’s employment or education, status in a position of employment or an academic course or program, or participation in any University activity;

- submission to, or rejection of such conduct by an individual is used as the basis for a decision affecting an individual’s employment or education, status in a position of employment or an academic course or program, or participation in any University activity; or

- such conduct is intended to or would objectively be regarded by a reasonable person as (i) unreasonably interfering with an individual’s job performance or academic performance in a course or program, or participation in any University activity, or (ii) creating an intimidating, hostile, or offensive work, learning, or educational environment.

Without compiling an exhaustive list, the following examples illustrate, but are not limited to, the type of conduct that the University condemns and prohibits under this policy:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts;

- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual’s body in a sexual nature;

- Offering or implying a job or education-related reward (such as a pay increase, a favorable employment evaluation, a job promotion, a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;

- Sending digital messages (i.e. text messages, emails, tweets, snaps, etc.) that contain unwelcome sexual advances or requests for sexual favors;

- Threatening or taking a negative employment or educational action (such as a reduction in pay, a negative employment evaluation, or a demotion, giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual’s job or academic work more difficult because sexual conduct is rejected;

- The use or display in the workplace or classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical or other justification; and

- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person’s sexuality or sexual experience.

**Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

For the purposes of this definition, “course of conduct” means two or more acts, including,
but not limited to, acts in which the stalker directly, indirectly, or through third parties, 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; “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim; and “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Domestic Violence**

Domestic violence means violence committed by the victim’s current or former spouse, intimate partner, current or former cohabitant, or person similarly situated; person with whom the victim shares a child in common; or anyone else protected under domestic or family violence law.

**Dating Violence**

Dating violence means violence committed by a person who has been in a social relationship of a romantic or intimate nature with the Complainant. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Sexual Assault**

Sexual assault or sexual violence are a particular type of sexual harassment that includes physical sexual acts perpetrated without consent of both individuals involved or where a person is incapable of giving consent due to the victim’s incapacitation due to the consumption of drugs, alcohol, or other mind or mood altering substances. This includes, but is not limited to, inappropriate touching, sexual intercourse of any kind without consent, rape, attempted rape by an individual against that individual’s free will, the intentional touching of the intimate parts of another, or causing the other to touch one’s intimate parts, including over clothing, removing the clothing of another person, or kissing, incest, and statutory rape. Intimate parts may include the breasts, buttocks, genital area, abdomen, inner thigh, or mouth. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was incapacitated due to alcohol and/or drug consumption or was otherwise unable to consent.

**Definition of Consent**

Consent means the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity. It is an active agreement and cannot be coerced. Consent must be mutual and ongoing, and must be given for every sexual act. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Consent cannot be assumed and is never implied, even in a current or previous dating or sexual relationship. Consent can be withdrawn at any time. Absence of protest, passivity, or silence is not consent. The absence of “no” does not mean “yes”.

Consent is an affirmative, voluntary, conscious decision, clearly communicated, in words or by voluntary actions that are unmistakable in their meaning. Within a community that prohibits premarital and extramarital sexual activity, any confusion or ambiguity about consent should be clearly communicated, and morally responsible behavior should be the norm.

**Amnesty**

The University will provide amnesty for individuals who may be hesitant to report a sexual assault violation out of fear that they themselves or others may be accused of violating other University policies, such as drinking or using drugs at the time of the incident or the presence of consensual sexual interactions. Educational options and accountability may be explored, but no conduct proceedings or conduct record (for students) or disciplinary actions (for employees) will result.

**Incapacitation**
Incapacitation also constitutes lack of consent. Incapacitation is a state in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowing consent. Under current Indiana law, intercourse is generally considered to be committed by force and against a person’s will if: the person is unconscious; the person is asleep; the person is drugged or intoxicated; the person is frightened or intimidated; or the person is mentally impaired or deficient so that he or she cannot agree to the act. Engaging in any form of sexual activity with someone who is incapacitated constitutes sexual assault.

**Reporting Alleged or Suspected Violations of the Policy**

An individual who has a complaint against a student, employee, or other individual (including a third-party vendor or visitor) involving an alleged violation of this policy has several reporting options. An individual may make a confidential report to one of the individuals identified under “Confidential Reporting” below, who are confidential sources due to the nature of their professional responsibilities. A report made to one of these individuals will not be disclosed to the Title IX Coordinator without the individual’s permission (except in certain limited circumstances, such as if there is concern the individual will cause serious physical harm to self or others or the information concerns conduct involving suspected abuse or neglect of a minor). Alternatively, an individual may make a report to any of persons identified under “Official Reporting” below. These individuals are obligated to notify the Title IX Coordinator of the complaint and allegations, but will treat the information privately (which means that the information may be shared with a limited number of people who “need to know” in order to assist in the assessment, investigation, and resolution of the complaint).

If the complaint involves a Title IX Coordinator or a Title IX Coordinator is not available, complaints should be directed to one of the Title IX Deputies or Title IX Investigators.
Official Reporting

- Report the incident to the Title IX Coordinator or a Deputy Coordinator:

  Jesse Brown, Dean of Students, 765.998.5344, jesse_brown@taylor.edu, Boren Campus Center 221

  Scott Barrett, Director of Residence Life, 765.998.4917, scott_barrett@taylor.edu, Boren Campus Center 222

  Jess Fankhauser, Assistant Director of Athletics, 765.998.5317, jessica_fankhauser@taylor.edu, Second Floor Odle 209

  Ron Sutherland, Special Assistant to the President, rsutherl@taylor.edu, 765.998.5118, Sickler Hall 118

Confidential Reporting

- Report the incident to a confidential support person on campus including:

  University Counseling Center
  Caroline Poland, Director of Counseling Center, 765.998.5222, caroline_poland@taylor.edu, Boren Center 257

  Campus Pastor, Jon Cavanagh, 765.998.5360, jon.cavanagh@taylor.edu, Boren Center 251

  - Report the incident to a confidential support person off campus:

    Taylor University Health Center 765.660.7520, 1801 South Main Street, Upland, IN 46989

    National Sexual Assault Hotline: 1-800.656.HOPE (4673): Information and referrals for rape, sexual assault, dating, and domestic violence.

    A Better Way 24-hour crisis Hotline (Muncie): 765.288.HELP (4357)

In addition to contacting the appropriate Title IX Coordinator or Deputy Coordinator, a student, employee, or other individual who has experienced a sexual assault or other act of
sexual violence is encouraged to contact proper law enforcement authorities (e.g., by calling 911 or Taylor University Campus Police), including local police, about possibly filing a criminal complaint. Complainants are also free to explore whether they might be able to obtain a judicial no-contact order, restraining order, protective order, or similar lawful order issued by a criminal or civil court or Campus Police. The appropriate Title IX Coordinator, Deputy Coordinator, or Campus Police is available to assist students, employees, and others in making contact with appropriate law enforcement authorities upon request, or to assist individuals who have further questions about these issues. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the University’s investigation, but the University will maintain regular contact with law enforcement and commence its own investigation as soon as is practical under the circumstances. The University reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding. The University will also implement interim measures during any law enforcement agency’s investigative period when the University has temporarily deferred its investigation to assist and protect the safety of the Complainant and the campus community and to prevent retaliation.

The University also encourages all individuals who feel they have been victims of sexual assault, domestic violence, dating violence, or stalking to seek immediate assistance from a medical provider for emergency services, including treatment of any injury, and to collect and preserve physical and other forms of evidence. Seeking medical attention helps preserve the full range of options, including the options of working through the University’s Investigation and Adjudication Procedures and/or filing criminal complaints. The University’s ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the Complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the University’s access to information relevant to the alleged or suspected violation of this policy. The University is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

The University reserves the right to investigate any alleged or suspected violation of this policy even if the Complainant requests the University not to do so. Such action would be taken if it is determined that failing to investigate the situation may inhibit the University’s ability to provide a safe and nondiscriminatory environment for all students and employees. Instances where the University may conduct an investigation even if the Complainant requests for the University not to do so include circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of discrimination, harassment, or sexual misconduct. Examples of such circumstances include, but are not limited to, the following: other complaints about the same alleged perpetrator, a history of prior similar behavior from the alleged perpetrator, a report that the alleged perpetrator threatened further harm, a report that gives reason to believe that the alleged perpetrator may be likely to cause future harm, a report that the incident was committed by multiple perpetrators, or a report that the incident reveals a pattern or perpetration at a given location or by a particular group (e.g., a recurring party).

Individuals Required to Report
All University employees (except Confidential Resources like the Counseling Center), including faculty, staff, coaches, resident directors and administrators, have a responsibility to promptly report to the Title IX Coordinator any potential sexual misconduct or violations of this policy of which they become aware so that the University can respond appropriately. Graduate assistants, and leaders who have a supervisory responsibility or other responsibility for student welfare are also required to report to the Title IX Coordinator any sexual misconduct that is reasonably believed to be in violation of this policy. Any employee who
receives a report of sexual misconduct must share the report with a member of the Title IX Team. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of the Title IX Coordinator.

Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred:

Ensure that You are Safe
- If you are in immediate danger, call 911.
- Get to a safe place and seek support from someone you trust.

Seek Medical Attention
- All services regarding sexual assault are free
- **Blackford Hospital**: 410 Pilgrim Blvd, Hartford City, IN 47348 765.348.0300
- **Marion General Hospital**: 411 N Wabash Ave, Marion, IN 765.660.6000
- **Ball Memorial Hospital**: 2401 W University Ave, Muncie, IN 47303, 765.747.3111
- **Taylor University Health Center**: 1801 South Main Street, Upland, IN 46989, 765.660.7520

Preserve Evidence
- Do not wash, eat, drink, douche, clean, use the bathroom (if possible), or change clothes. Save evidence in a clean paper bag.
- Do not dispose of digital evidence such as text messages, emails, videos, or voice messages.

Report the Incident
- To report to the police: **Taylor University Police** 765.998.5555
- To report incident to Taylor University Officials
  - Report the incident to a responsible party including a hall director, trusted faculty member, or other trusted Taylor University employee.
  - Report incident to the appropriate Title IX Coordinator or Deputy Coordinator. The appropriate Title IX Coordinator can assist a student or employee in filing a complaint. If the victim is concerned about confidentiality, the Title IX Coordinator will keep the person’s personal information as confidential as possible.
  - The Title IX Coordinator will assist the person in notifying Campus Police or local law enforcement, if the person so requests.
- A victim has the right to decline to notify any of the above authorities.

Seek Support
For confidential places of support including guidance on reporting the incident:
- For students:
  - **University Counseling Center** at 765.998.5222
Upland Health and Diagnostics at 765.660.7520

For students and employees

- National Sexual Assault Hotline: 1-800.656.HOPE (4673): Information and referrals for rape, sexual assault, dating, and domestic violence.
- A Better Way 24-hour crisis Hotline: 765.288.HELP (4357)

Complainants have the right to request orders of protection including no contact orders issued at the request of Student Development and/or Human Resources and enforced by Campus Police. Complainants also have the right to seek restraining orders or similar lawful orders issued by a criminal or civil court.

**Time Period for Reporting**

The University encourages reports of discrimination, harassment, and/or retaliation in violation of this policy to be made as promptly as possible, which is generally within 60 days of the incident. Although there is no time limitation on the filing of complaints, prompt reporting is key to maximizing the University’s ability to respond promptly and effectively, provide remedies and support, determine disciplinary action if appropriate, and prevent further harm to those at risk. If the Respondent is no longer a student or employee, the University may not be able to take action against the Respondent, but it will still seek to meet its Title IX obligations by taking steps to end the harassment, prevent its recurrence, and address its effects, when appropriate.

**Resolution Process**

**Investigation and Adjudication Procedures**

The following investigation and adjudication procedures apply to all suspected or alleged violations of this policy and will be carried out by designated University officials. If a complaint includes allegations or an individual files multiple complaints that could invoke more than one University policy or procedure, the University shall determine in its discretion what process it will use to resolve the complaint or complaints, and shall notify all parties of its determination. In addition, the University may, upon finding good cause, modify these investigation and adjudication procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law. If a complaint is filed against a Title IX Coordinator, a University Vice President, or the University President, or involves circumstances deemed by the University in its discretion to be extraordinary or particularly sensitive, the University may appoint independent investigator(s) and/or adjudicators to ensure the investigation and adjudication process is both impartial and thorough.

An investigation should normally be completed within sixty (60) calendar days after the University has notice of an allegation of prohibited conduct or violation of law. Any time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of time frames for investigations, including extension beyond sixty (60) days. Such circumstances may include the timeframe from date of incident to date first reported, the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. Upon receiving a complaint, the initial response will be an immediate and reasonable assessment of the level of safety for the individual and the campus community.

As part of the investigation, the Investigators will seek to interview the Complainant and the Respondent. To ensure a prompt and thorough investigation, Complainants are asked
to provide as much information as possible, such as:

- The name, department, and/or position of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the Complainant’s opportunity to benefit from the University’s programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.
- Although it is not required, any steps the Complainant has taken to try to stop the alleged discrimination, harassment, or retaliation.
- Any other information the Complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

Respondents are also expected to provide all requested information in connection with the investigation.

The Complainant has the right to decline the following: to participate in an investigation; to appear in a proceeding with the Respondent present; or to otherwise confront the Respondent during the grievance process, including during any hearings or appeals. The parties may not directly question each other or any witness during the grievance process, including during any hearings or appeals.

The University reserves the right to suspend any member of the University community suspected or accused of violating this policy or to take any other interim measures the University deems appropriate, pending the outcome of an investigation or complaint. Such interim measures can include, but are not limited to, removing a student, employee, or other individual from campus, modifying course schedules, and issuing a “no contact” order. Any such interim steps will be taken in a manner that minimizes the burden on the Complainant to the extent possible and respects the rights of all involved parties. Interim measures will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the University to provide the interim measures.

The University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims by the University and in the community. Students and employees also will be provided with written information about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, as well as a copy of this policy. They will also be informed that the University shall make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Rights of Complainants and Respondents

The University shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy or other policies of the University. Complainants and Respondents shall both be provided with the following in connection with the resolution process of suspected or alleged violations of
this policy:

- A copy of all relevant policies procedures, which apply to the allegation(s);
- Information regarding their rights: the University’s commitment to confidentiality wherever possible; campus support resources (i.e., counseling and chaplain’s office); reporting options, including the right to file a complaint with the local police; and the University’s policy against retaliation;
- Information about how the University will protect the confidentiality of Complainants, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about Complainants, to the extent permissible by law;
- Written notification of existing counseling, health, mental health, victim advocacy, legal assistance, chaplain and pastoral care support, and other services available for victims of sexual assault, domestic violence, dating violence, and stalking both on campus and in the community;
- Written notification of existing counseling and chaplain and pastoral care support available to Respondents;
- The opportunity to speak on their own behalf;
- Provisions for the prompt, fair, and impartial investigation of all complaints, including the opportunity for the parties to present witnesses and other evidence;
- Updates from the University regarding the status of the investigation;
- The opportunity to submit other information on their behalf;
- The opportunity to review any information that was considered when making a decision, to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (“FERPA”) and other applicable laws, as well as timely and equal access to any other information that will be used during any informal or formal disciplinary proceedings;
- The opportunity to be accompanied by an advisor. For all cases, the advisor may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the advisor is to provide support;
- The opportunity to request the University to take reasonable and necessary action to prevent further unwanted contact of Complainant with the Respondent including, but not limited to, the immediate relocation of the Complainant to safe alternate housing and transfer of classes, if requested, if such changes are reasonably available;
- The opportunity to request other changes to their academic, living, transportation, and working situations if requested and if such accommodations are reasonably available, regardless of whether the Complainant chooses to report the alleged policy violation to campus police or local law enforcement;
- The right to be informed of the outcome of the investigation and any proceeding simultaneously/contemporaneously and in writing (to the greatest extent possible and consistent with FERPA or other applicable law);
The opportunity to appeal the outcome/results of the investigation and any information regarding any change to the results that occurs prior to the time that such results become final and when such results will become final.

In certain situations despite a Complainant’s desire not to proceed in a formal investigation the University may decide that it is necessary to proceed with the formal investigation in order to keep the campus community safe. If the University believes that there has been a pattern of behavior or that there is a predatory nature to the concerns, University officials may decide to begin a formal investigation outlined below. In these situations a member of the University may choose to move forward as a Complainant bringing allegations against an individual in order to maintain the safety of the community at large. The Complainant may choose not to participate in the investigation or request that his or her name not be disclosed to the Respondent and the University will do its best to maintain the confidentiality of this individual but preserving the Complainant’s anonymity may limit the University’s ability to respond fully to the incident, including pursing disciplinary action against the Respondent.

The University will evaluate confidentiality requests in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the community. The University may consider the following factors in making this determination: (1) the seriousness of the alleged harassment; (2) the age of the individual harassed; (3) whether there have been other complaints or reports of harassment against the alleged harasser; and (4) the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result.

Procedures for Informal Resolution

Although the University’s general grievance process allows for an informal resolution process, an informal process is not appropriate for most violations of this policy. An informal resolution process has been established to quickly address situations that have not become escalated and will only be used if the parties voluntarily agree to do so. As such, if an individual feels that his/her grievance is most effectively addressed through an informal process, he/she should make this known in the reporting process. Please note that incidents of sexual misconduct, sexual assault and rape are not appropriate to process through this informal step, and there is no expectation that the victim meet with or ‘work things out’ with the Respondent. Furthermore, when filing a grievance related to sexual harassment, the Complainant is not required to have a conversation with the Respondent, even if the matter is processed at this informal step.

An informal resolution is coordinated by the Title IX Coordinator or Deputy Coordinator. This process can include mediated conversations, written communication shared through a mediator, or other forms of interaction that would look to insure that alleged behavior would not happen in the future; however, the Complainant will not be required to resolve the problem directly with the Respondent.

Both parties must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process.

Procedures for Formal Investigation

Preliminary Meeting. The Title IX Coordinator or his designee will meet with the individual alleging a violation of this policy also known as the Complainant. This meeting will provide the Complainant with a copy of this policy, written notification that interim measures are available during the University’s investigation and how to request such interim measures, determine what if any interim corrective measures need to be taken, and inform the Complainant of the process moving forward.
When a complaint is received the University will provide appropriate interim action to prevent further acts of misconduct, or safeguard the wellbeing of the Complainant, the accused, or the broader campus community while the investigation is in process, and to ensure equal access to the University’s education programs. The University will determine the necessity and scope of any interim measure. Such measures may include: ensuring access to counseling and medical services; issuing a campus no-contact order; providing alternative work arrangements such as adjusting work schedules or supervisors; providing access to appropriate academic support, such as tutoring or permission to withdraw from or retake a class, or providing alternate living arrangements, or any other remedy that can be used to achieve the goals of this policy. All University personnel are expected to cooperate with whatever interim measures are deemed necessary by the University.

Assignment of Investigator(s) and/or Adjudicator(s). The Title IX Coordinator will assign Investigator(s) and/or Adjudicator(s). All Investigators and Adjudicators have received training in conducting Title IX investigations. For matters involving alleged or suspected sexual assault, sexual violence, domestic violence, dating violence, or stalking, the assigned Investigator(s) and/or Adjudicator(s) shall be trained in the investigation of, and other issues related to, domestic violence, dating violence, sexual assault, stalking and other misconduct covered by this policy; shall not have a conflict of interest or bias for or against any parties involved in the potential policy violation; and shall have received at least annual training on issues related to sexual assault, domestic violence, dating violence and stalking. The names of the Investigator(s) and/or Adjudicator(s) will be communicated by the appropriate Title IX Coordinator or Deputy to the Respondent and to the Complainant. The Complainant and Respondent should raise any concerns regarding the Investigator(s) and/or Adjudicator(s) (e.g., bias, conflict of interest) to the appropriate Title IX Coordinator or Deputy Coordinator for consideration.

Notice of Investigation. The Title IX Coordinator will notify the Complainant and Respondent, in writing, of the commencement of an investigation. Such notice will (1) identify the Complainant and the Respondent; (2) specify the date, time, location, and nature of the alleged prohibited conduct; (3) identify potential policy violations; (4) identify the Investigator; (5) include information about the parties’ respective expectations under the policy and these procedures; (6) explain the prohibition against retaliation; (7) identify the timeframe for the parties to respond; and (8) inform the parties that the investigation may proceed without the participation of either party.

Investigation and Report. The Investigator(s) will, to the extent possible, individually interview the Complainant, Respondent, and any witnesses as they deem appropriate, and also gather pertinent information related to the alleged incident (e.g., texts, emails). Following the interviews and after collecting all pertinent information, the Investigator(s) will complete an official report that will document the allegations, responses to the allegations, and witness testimony.

Sharing of Report. Following the completion of the report by the investigators the report will be shared separately with both Complainant and Respondent by the Title IX Coordinator. Both Complainant and Respondent have the right to submit a written response to this preliminary report to the Title IX Coordinator with a written document of no more than 500 words. This response must be received within three (3) days of the communication of the preliminary report. Following a three (3) day period to allow for written responses the Title IX Coordinator will submit the preliminary report and any written responses by the Complainant and Respondent to the Adjudicator assigned to the case. The Title IX Coordinator may also follow up with the investigators to address questions raised by any Complainant or Respondent written responses.

Decision. The preliminary report will be delivered to the assigned Adjudicator(s). The Adjudicator(s) will review the report, determine whether the policy was violated, and issue a
decision including whether to impose sanctions. The report will be reviewed for consistency and clarity by Title IX Coordinator.

The standard used to determine whether this policy has been violated is whether it is more likely than not that the Respondent violated this policy. This is often referred to as a “preponderance of the evidence” standard. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, alternative preventative action and educational programming may be taken.

**Notification to Parties.** After the conclusion of the investigation, appropriate Title IX Deputy Coordinator will provide the Letter of Decision to the Complainant and the Respondent, which will state whether a violation of this policy has occurred and any proposed sanctions or other corrective actions. The Letter of Decision will include the rationale for the outcome and explanation of any applicable appeal procedures. This notice shall be issued contemporaneously/simultaneously to both parties to the extent practicable. The Title IX Deputy Coordinator will also disclose to the Complainant information about any sanctions or corrective actions taken in response to the finding(s) and conclusion(s) of the investigation. In matters involving an alleged violation of this policy, the Complainant and Respondent will not be prohibited from disclosing the outcome.

**Sanctions, Corrective Actions, and Remedies.** The Adjudicator(s) will determine whether a violation of this policy has occurred and propose any sanctions or other corrective actions that are consistent with this policy and the student conduct policies. Sanctions for employees who are found to violate this policy will be determined in consultation with Human Resources. The University will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the Complainant (and others, if appropriate). Examples of potential sanctions or corrective actions that may be imposed in the event of a policy violation include but are not limited to the following:

- written or verbal apology,
- mandatory training or counseling,
- verbal or written warning,
- issuing a “no contact” order or other contact restrictions or boundaries,
- disciplinary probation,
- suspension (for employees, with or without pay), and/or demotion.
- students may be expelled from the University
- employees may be terminated or subject to other disciplinary action.

Students and employees who have been expelled or terminated, respectively, may be issued a “No Trespass Order,” which prohibits individuals from being present on any University property. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the University, which may include a “No Trespass Order” and termination of any applicable contractual or other arrangements. If the University is unable to take disciplinary or other corrective action in response to a violation of this policy due to the offending individual being a non-community member, the University will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.
Right to Further Review (Appeal). Once written notification of the outcome of the investigation as described above has been provided, both the Complainant and the Respondent will have the opportunity to request further review of the outcome (including the issue of whether there is a policy violation and any proposed sanctions). If neither party seeks further review, as described below, the outcome, including any proposed sanctions, will be implemented and considered final.

Any request for further review must be submitted in writing to the University representative who informed the Complainant and the Respondent of the outcome and any sanctions within five (5) business days of being notified of the outcome, and must set forth the grounds upon which the request for further review is based. Upon receiving of the written appeal the Title IX Coordinator will make a determination as to whether the reason for appeal meets one or more criteria described below. Should it not meet one of these criteria the Title IX Coordinator will notify the appealing party of this determination. When an appeal is received the non-appealing party will be notified of this appeal and will have the opportunity to participate equally in the appeal process.

All appeals will be heard by the Vice President for Student Development or his designee. A request for an appeal must be based on one or more of the following reasons:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., bias or material deviation from established procedures)

2. To consider newly discovered evidence unavailable during the original investigation that could substantially impact the original finding or sanction. This does not include evidence that was available to the party presenting the evidence but not offered to the investigators. A summary of this new evidence and its potential impact must be included.

3. The sanctions imposed are grossly disproportionate (i.e., excessively harsh or excessively lenient) given the offense or the cumulative conduct record of the responding student or employee.

Any information included in the appeal that does not apply to the above three reasons for filing an appeal will not be considered in the appeal process. After reading the investigation report, appeal letter, and other pertinent information the appeals officers will make a decision within 10 business days of receiving the appeal and any related information, unless a determination is made that more time is necessary. If more time is needed, the Respondent and the Complainant will be notified.

The decision of the appeals officer will be provided to both parties contemporaneously/simultaneously in writing and will be final.

Timeline for Formal Investigation

Investigations into alleged violations of this policy are designed to provide a fair, equitable, and timely resolution. As recommend by the department of education, Taylor University will seek to complete investigations within 60 calendar days of an official complaint. In certain situations, due to the nature of the investigation (i.e. number of interviews, additional information, or additional evidence) or the academic calendar (semester breaks) investigations may take longer than 60 days. If this is the case, both Respondent and Complainant will be kept appraised of the situation. Typical timeline within the 60-day timeline includes:

- Preliminary Meeting (1 Day)
- Assigning of Investigators (2-4 Days)
- Investigation and Preliminary Report (5-40 Days)
- Sharing of Preliminary Report and Written Response (1-3 Days)
- Decision (5-10 Days)
Notification of Findings (1 Day)
While appeals do not fall within this 60-day timeline. Appeals will be heard in a timely manner.

Retaliation Prohibited
Title IX prohibits retaliation. No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Retaliation exists when action is taken against a Complainant or participant in the complaint process that (i) adversely affects the individual’s opportunity to benefit from the University’s programs or activities; and (ii) is motivated in whole or in part by the individual’s participation in the complaint process. The University will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including dismissal for students and termination of employment for employees.

If an individual believes he or she has been the victim of retaliation or retaliatory harassment, he or she should report the conduct in accordance with the provisions in this policy.

Confidentiality
The University will abide by the Family Educational Rights and Privacy Act (FERPA) maintaining the confidentiality of all parties involved in the resolution of alleged or suspected violations of this Policy, provided that it does not interfere with the University’s ability to conduct an investigation and take any corrective action deemed appropriate by the University.

Educational Programs
The Taylor University Police Department and the University Counseling Center offer several educational seminars that are specifically designed to prevent the occurrence of sexual assault. Seminars are offered to student, faculty, and staff groups upon request. Contact the Taylor University Police Department to schedule seminars.

Additionally:

- The Taylor University Police Department provides an escort service during hours of darkness for person(s) who may be walking on campus. Call 765.998.5555 to request an escort.
- Crime prevention materials are made available to students, faculty, and staff upon request. Crime awareness posters are periodically distributed on campus.
- The Taylor University Police Department provides the community with timely reports of crimes committed on or off campus considered to be a threat to students or employees through campus bulletins, The Echo (the weekly school newspaper), residence hall directors, and announcements in classes and chapels.
Title IX Section 504 Grievance Procedure

Any student who believes he/she may have a legitimate grievance regarding alleged discrimination based on Title IX, Section 504 of the Rehabilitation Act of 1973, or any federal civil rights law, may do one of two things. First, the student may go to the duly appointed institutional grievance officer, the VP for Student Development, or secondly, the student may file a grievance directly with the Office of Civil Rights, US Department of Education, 401 State St., Chicago IL 60605.

If the student chooses to take the grievance to the institutional grievance officer, the institutional grievance officer will be responsible to launch an investigation of the alleged discrimination, in the following manner:

1) A written and signed statement of the grievance should be presented to the VP for Student Development by the student.

2) The VP for Student Development will conduct an informal hearing session with the individuals involved, and issue a decision in writing within ten working days from the time of the informal hearing.

3) If the decision rendered by the VP for Student Development is not satisfactory to the individuals involved those individuals may present a written request for appeal to the Community Life Committee. This committee will meet for a formal hearing within ten working days of the written request for appeal. At the formal hearing, the grievant has the right to be represented by the person or persons of the grievant’s choice. All proceedings will be recorded and a written decision will be returned to the grievant within five working days.

4) If the individual involved is not satisfied with the decision of the Community Life Committee, they may appeal to the VP for Student Development. The review of the grievance by the VP for Student Development will take place within ten working days of the appeal. The decision of the VP for Student Development will be rendered within five working days of the hearing before him and will be considered final.
Informal Grievance Procedures
If students feel they have been treated unfairly in any of their dealings with the University, they should follow these informal grievance procedures: consult with the individual involved such as the faculty member, Residence Hall Director, Dean or departmental supervisor. If this informal process does not bring about a resolution to the grievance, then the procedures outlined above should be followed.

SERIOUS OFFENSES AND CONSEQUENCES
Our experience at Taylor has shown that certain practices or activities may potentially endanger or adversely affect the physical and emotional well-being of members of the University community. The purpose of the following section of regulations is to draw attention to the serious nature of these kinds of practices and activities and to describe the University’s position on them. We have listed consequences for these actions to underscore our concern for the welfare of each person at Taylor.

Hazing
Hazing is defined as subjecting a fellow student or fellow students to abusive or humiliating pranks (e.g., initiations, responses to engagements, “kidnappings,” etc.) Hazing is not permitted at Taylor University. It is often difficult to distinguish between hazing and a “just for fun” prank among friends. Therefore, Residence Hall Directors and/or other Student Development staff will make all determinations relative to hazing. Any student participating in either a “just for fun prank” or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, any student participating in a prank-type activity, which potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary action. This includes the probability of dismissal from the University.

Careless or irresponsible behavior of any type which endangers or adversely affects others or which is blatant disregard for property will be confronted in a similarly serious manner.

No Nudity/Public Indecency Policy
As a Christian community whose desire it is to promote behavior that is consistent with the mission to minister the redemptive love of Jesus Christ, Taylor University adheres to the Criminal Law of Indiana prohibiting public indecency (Code 35-45-4-1) and public nudity (Code 35-45-4-1.5). Therefore, it is University policy that nudity outside of the student’s room or restroom is considered public nudity and will not be tolerated. Any student participating in these acts can expect immediate dismissal from the University.

Fire Alarms
The student who pulls a fire alarm when no fire exists can expect immediate dismissal from the University.

Fire Equipment
Tampering with fire hoses or extinguishers and other protection equipment is against state law and will result in immediate dismissal from the University. Any type of lighting in corridors or stairways and outside the residence hall is part of the system of protection. Also included are the “exit” signs and “exit” lights.

Fireworks
The possession and firing of some fireworks is against Indiana state law. All fireworks are dangerous. Therefore, any student using fireworks of any kind while on campus is subject to immediate dismissal from the University.

Firearms and Weapons
Taylor University students are prohibited from possessing or storing on campus (including vehicles on Taylor University property) ammunition, detonating and explosive devices,
bows, crossbows and arrows, open blade knives, knives with blades greater than four inches, firearms and other edged weapons, devices that utilize aerosol or compressed air canisters to shoot projectiles of any type, sling shots, BB guns, pellet guns, paintball guns and martial arts weapons. Any student who stores a firearm/weapon in any location on campus (including vehicles) makes a public display of a weapon or replica weapon and/or discharges a firearm/weapon on the property of Taylor University, is subject to immediate dismissal from the University. This policy is intended for the protection of Taylor University community members and is not intended to interfere with academic instruction or provided services.

**Hall Safety**

In order to provide for the safety of residents and visitors alike, and to avoid damage to University property, students are not to throw objects in the hallways. Frisbees, or any kind of ball, etc., are not to be used in the residence halls. Violations will result in a $50 fine and the possibility of being placed on citizenship probation.

**Illegally Entering Campus Buildings**

A student who illegally enters or remains in a Taylor University building can expect immediate dismissal from the University. Students known to have been climbing on the water tower, bell tower, television towers, roofs of buildings, or known to have defaced them or assisted those who did can expect immediate dismissal from the University.

**Campus Lake**

Regulations for the use of the lake for swimming or ice-skating are included in this handbook and also are posted at the lake. They are expected to be observed. Anyone who is in the water or on the ice when the lake is not open is subject to immediate dismissal from the University.

**UNIVERSITY DRESS CODE**

**Personal Appearance and Dress**

Historically, students at Taylor have dressed neatly and appropriately and most students presently give evidence of such maturity. The student body is expected to demonstrate a high degree of responsibility as it relates to the University Dress Code.

Using Scripture as our point of reference, we find definite principles for Christian living, which apply to dress. The spirit of this standard of dress would incorporate the following Biblical principles: desire to glorify God in everything, responsibility to fellow Christians, consideration of others and sensitivity that we not offend in any way and reflection of our personal standards as “new creatures in Christ.”

It is apparent that only occasionally students need external guidelines as they make decisions regarding personal appearance. The following guidelines are standards in areas where questions are usually raised.

**Campus Lake Attire**

Your cooperation in exercising good judgment in the selection of modest swimming attire is essential. Modest swimwear is required of both men and women who use the Taylor lake facilities. Swimwear for women such as one piece or fuller cut two-piece suits is considered appropriate; shorts-style swimwear is considered appropriate for men. Lifeguards will ask that cover-ups be worn over inappropriate suits. Clothing must be worn to cover swimsuits to and from the lake area.

Questions of interpretation regarding what is acceptable in swimming attire will be referred to the lifeguards and Student Development personnel.

**General Campus Attire**

Bare feet are acceptable outside, in residence halls and in the gym. Men must wear shirts except in sunbathing areas and during athletic activities. Bare midriffs are acceptable only
when wearing swimsuits. Although short skirts and tight clothing are in fashion, please use discretion in choosing your attire.

**Academic Building Attire**

Swimsuits, running shorts and athletic shorts are not permitted in classroom or administrative buildings. Individual faculty members, administrators and staff members have the prerogative to set, and the responsibility to enforce, specific dress guidelines for their classrooms and offices beyond the general principles previously described. These guidelines should reflect what the faculty member considers appropriate attire for the academic instruction being given in the classroom.

**Hodson Dining Commons/Boren Campus Center/Rediger Chapel/Auditorium Attire**

These facilities are used for social, spiritual and cultural activities. Dressing neatly in these buildings is an expectation and responsibility for each member of the campus community.

**OTHER COMMUNITY REGULATIONS**

**Racism and Racial Reconciliation**

Racism and racial discrimination in any form will not be tolerated in community life on this campus. Therefore, the University has adopted and supports nondiscriminatory practices in hiring and promotion and expects all faculty, staff and students to live in a manner that consistently reflects God’s love and Biblical command that we love one another. The apostle Paul reminded the church in Corinth of the following in 1 Corinthians 12:23, 25-27:

> The body is a unit though it is made up of many parts; and though its parts are many, they form one body. So it is with Christ...So there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it. Now you are the body of Christ, and each one of you is a part of it.

Dr. Martin Luther King, Jr. captured the spirit of Paul’s admonition and exhorted all Christians to always remember that we are brothers and sisters in Christ:

One of the great tragedies of humanity’s long trek has been the limiting of neighborly concern to tribe, race, class or nation… Our world is a neighborhood. We must learn to live together or we will perish as fools. For I submit that nothing will be done until people put their bodies and souls into this.

Any behavior, in word or deed, which shows disregard or disrespect for individuals or groups is inconsistent with the redemptive love of Jesus Christ and is not acceptable within the Taylor University community. The University considers racism and racial discrimination to be serious offenses, which must be addressed firmly, and which may result in suspension or expulsion from the University.

Inappropriate behavior, which includes words or actions, should first be addressed in accordance with the Biblical model stated in the “Helping/Confrontation” explained elsewhere in the Student Life Handbook. Continuation of inappropriate behavior should be reported to the Vice President for Academic Affairs, if it involves academic issues or the Dean of Students, if it involves student life issues.

**Sanctity of Life**

Scripture affirms the sacredness of human life, which is created in the image of God. Genesis 1:27, “So God created man in His own image, in the image of God He created him; male and female He created them.” Therefore, human life must be respected and protected from its inception to its completion.
Conflict Resolution
As believers in Christ committed one to another, we encourage all employees and/or students who are having difficulty with a fellow employee or student, to provide constructive feedback privately and directly to that person if you are comfortable doing so. When you meet with the person we would encourage you to take the following steps:

1) State the constructive purpose for your feedback---if you have no constructive purpose then do not meet.

2) Describe specifically what you have observed---what the behavior has created for you, others, and/or the University as a whole.

3) Describe your reactions---how it affects you, makes you feel.

4) Give the other person an opportunity to respond---this makes it a two-way conversation.

5) Offer specific suggestions---include what you have prepared ahead of time with anything gained from the other person’s response.

6) Summarize and express support---review what will happen from this day forth and help the person know that you will help in any way possible.

If meeting with the individual is not comfortable for you or does not provide restoration and/or resolution, then you should inform your supervisor, or the Human Resource Office, to elicit their support in making the matter right between the two of you. Our belief is that by following this basic Biblical principle, the work environment will be improved and God will provide constructive relationships between employees/students.

Role Play, Games, and Activities
Because of the potentially harmful effects some role-play games may have on participants and the community at large, the use of certain “fantasy” games and activities is discouraged at Taylor. Students are encouraged to make mature decisions regarding all aspects of entertainment and activities. Games, which emphasize a fantasy indulgence in sinful behaviors or other practices not becoming of a mature Christian, are considered inappropriate. Many games, even traditionally accepted board games, require the acting out of various worldly qualities in the spirit of competition. Students should examine the motivation behind the behavior in all games and activities to determine whether “whatever we say in word or deed brings glory to our Father in heaven.” Col. 3:17

Assistance Animals
Taylor University provides appropriate accommodations for students requiring assistance animals. This accommodation should be coordinated through the Academic Enrichment Center (AEC) located in the Zondervan Library. A fully policy and explanation of process can be obtained from the AEC.

Motor Vehicles
First term freshman students are not permitted to bring automobiles or motorcycles to campus before Thanksgiving. First term commuters may have a motor vehicle.

Seniors, juniors, sophomores and second-term freshmen must maintain satisfactory academic and citizenship status in order to qualify for and maintain a vehicle permit.

Each motor vehicle used by a student must be registered at the Taylor University Police Department each year. This includes all vehicles used by spouses of married students living in University-approved housing. Registration must be completed prior to the first day of classes. If a vehicle is brought to the campus during the year, it must be registered within 72 hours. The fee for the registration of the student’s motor vehicle is twenty five dollars ($25). A temporary sticker may be obtained if a vehicle is to be on campus for a period of two weeks or less. Cost for a temporary sticker is five dollars ($5). Immediately upon the registration of one’s vehicle, the registration sticker provided is to be affixed to the vehicle in the appropriate location and manner.
Regulations governing the use of motor vehicles are in a brochure available in the Taylor University Police Department. **Students, faculty and staff who operate motor vehicles on campus are responsible for knowing the University traffic and parking regulations. All parking fines are the responsibility of the person to whom the vehicle is registered.**

**Motor Vehicle Tickets**

Fines for parking/moving violations must be paid at the Business Office. Students must go to the Taylor University Police Department to appeal a ticket for a parking violation within three (3) business days of receiving the ticket. Failure to do so will result in the fine being placed on the account of the student to whom the vehicle is registered. Students who have unpaid fines will have a monthly late fee added to their account by the Business Office. Upon the accumulation of six (6) parking/moving tickets, a letter will be sent to advise the student of the consequences of receiving a seventh ticket. Upon the accumulation of seven (7) parking/moving violations, the student will be referred to the Office of Student Development for disciplinary action that may result in a minimum of citizenship probation and the loss of campus driving privileges for thirty (30) days. Any additional ticket(s) will result in the student being referred to the Office of Student Development for disciplinary action that may result in the minimum of an extension of their probationary period and the revocation of driving privileges for six months. All parking tickets will be assigned to the owner of the motor vehicle. All moving violation tickets will be assigned to the driver of the motor vehicle. A vehicle immobilization device will be used on vehicles owned by students who display extreme disregard for the motor vehicle regulations of Taylor University.

**First-year Students Vehicle Policy**

The purpose of New Student Orientation at Taylor University is to provide continuing services that will aid new students in their transition to Taylor, to integrate new students into the life of the institution and to assist in the students’ understanding of their own relationship to the intellectual, social, cultural and spiritual climate of Taylor University. In order to achieve these purposes, it is critical for new students to immediately become involved in the Taylor community and begin to develop positive habits, both academically and socially. This involves such things as studying, staying on campus on weekends to foster relationships with peers, eating at the Dining Commons, attending campus activities and making an intentional break from home. Possessing a vehicle on campus during the first several critical weeks of school presents a potential hindrance to a student’s overall adjustment, in that it potentially provides an avenue of escape from academic responsibilities and personal challenges. Therefore, the following vehicle policy has been established.

First time, full time freshmen students, who have been out of high school less than one year or transfer students with less than 12 credit hours are not permitted to have vehicles on campus until after Thanksgiving break. For students entering Taylor University at Inter-term or Spring semester, vehicles are not permitted until after Spring Break. Personal exceptions may be granted for the following reasons:

- A medical or dental condition that requires frequent appointments to a doctor or health professional
- Employment off-campus—must provide proof of employment and schedule of hours
- Illness of a family member or extenuating circumstances that may require the student to go home on an emergency basis
- In rare instances, if a student needs the vehicle to get home for Thanksgiving break, the student should indicate that there is no other means of transportation available to get home

To gain permission to use your vehicle for one of these purposes, you must email your request in writing to: Jeff Wallace, Chief of Campus Police, at jfwallace@taylor.edu.
If you are given permission to use your vehicle, you will be notified and your request will be kept on file at Taylor University Police Department. You will need to do a few things to maintain use of your vehicle:

- Register your vehicle at Taylor University Police Department upon your arrival on campus
- Park your vehicle in the back row of the southeast Olson Hall parking lot
- Return your vehicle to the Olson lot after each use
- Only use your vehicle for the times and purpose that you have been approved
- Comply with the vehicle regulations of the Taylor University Police Department
- Do not transport passengers at any time

If there is any situation that would cause you to need to use your vehicle beyond the purpose that has already been approved, you must communicate that request in writing to Jeff Wallace and Kelly Morton. If you have been granted a special exception to the vehicle policy, you may only use the vehicle for the purpose specified in the request. Any other use is a violation of the policy.

If you do violate the policy, you may be subject to a disciplinary hearing and the following:

First violation – Suspension of driving privileges for the entire fall semester; you may be permitted to bring your vehicle back to campus starting at Interterm.

Second violation – Suspension of driving privileges for the entire academic year.

After Thanksgiving break, all first-year students are permitted to use their vehicles. As always, your use of your vehicle is a privilege that you have been granted with a certain measure of trust.

**Bicycle Parking**

Students are expected to park their bicycles in the racks provided near the various campus buildings. The Facilities Services Department is responsible for the campus grounds and areas around campus buildings. Therefore, the Facilities Services Department during periodic checks will pick up any bicycles not parked in racks around campus. These bicycles will be taken to Taylor University Police Department where they must be identified prior to being released.

In accordance with students’ responsibilities to respect one another’s property, theft and use of another’s bicycle without consent will not be tolerated.

**Drone Use on Campus Policy**

Policy Statement:

The following areas were used to outline our determinations for drone use on Campus:

1. Inside of Facilities - Approved Use
2. Outside of Facilities – Approved Use
   1. General Parameters
   2. TU Personnel
   3. Outside Contractor
3. Unapproved Use

**Inside of Facilities - Approved Use**

Use inside facilities is allowed only in a controlled laboratory environment, currently the drone room in Euler. Approval is granted by the Dean of the program after consulting the policy and
Outside of Facilities – Approved Use

General Parameters

Drone Club: All flying of drones must be done via an AMA Charter Club, and must follow AMA flying guidelines.

Pre-Approved Locations: Drones are only permitted to be flown by qualified operators in pre-approved areas without seeking prior permission. Currently, no areas have been identified, although there is consideration being given to locations even as this policy is being written in support of a potential AMA club interest. Exceptions may be discussed with the VP Business Administration with any exceptions approved in writing (including via email).

Locations Never Permitted for Drone Flight:

Flights may never occur over a stadium or inside of facilities (other than identified above). Additionally, no flights are permitted over groups of people or within 25 feet of someone other than the operator.

Photos/movies/sound

Any drones mounted with equipment to take pictures, movies, or sound, must obtain the required releases from all persons included in the picture, movie or sound.

TU Personnel

All students, parents, alumni, or employees desiring to fly a drone on campus must fly on approved locations and be active members of the AMA (Academy of Model Aeronautics) and comply with all regulations related to the AMA. This includes but is not limited to:

1. Must remain on our property (imaginary line into the air over TU property).
2. Must not be flown outside of the line of sight of the operator or sight of a spotter.
3. Must meet any FAA training requirements in effect at time of flight.

Outside Contractors

All outside contractors must:

1) Be approved drone operators via the FAA 333 Permit.
2) All must carry current insurance levels (currently $3,000,000).

Unapproved Use

Taylor University does not allow the unapproved use of drones by students for recreational uses on campus.

Background:

Due to concerns for the right to privacy and the potential for accidents involving students, employees and guests, the University has determined that the use of drones on campus must be based on best prevailing wisdom, FAA guidelines, and insurance and risk parameters.
This policy drew heavily from the AMA (Academy of Model Aeronautics), the FAA (Federal Aviation Administration), our insurance program, and general wisdom. This is an ever changing real time issue that may warrant updates and improvements to the policy as new regulations or related issues are issued.

**Hoverboard Use on Campus Policy**
Due to recently reported safety risks with Hoverboards, Taylor University is prohibiting the use, possession, or storage of these items on campus until further notice. This includes, Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices. If you have one of these devices, you are asked to immediately remove it from campus. We will continue to monitor information provided by the Consumer Product Safety Commission as they investigate reported concerns and work to develop safety standards and update this expectation accordingly.

**Skateboarding/Rollerblading Policy**
1) Skateboarding, rollerblading or bicycling is prohibited inside and/or in the vicinity of the entrance to any University building, on the track, or on the tennis courts. Roller blades must be put on outside of campus buildings.
2) Skateboarding and rollerblading are prohibited on the benches, steps and entrances of all Taylor University facilities.
3) Failure to abide by these policies may result in disciplinary action, a $50 fine, and charges for damages, if applicable.

**Selling of Products on Campus Policy**
Taylor University maintains the following policy concerning relationships with those desiring to sell products and or services to the students and faculty while on the Taylor University premises.

**Student Desiring to Sell Products/Services on Campus**
All students must receive written permission by completing the request for permission to sell form in the Student Development Office.

**TU Organizations Fund Raising/Promotions**
TU organizations must likewise receive written permission by completing the appropriate form available in the Student Development Office.

**Specific Exclusions**
Due to the fact that the campus store benefits the general operating budget and, therefore, the entire University, the University does not want to compete directly with the campus store for the three major items the campus store sells (clothing, textbooks and trade books). Therefore, any products deemed to be in competition with the campus store clothing, text or trade books will not receive permission to sell on campus.

**Mailing List**
Taylor University does not sell nor does it volunteer the University mailing list of students, faculty, and/or staff names and telephone numbers for the purpose of encouraging personal contact sales.

**Post Office/Mail System**
Taylor University does not allow outside vendors the use of the on-campus post office or distribution for the purpose of selling or establishing customer contact.
Taylor University AIDS Policy

In keeping with the Taylor Life Together Covenant, this policy seeks compliance with the “burden-bearing” responsibility of mutual support and respect along with the expectations of safe, responsible behavior.

The Human Immunodeficiency Virus (HIV) is communicable, potentially fatal and currently incurable, but treatable. A resident college campus is a complex community wherein individuals engage in a wide range of social interaction. Therefore, Taylor University seeks to maintain an environment that reasonably protects the rights, health and safety of uninfected individuals.

Compelling evidence suggests that HIV is not transmitted through casual contact and reasonable precaution against the transmission of the virus may be possible within a community. Therefore, Taylor University likewise seeks to respect the rights and reasonable needs of infected individuals.

In recognizing the delicate balance, Taylor University establishes this AIDS policy. Individuals diagnosed as having AIDS or who are HIV positive, should inform the dean of students, if a student; the dean of admissions, if a prospective student; or the chief administrator in his/her area, if an employee. Taylor University, through its normal administrative responsibilities, will consider the circumstances on a case-by-case basis.

An HIV-infected individual who places any other member of the Taylor University community in a position of receiving infection, either through deliberate action or carelessness, will be held responsible and the situation will be handled as warranted by the circumstances.

Knowing that education is a major key to addressing the AIDS problem, Taylor University will have resources available that will provide members of the campus community with additional information.

(Passed by the Board of Trustees – January 26, 1990 – Revised: July 21, 2014)

Non-Fraternization Policy

Taylor University is committed to maintaining an environment in which all members of the community can freely work together for the intended purposes of its mission, which is best accomplished in an atmosphere of mutual trust and respect. Actions of employees, students or outside contractors that harm this atmosphere undermine the professionalism, and hinder fulfillment of, the University's educational mission. In addition, those who abuse, or appear to abuse, their position of authority in such a context diminish the essential elements of trust and respect, and violate their responsibility to the entire Taylor University community. All employees (faculty and staff) must recognize that we are here to educate and serve students and to fulfill our mission in a spirit as expressed in the Life Together Covenant.

In light of the above, as well as to prevent unwarranted sexual harassment claims, uncomfortable and/or inappropriate working and/or academic relationships, morale problems among employees, and any appearance of impropriety, the following must be adhered to.

Relationships Between Employees and Students

Sexual relationships between employees (faculty and staff) and students are strictly prohibited by the University. However, exceptions to this policy involving romantic relationships (i.e., non-sexual dating relationships) may be made by the University and at its sole discretion. Scenarios may include, but are not limited to, the following examples:

1) If the dating / romantic relationship began prior to the employee’s date of hire. In such a case, the employee must notify his/her area vice president (or equivalent) immediately. In like manner, students who are in any existing or contemplated romantic (non-
sexual dating) relationship with a faculty or staff member must notify the VP for Student Development on their campus immediately.

2) If the involved student is older than a traditional student (approximately 18-22). In such a case, the student may, in fact, be more of a contemporary of the faculty and staff employee. The University acknowledges that such relationships may develop between employees and students of that age that could be harmless. Therefore, employees in any existing or contemplated romantic relationship with a student who is 23 years of age or older, must notify their area vice president immediately. In like manner, students who are 23 years of age or older and are in any existing or contemplated romantic or sexual relationship with a faculty or staff member must notify the VP for Student Development on their campus immediately.

Review and Course of Action Decision: A careful review of each case by the Area Vice President and/or the VP for Student Development, together with the Office of Human Resources, will take place before any course of action is recommended or taken.

If an exception is approved by management, employees are expected to exercise discernment and good judgment when interacting with the student on-campus. Actions are expected to be appropriate for a professional workplace and academic environment. For example, public displays of affection are not generally appropriate and could be disruptive to the workplace or learning environment. Other policies remain in effect such as sexual harassment /non-harassment policy.

Relationships Between Employees or Between an Employee and an Outside Contractor

The University also acknowledges that relationships may develop between employees or between employees and outside contractors that are harmless. Employees in any existing or contemplated romantic relationship with another employee who is:

- a manager or supervisor,
- working in the same department,

or with an outside contractor, must notify their immediate supervisor of the situation (or the next immediate supervisor, if the situation involves their supervisor).

If potential inappropriateness or conflict of interest exists, the University will deal with the situation on a case-by-case basis with the interests of all parties in mind. The resolution to a case may involve a change in, or termination of, the employment or the contractual relationship of an individual with the University.

Students and/or employees (faculty and staff) who believe this policy has been violated in any way must report the situation immediately. Students are to make such reports to the VP for Student Development. In the same respect, staff and faculty members are to make such reports to the Assistant Director for Human Resources or the appropriate Vice President.

If you have any questions concerning the intent of this policy or its application to you, please consult with your area vice president or the Assistant Director for Human Resources if you are an employee (faculty or staff), or the VP for Student Development if you are a student.

Sexual Misconduct Guidelines

Remaining sexually pure is God’s plan for our lives. The following guidelines are intended to provide direction when dealing with students who are sexually involved outside of the marriage relationship. A caring and compassionate attitude must be carefully and continually demonstrated with students who are impacted by these guidelines. Both male and female students will be held equally responsible for the consequences of their sexual activity. These guidelines assume that the student is willing to receive assistance.

1) The student(s) will be placed on citizenship probation for a minimum of two (2) complete semesters.
2) Because of the extremely sensitive nature of this issue, parents may be involved on a case-by-case basis. In all cases, students would be counseled to inform their parents. The institution reserves the right to notify parents.

3) The student(s) will be required to meet with a qualified counselor.

4) The following guidelines apply to women who become pregnant outside of the marriage relationship:
   a) The student must receive regular prenatal medical care and counseling.
   b) The student will not be allowed to live in a residence hall during the third trimester of her pregnancy. Alternate housing arrangements must be approved by Student Development. The Student Development staff prefers that the student live with her parents during the third trimester of the pregnancy.

5) When appropriate, similar housing restrictions will apply to the father of the child.

DRUG FREE SCHOOLS AND CAMPUSES

In order to comply with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Taylor University has developed the following guidelines:

1) Health Risks – The use of certain products are known to be detrimental to physical and psychological well-being. Their use is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems and even death.

2) Taylor University Standards of Conduct – Students are to refrain from the use of alcoholic beverages and illicit drugs including marijuana and other hallucinogenic drugs and substances, and narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, sold, or distributed on or away from campus. Students are also expected not to abuse legal substances. Students violating this policy will be subject to the University disciplinary procedures up to and including the possibility of dismissal and referral for prosecution.

3) State and Federal Legal Sanctions – In addition to the University sanctions, Indiana and Federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, the offenders past record for such offenses, and a variety of other factors. One particularly relevant factor is that the legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a University.

4) Drug and Alcohol Counseling Program – University counseling services (see Counseling Center in the Student Services section) are available to students who believe that they may have a problem with alcohol or drug use. For more severe problems, these services may refer students to programs outside the University.

If you have any questions, please contact Skip Trudeau, VP for Student Development
(765) 998-5368.

RESIDENCE LIFE

General Housing Policy
Taylor is a residential campus by design; therefore, all single undergraduate students must live in University owned housing or live in the home of their parents/legal guardian commuting from a distance no greater than 50 miles. Married students and/or students over the age of 25 may choose to live off campus.
Off-Campus Housing Policy

Taylor University is a residential campus; therefore, all single undergraduate students must live in University owned housing or with their parents/legal guardian. It is sometimes necessary for a limited number of students to live off campus in the town of Upland. The number of students approved to live off-campus is based on projected enrollment and retention. Because these figures change from year to year, an application and approval process has been established. Upper-class students have the opportunity to apply to live off-campus but only married students and students over the age of 25 are automatically approved to live off campus, as well as those in certain academic programs.

In February of each year, eligible juniors and seniors may apply to live in University owned apartments or in the local community. Off-campus housing is considered overflow housing and is granted to those upper-class students who have met the eligibility requirements. Approval to live off-campus is for one year only and students must reapply each year. Approval is based on fall enrollment projections, citizenship and seniority (earned credit hours). **Students currently on disciplinary probation are not eligible to apply (more specific information regarding disciplinary responses can be found in the Community Life section of this handbook).**

Married students may select housing that meets their particular needs.

Residence Hall Living

The residence halls at Taylor University are intentional communities designed to enhance the educational experience of our students. Residence hall living is an integral part of the personal development of each student. By living together, students are exposed to a variety of people and shared experiences. These experiences are enhanced by planned residence hall programs and services. Among these programs and services are seminars, personal discipleship, social activities, intramural sports, Bible studies and other group activities. Residence hall programs combined with the interpersonal experiences of living together complement the overall philosophy of Taylor to educate the whole person.

Professional Staff

Each residence hall is staffed with a Residence Hall Director. The hall director is a trained professional who is a member of the University faculty. The director is responsible for assisting students in their personal growth and coordinating the entire residence hall program.

Student Staff

Living on each floor and/or wing of the residence hall is a student staff person known as a personnel assistant or “P.A.” P.A.s are students who are carefully selected on the basis of experience, maturity and demonstrated ability to work with others. P.A.s work with students individually and in groups. It is their responsibility to be resource persons for residents, to facilitate campus communication, to help maintain an atmosphere conducive to successful academic achievement and to assist residents with various issues. In the absence of the Residence Hall Directors, the personnel assistants are responsible for the residence halls.

In addition to the P.A., each floor and/or wing also has a student leader that serves as a Discipleship Assistant, known as a “D.A.” D.A.s are students selected on the basis of maturity and desire for spiritual growth in themselves and their fellow students on their floor and/or wing. The D.A.s foster discipleship and spiritual development on their individual wings and/or floors. They work closely with the P.A. to build and sustain healthy, spiritual community on the wing and/or floor as well as the Residence Hall Directors, Graduate Assistant Hall Directors and the Discipleship Supervisor.

Finally, each residence hall has student leaders that serve in the Discipleship Coordinator,
D.C., roles. These students oversee the D.A.s and are responsible for developing, encouraging and supporting the D.A.s. They also work closely with the Residence Hall Directors and the Director of Residence Life Programming to foster discipleship and spiritual development for their entire residence hall.

**STUDENT ROOMS POLICIES AND PROCEDURES**

**General Policy**

Taylor University will provide each student with a properly painted and prepared room. Each room will be furnished with a desk, dresser, chair, closet space, window coverings and a bed. This furniture must remain in the assigned room throughout the school year. Students will assume responsibility for damage or loss to the room and its contents in excess of normal depreciation. The construction of additional structures (i.e. loft) within a residence hall room is prohibited for both physical safety and fire prevention.

The University does not assume responsibility for loss or damage to a student’s personal property from any cause. Students are encouraged to check their parents’ homeowners’ insurance policy to investigate potential coverage for their belongings. The University reserves the right to open and inspect student rooms for cleanliness, damages, violations and illegal items.

Students are encouraged to furnish and decorate their rooms for convenience and comfort. Examples of potential room setups are available in each residence hall.

The purpose of these guidelines is for the protection and safety of room occupants and other residents of the hall. They have also been established in order to provide for fire safety and protection of students, to reduce excessive wear and damage to facilities and to effectively administer use of the facilities. When arranging room furniture, students in every building must keep at least one window completely clear in order to provide free and easy access for emergency rescue personnel.

**Rooms Decorations Policy**

1) Decorations that mark or damage walls, ceilings, floors, closets, windows, fixtures, or furnishings (e.g., glues, contact paper, hooks, wallpaper, tacks, pins, etc.) are not permitted. Check with your Residence Hall Director regarding what types of adhesives are permitted in your residence hall.

2) Only students living in Gerig Hall are permitted to have additional carpeting in their rooms.

   All carpeting used in student rooms must meet federal and state fire code requirements. No rubber-backed carpeting may be used. Each student desiring to have carpet in his/her room must follow this sequence: At the time of purchase, each student is responsible to make sure that his/her carpet meets current FHA requirements for flammability and smoke testing. Carpet dealers can provide this information. Due to state fire code requirements, Taylor-owned window coverings must be used in student rooms.

3) Tapestries, carpet tiles, posters, pictures, or similar wall hangings are permissible as long as they cover less than half of the entire wall. These items may not be used as partitions in student’s rooms.

4) If the hall director determines that a room needs to be painted, the Maintenance Department will paint the room. Students are not permitted to paint their rooms.

5) Alcoholic beverage containers, advertisements or paraphernalia are not permitted in student rooms.

6) Displaying offensive or insensitive racial or sexual materials will not be permitted in student rooms. Questionable materials are subject to the hall director’s discretion.
7) In decorating their rooms, students should note the section of the Student Life Handbook regarding fire hazards.

8) Occupants must restore their rooms and suites to their original condition prior to checking out or one week before the end of spring term, whichever comes first. Failure to do so will result in a $25 fine.

Cleanliness Responsibility
Students are responsible for the cleanliness of their rooms and suites. Bathrooms in Bergwall Hall will be cleaned monthly by the housekeeping staff. Students will be expected to maintain cleanliness between these visits. Students are expected to leave the rooms and suites clean when moving out of the residence hall. A fee will be charged when cleaning is necessary.

For health and facility care reasons, the University reserves the right to inspect a student’s room.

Damage Responsibility
A student is responsible for damages to his/her room from the outside of the door to the outside of the window screen. Any damage to rooms or school owned property in the residence halls will be paid promptly by the individual or individuals responsible. An inspection will be made near the end of the school year to determine if any such damage has been done.

Room Assignments and Changes
Returning students make room reservations in the spring. The residence life staff makes room assignments for incoming students. Roommate preferences are honored within the limits of available space. Changing roommates or rooms during the term or between terms is not permitted under normal circumstances. Any questions or concerns regarding room assignments should be directed to your Residence Hall Director. The University reserves all rights concerning the assignment and reassignment of rooms and halls or the termination of occupancy.

Room Keys
Each resident is issued a key for his/her room. Samuel Morris, Swallow Robin and Bergwall Hall residents are also issued mailbox keys. There is a replacement charge for room and mailbox keys that are lost, damaged or not returned. Students should keep their doors locked whenever they are out of their rooms.

Room Guests
Students are permitted to have overnight guests in their rooms. For security reasons, the student hosting the guest must inform their residence hall director of their guests name and length of stay.

A guest is anyone not currently paying to live in a Taylor residence hall. Guests may remain in the hall for a maximum of five nights per semester. However, a Residence Hall Director may ask a guest to leave the hall sooner if problems arise. Guests are subject to the same behavioral guidelines as all Taylor students.

Students or guests are not to be in the housing area of the opposite sex without prior approval of the Residence Hall Director.

Room Windows and Screens
Screens are not to be opened or removed for any reason. A $10 service fee will be charged any time a screen is removed. There will be a $25 fine for anyone throwing objects in, out or at windows. Due to noise and privacy concerns, conversations should not occur through residence hall windows and playing music out of residence hall windows is also prohibited.
HALL FACILITIES AND SERVICES

Laundry and Vending
Laundry facilities are available for your convenience in each hall. All residence hall students pay a fee each semester for the use of residence hall laundry facilities. Any non-resident students found using the laundry facilities will be fined $50 and face disciplinary action. Any mechanical difficulties with the washers and dryers should be promptly reported to Facilities Services through the campus work order system. (MyTaylor/student tab/quick links/Department/Building and Grounds/work requests)
A variety of beverage machines have been placed in all halls for student use. If money is lost in a machine, requests for a refund may be made per the vendor’s directions. Anyone tampering with vending machines is subject to disciplinary action.

Telephones
Campus telephones are available in each residence hall lounge, as well as various other common spaces throughout the hall. Individual rooms do not have phones or active phone ports. Students desiring to do so should plan to purchase a cellular phone of their choice.
The University switchboard is open from 8:00 a.m. to 5:00 p.m. each workday for incoming calls. An emergency number is available at all hours through the University switchboard (765) 998-5555. The Taylor University phone number is (765) 998-2751.

GENERAL HALL POLICIES

Withdrawal Policy
Students planning to transfer or withdraw from school should begin the cancellation process at the Center for Student Development. Students are required to remove their belongings within 48 hours of their official withdrawal date and must check out of the residence hall room with their residence hall director. Failure to comply with this policy will result in a fine.

Hours Policy
All students are permitted to be out of their respective halls and to gain access to their respective halls at any time. This policy allows residents freedom of access to the hall 24 hours a day without penalty. However, the spirit of the policy would not encourage excessive or frequent entry at late hours. Students who evidence academic, physical, emotional, or other effects from excessive late entry will be contacted by an appropriate staff person.

Closing Hours
The main lounges of all residence halls are closed to members of the opposite sex at 1:00 a.m. daily. The main lounges of Gerig, Bergwall, Breuninger and Swallow Robin halls are closed to non-hall residents at this time. Non-hall residents found in these lounges after closing hours will incur a $50 fine, as will the hall residents involved in the violation.

Locking Hours
All Residence Hall doors remain locked throughout the day, but are accessible via swipe card to Taylor University students. From midnight until 11am each day halls are only accessible via swipe by residents of that hall. Persons entering after halls are locked may be requested to show their Taylor ID to assisting staff. For safety reasons, it is imperative that students refrain from propping doors open during locked hours. Anyone found propping an exterior door or otherwise altering the safety closure systems will incur a $50 fine and can expect disciplinary action.

Statement of Open Visitation and Open House
Open house hours have been established by the department of residence life and are treated as a formal hall program. During certain established hours, students may visit the residence hall rooms of members of the opposite sex. Residence halls may have two regularly
scheduled open houses per week, which most commonly occur during the weekend. These hours are Friday or Saturday 7:00pm – 12:00am and Sunday 1:00pm – 5:00pm. Students are made aware of open house hours at the beginning of each semester and those hours are posted throughout each residence hall.

Students entertaining guests during open house are responsible to ensure the following: room doors must be open at least 6 inches, room lights must be kept on at all times and guests must leave as soon as the open house hours have ended. Although the residence life staff monitors open house, all students are responsible for the above stated policies.

Students or guests (including relatives) are not to be in the housing area of the opposite sex without prior approval of the Residence Hall Director. All students present in a room where an open house violation occurs will be subject to a $50 fine. Additional disciplinary action may be taken if deemed necessary.

Off-Campus Hours
Guests of the opposite sex are not allowed in off-campus housing after 1:00 a.m. They should not enter the housing until 9:00 a.m. These hours are also in effect during vacation periods.

Special Open Houses
Individual floors and/or wings may schedule one special open house per month to be held in their respective living areas. All floor parties and open houses must be approved in advance by the Residence Hall Director. These parties should conclude no later than 11 p.m.

Early Return
Students are not permitted to live in residence halls at times other than those included in the residence hall contract.

Hall Lounges
The main lounges in the residence halls are to be used for relaxing, studying and socializing and for entertaining visitors and friends. Public displays of affection by couples, loud talking and sleeping are not in good taste and will not be tolerated. Acceptable dress for public lounges is listed in the dress standard section of this handbook.

Hall Safety
In order to provide for the safety of residents and visitors alike and to avoid damage to the University property, students are not to throw water or objects in the hallways. Frisbees, or any kind of ball, etc. are not to be used in the residence halls. Use of any type of athletic equipment in hallways is prohibited. Violation of this policy will result in a $50 fine. All hallways, stairwells and lounges must be clear of personal belongings, bikes, etc.

Public Displays of Affection
Public displays of affection are in poor taste and infringe upon the rights and sensitivities of others. Inappropriate public displays of affection will not be tolerated. Students violating this policy will be confronted.

Quiet Hours
Quiet and consideration hours have been established as a necessary part of community life in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.

Quiet hours are in effect from 11:00 p.m. to 9:00 a.m. every day. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study or sleep. Noise should be kept at a low level, with room doors closed. Stereos and other forms of noise are not to be heard outside of the room for which
they are intended. This policy also extends to the areas outside of the residence halls. Activities such as shouting, serenading and playing loud games in the lawn areas outside the residence halls are not permitted during quiet hours.

Each wing of the residence hall is permitted to establish its own policy of **extended quiet hours**. The extended quiet hours policy should include specific hours and elements desired by the residents. The policy will be established on each wing/floor at the beginning of the school year and posted on the wing/floor.

All times other than quiet hours will be **consideration hours**. Consideration hours are defined as times when noise is kept at lower levels in order to be considerate of others’ needs. The effectiveness of the quiet and consideration hours policy is a community concern; to ensure its effectiveness, the policy will be evaluated periodically throughout the year and discussed in floor/wing meetings.

Because the policy can be effective only if the floor/wing works together, residents are expected to ask for cooperation from others. Each member of the residence hall is responsible to confront others concerning noise. When those confrontations are not heeded, the P.A. will be involved. Students who refuse to cooperate with the P.A. or who continue to violate the policy will be subject to discipline by the Residence Hall Director.

**Musical Instruments**

Musical instruments, with the exception of acoustic guitars and electric keyboards, are not to be played in rooms or hallways. Playing of musical instruments in lounges is subject to approval by the Residence Hall Director. The Smith-Hermanson Music Center is available for student use.

**Radios, Stereos, Televisions, Etc.**

Radios, stereos and televisions must be operated at a volume, which is considerate of others. Students must exercise special care in respecting the rights of fellow students. Students failing to respect others will forfeit the privilege of having those items. Refer to quiet hours policy.

**Housing Deposit**

A housing deposit of $50 is included with the student’s advance payment fee. This amount is a continuing deposit, which is retained by the University during the student’s entire period of enrollment for the purpose of reserving a room and providing security against damages. The housing deposit will be refunded when a student withdraws from college, gets married, graduates, or leaves University-owned housing, pending payment of all outstanding debts. Final decisions regarding charges, which are to be deducted from the deposit, are the responsibility of Taylor University.

**Overnights and Weekends**

All students are encouraged to notify their PA or Residence Hall Director when leaving the campus for the weekend or overnight. The purpose of this procedure is to help locate students in an emergency such as illness, accident, or death in the family.

Freshmen are strongly encouraged to limit their weekends away from campus during the first term, exclusive of holiday vacations. This guideline has been established to encourage new students to become involved in campus life and activities.

**Parking Lots and Roadways**

Parking lots and other parking zones are provided near each residence hall. Parking on any sidewalk leading from any residence hall to the road is prohibited.

**Pet Policy**

Animals other than aquarium fish are prohibited in University-owned housing.
Required Residence Hall Meetings
Hall and wing meetings are held when necessary. All residents are required to attend and permission for an absence must be secured from their Residence Hall Director or a Personnel Assistant in advance of the meeting time. A fine of $10 for a hall meeting and $5 for a wing meeting will be charged to a student for an unexcused absence.

Sunbathing
Sunbathing is permissible at the campus lake and on the lawn surrounding each respective residence hall. Bathing suits may be worn only in sunbathing areas and at the campus lake (see section entitled “Personal Appearance and Dress”).

Vacation Periods
Written notification containing checkout procedures, meal schedules, hall closing hours and dates are distributed to all students prior to vacation periods and at the close of each academic term. Residence halls are closed during all breaks throughout the academic year with the exception of fall break, interterm break and Easter break. Any student requiring entry into a hall during a vacation period must obtain permission from the Center for Student Development. A Taylor University Police Department officer will accompany the student to his/her room and the student will be charged $20 for this service.

Storage and the Shipping of Personal Belongings
Provision is made for storage in all halls. Because procedures and locations vary with each hall, specific information is available at the respective hall desks. Taylor University is not responsible for items kept in storage at any time. Students are encouraged to check their parents’ homeowner’s insurance policy to investigate potential coverage for their stored items. If a student desires to ship personal belongings from his home, the shipment must be prepaid. Taylor University will refuse to accept charges on a collect basis. Students will not have access to storage during vacation periods.

HALL SAFETY POLICIES AND PROCEDURES

Fire Alarms
A student who pulls a fire alarm when no fire exists can expect immediate dismissal from the University.

Fire Equipment
Tampering with fire hoses or extinguishers and other protection equipment is against state law and will result in immediate dismissal from the University. Any type of lighting in corridors, on stairways and outside the residence halls is part of the system of protection. Also included are the “exit” signs and “exit” lights.

Fire Procedures and Drills
Fire drills are held regularly throughout the year. Fire drill information, including escape routes and exits, is posted in each residence hall. Each student should familiarize himself/herself with this information.

1) Leave immediately upon the sounding of the warning horn.
2) If time permits, all windows should be closed. Doors are to be left closed and unlocked.
3) Wear shoes, a coat and carry a towel.
4) Evacuate in a neat and orderly fashion.
5) Personnel assistants will be present to facilitate drill procedures.
6) Clear the building by at least 75 feet.
7) Fire equipment is to be used only in case of emergency.
8) Do not interfere with firemen, fire trucks or other fire equipment.
9) Anyone not leaving a building during a fire drill/alarm will be fined a minimum of $50 and will be subject to disciplinary action.
10) Do not re-enter buildings until the fire department gives permission to re-enter.

Fire Hazards
Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following regulations are basic to fire safety in residence halls:

Appliances:
1) Care and caution should be taken whenever any type of appliance is used. Popcorn poppers or other appliances used for heating purposes must have enclosed heating elements or heating coils. Grills, hot plates, open-coil appliances, toasters, space heaters and halogen lamps are not permitted.
2) Students are discouraged from having a large number of appliances in their rooms. Air conditioners, sun lamps and microwaves are not permitted. The following items typify those which are permissible:
   a) radios and clocks
   b) stereos
   c) televisions
   d) refrigerators (4 cu. ft. maximum)
   e) hair dryers
   f) coffee pots or Keurig machines
3) The following items may be used in a University Apartment kitchen or in a kitchen in a Residence Hall, but not in a student’s room.
   a) crockpots
   b) rice cookers
   c) microwaves
   d) George Forman style grills
   e) panini makers

Decorative Items
1) Due to significant dangers, candles or other flame producing items may not be burned in residence halls. Candle warmers are also not permitted.
2) Halogen lamps are not permitted, as indicated under Appliances item #1.
3) Burning incense is not permitted.
4) Lanterns or lamps using kerosene fuel or other similar combustible fuels are not permitted. Storage of combustible fuels is prohibited.
5) Approved natural Christmas trees and decorations are permitted only in the main lounge of each residence hall.

Electrical Items
1) Under no circumstances should a student tamper with existing electrical equipment, lighting, wiring and switches.
2) The use of extension cords is strongly discouraged by the University. If an extension cord is used, it should be used temporarily rather than permanently. When an extension cord is used in a residence hall it must be a UL-approved extension cord.
Corridors, Stairways, etc.

1) Corridors, stairways, landings, doorways and exits are to be kept clear at all times. **Items such as shoes, boxes, clothing racks, bikes, furniture, etc. are to be kept out of all the areas listed above.** Appropriate University personnel will dispose of any items left in these areas.

2) Stairwell doors and other fire doors are to be closed at all times.
SPIRITUAL LIFE

Chapel Program
Taylor University Chapel is a corporate, Christian worship service for the entire campus community. Taylor University identifies the chapel program as a vital part of the total community, educational philosophy and corporate worship experience. The purpose of chapel at Taylor University is to provide a setting in which members of the community gather for Christ-centered worship that challenges them to think integratively about scripture, the Christian community, and the needs of the world in ways that inspire personal and relational integrity, and Christ-like compassion and action.

This program stresses the significance of the moral and spiritual dimension of education and also provides an opportunity to encourage, evaluate and implement the integration of faith and learning.

Taylor University’s chapel attendance position is an expression of its educational philosophy, which emphasizes the education of the total person. Moral and spiritual growth and internalization of spiritual values are educational objectives. Chapel is one means of helping to achieve these goals. Therefore, attendance at chapel is expected to complement the total educational experiences on campus. Regular attendance is understood as a mature response on the part of the faculty and students in fulfillment of Taylor’s educational growth goals.

The attendance policy for chapel is not based on counting absences but rather on one’s honor. As members of a worshipping community, Taylor students, faculty and administrators are expected to regularly gather for chapel.

Chapels are conducted Monday, Wednesday, and Friday at 10:00 a.m.

Sunday Services and Activities
All students are encouraged to faithfully attend and participate in a local church. A listing of local churches is available in this handbook. Buses operate from a few local churches. If called, many churches will provide transportation.

Individuals are encouraged to approach Lord’s Day activities according to individual conviction as well as responsibility to the University Expectations section of the Life Together Covenant.

Spiritual Renewal Series
A spiritual renewal series is held early in both the fall and spring terms. A guest speaker is invited to address the Taylor community in both morning and evening chapel settings. The purpose of this series is to give the entire Taylor community an opportunity to renew its focus on the Lordship of Jesus Christ over all aspects of life, according to the Scripture.

Taylor World Outreach
The purpose of Taylor World Outreach (T.W.O.) is to mobilize Taylor students in passionate service on campus, in the community and around the world. T.W.O. motivates, educates and equips students to globally engage in ministering Christ’s redemptive love and truth. There are six student-led divisions of T.W.O.: Community Outreach, Global Outreach, Lighthouse (interterm international service-learning), Spring Break Missions, World Opportunities Week and Youth Conference.

Community Outreach
To share the gospel and love of Christ in the surrounding community through meaningful service experiences and interactions. Those opportunities include assisting with Special
Olympics, Bible clubs, teen drop-in centers, house building/repairs, and a one-on-one mentoring program, just to name a few!

**Global Outreach**

To encourage and equip students to take action against global and local issues. GO strives to work against injustice through awareness, advocacy, prayer, giving, and hands on opportunities to explore missions. Specific events include planning Social Justice Week, supporting OneVerse Bible translation projects, organizing campus-wide awareness and prayer for global issues (HIV/AIDS, Human Trafficking and Hunger), and urban immersion trips.

**Lighthouse**

To equip students for cross-cultural understanding by engaging in service outreach around the world during J-term ministry service trips. Students earn four cross-cultural and service learning credit hours through hands-on outreach, study, and reflection. Must be a sophomore or above to participate.

**Spring Break Missions**

To enable students to serve and learn through domestic and international ministry opportunities during spring break. Students earn one cross-cultural/service learning credit hour. Any student may apply.

**Youth Conference**

YC exists to foster spiritual growth and help youth claim their faith for themselves during a high-energy weekend conference during the spring semester. Student involvement can include leading small groups, housing attendees, facilitating worship, organizing service projects, and leading workshops.

**ACADEMIC LIFE**

Taylor University’s mission is to provide postsecondary liberal arts and professional education. The catalog is the official publication and, along with announced policies, is the primary guide for the academic program.

The academic program at Taylor is intended to promote intellectual growth through a Christian worldview. An integrated four-year series of core courses, the “Foundational Core Curriculum” (previously referred to as General Education), is carefully designed to build the liberal arts foundation. Since it is the student’s responsibility to be informed regarding academic requirements, several University publications should be used as standard reference works. The catalog is a comprehensive source of detailed information on courses of study, major requirements and academic options. Further, a course schedule, including relevant policy and procedural reminders and examination schedules, is published each semester along with periodic updates, which are available in the registrar’s office. The catalog and a current schedule of classes are available online through the Taylor On-line Web Enabled Record system (TOWER). In addition, all of these publications include vital information, which is necessary for a student’s academic success. The student is responsible for consulting these information sources, and for keeping up with announced and published changes.

**Academic Personnel**

Academic programs are organized into twenty-five curricular departments with department chairs; each department belongs to a school; there are three schools. The provost administers the academic program. Students wishing to discuss academic issues, suggestions, or problems, which cannot be addressed by the student and advisor, should first contact the department chair. Then, if still unresolved, the appropriate school dean should be con-
tacted. The registrar and/or Academic Affairs will notify students with exceptional academic accomplishments or deficiencies (see Catalog for academic standards).

Advisors
The registrar’s office assigns academic advisors to all students in their area of academic interest. Advisors are provided to assist students in planning their academic programs. Students are expected to assume responsibility for obtaining academic advising after enrolling at Taylor, to keep informed about foundational core and major requirements by consulting the catalog and their degree audit (My Taylor University Degree), to initiate and be prepared for conferences with assigned advisors and to be aware of published academic deadlines and regulations as stated in the schedule of classes, the published calendar and the catalog. While Taylor University publishes program information and materials and assigns advisors, the student is solely responsible for assuring his or her academic program complies with the policies of the University. Any advice that is at variance with established policy must be confirmed by the registrar’s office.

Academic Progress Policy
A student who meets the minimal GPA requirements as indicated below is considered to be a student in good academic standing. A student who falls below the minimum required GPA is placed on academic probation and enters a special advisement program under the direction of Academic Enrichment Center and the academic advisor. Notification of academic standing will be sent by the Registrar to students and their advisors through campus e-mail and letters will be mailed to the students’ permanent addresses within one week following submission of grades by faculty.

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<tr>
<th>Cumulative Earned Hours</th>
<th>Minimum Required GPA</th>
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<tr>
<td>00.00-12.99</td>
<td>1.60</td>
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The faculty, staff, and administration of Taylor University are committed to helping students be successful in their personal, spiritual, and intellectual lives. As such, the GPA of each student is reviewed twice annually, at the end of the fall and spring semesters, to determine whether action needs to be taken with respect to probationary status. Students placed on probation have one semester in which to meet good academic standing as indicated in the chart above. Failure to reach the minimum requirements in the following semester results in suspension from the University, unless during that semester the student achieves a term GPA of at least a 2.30. Students who earn a 2.30 term GPA may be placed on extended probation and allowed to remain at the institution for the subsequent semester. Students on extended probation are not eligible to receive financial aid and are required to enter a special advisement program under the direction of the Academic Enrichment Center and the academic advisor.

First-time suspension is for one academic semester; a second-time suspension is for one academic year (consecutive Fall and Spring semesters). Students may apply for readmission following the applicable suspension period. Readmission is not automatic and requires the approval of several offices on campus, starting with the Office of Admissions. Students must present evidence that they are academically prepared to return to Taylor. Additionally, readmitted students will be placed on extended probation requiring reentrance to the
special advisement program under the director of the Academic Enrichment Center and the academic advisor and are not eligible for financial aid during the return semester.

Academic probation and suspension carry related consequences:

- Eligibility for financial aid is affected by academic standing. Probationary and suspended students should check with the Office of Financial Aid regarding academic progress regulations pertaining to their financial aid.
- No student on academic probation may apply for any off-campus study program.
- No student on academic probation may enroll in distance learning or independent study courses unless repeating a course.
- No academically suspended student may enroll in any Taylor courses, including those offered by Taylor University Online (TUO).
- In some cases, it may be advisable for a suspended student to enroll in courses at another institution in order to demonstrate that he or she is prepared to achieve better academic work prior to readmission to Taylor. Such students should consult with the Registrar’s Office in advance of such enrollment.

Contact the Office of the Registrar for additional information regarding academic progress.

**Academic Grievance Procedures**

To ensure an open atmosphere in academic endeavors, procedures have been established to provide fair process of any academic complaint registered by a student. The procedures are part of the University commitment to maintaining a climate of openness and justice in all areas of academic life. The objective is to provide fair treatment to any student who registers an academic complaint and any faculty member, or any other academic staff member, who is accused of unfairness toward a student.

The first step for students who believe unfair treatment has occurred in their academic experience is to make an appointment and meet and discuss the issue with the respective faculty member or academic staff person. Then, if necessary, the student should discuss, by appointment, the issue with the faculty member’s department chair (or the School Dean, if the faculty member involved is a department chair) or the supervisor of the academic staff member. If necessary, a third informal step can be taken by the student, that being a conference with the School Dean. If the issue is still not resolved, a formal grievance process can be initiated as prescribed in the policy statement available from the School Dean.

Additional information may be viewed at this webpage:

https://www.taylor.edu/about/services/student-consumer-information/student-complaint-resolution.shtml

**Graduation**

**Applying to Graduate**

Candidates for graduation should apply to graduate at least one year prior to the anticipated graduation date: May 1 for Spring/Summer graduates and December 1 for Fall/Interterm graduates. This student-initiated step begins the graduation tracking process.

The student and advisor should utilize My TU Degree to review all outstanding requirements for graduation. Once the student applies to graduate, the Director of Graduation will review the progress toward graduation for the student during summer (for Spring/Summer graduates) or January (for Fall/Interterm graduates). Any outstanding requirement shown should be addressed by March 1 for Commencement participants and all requirements must be met for degree conferral. Students anticipating a Summer completion must register for or notify the Director of Graduation of all planned Summer courses by April 15 prior to Commencement.

If deficiencies exist in My TU Degree, the student will not be eligible for participation in
Commencement; it is the student’s responsibility to notify his or her family. If the deficiencies are addressed and My TU Degree shows no outstanding requirements (with the exception of the senior comprehensive requirement, departmental participation, and planned Summer courses not to exceed 8 credit hours) by April 15, the student will be eligible to participate in Commencement. Students addressing deficiencies after April 15, but prior to Commencement, may request permission to participate in Commencement, although the student might not be included in the Commencement program.

Students with two additional semesters remaining for graduation should visit http://www.taylor.edu/academics/registrar/graduation.shtml for details regarding applying to graduate prior to the May 1 or December 1 preferred deadline. Students are solely responsible for ensuring that their academic programs comply with the policies of the University and meet all graduation requirements.

**Commencement and Diplomas**

A student may complete graduation requirements and officially graduate at the end of any Taylor University instructional terms concluding in December, January, May, June, July, or August. Only one Commencement ceremony is held—in May at the end of the Spring term. Attendance at Commencement is expected; however, if a graduate is unable to participate, written notification of in absentia must be submitted to the Director of Graduation by April 15. Students are eligible to participate in a maximum of one Commencement per level of degree. Graduates subsequently completing a higher degree at Taylor would be eligible to participate in Commencement again.

A Summer graduation candidate should participate in Commencement if no more than 8 credit hours remain and the student notifies the Director of Graduation by April 15 of all planned Summer courses to be completed by the respective official Summer graduation date. December and January graduates are eligible to participate in the ceremony following their official graduation. Any exceptions must be approved by the School Dean after the student has applied to graduate.

Any outstanding course, including incompletes, will prevent the conferral of the degree. A student intending to take additional courses beyond graduation must apply as a guest student or extend the graduation date. Diplomas should be mailed to graduates within three weeks of the conferral date following submission of final grades and completion of the final degree audit by the Office of the Registrar. Graduates must fulfill all financial obligations to the University before receiving a diploma.

**Honors**

In recognition of superior scholarship, the University awards three levels of honors at graduation: summa cum laude, magna cum laude, and cum laude. Summa cum laude is awarded to those with a minimum cumulative GPA of 3.90; or magna cum laude is awarded to those students with a minimum cumulative GPA of 3.70; or cum laude is awarded to those students with a cumulative GPA of at least 3.50.

Graduation honors placed on diplomas and transcripts are designated for those students who have fully completed all course work and requirements for their baccalaureate degrees. Graduation honors are computed on Taylor University credit hours only; fifty percent of the minimum degree hours must be completed through Taylor University. Associate and Master degrees are not eligible to receive honors.

For Commencement ceremony purposes only, honors will be announced and appropriate honors regalia worn using the cumulative GPA calculated after January interterm. No grades from Spring (immediately preceding Commencement) will be used in calculating honors for Commencement.

**Major/Minor GPA Calculation**

Only courses with a grade of C- or better will count in satisfying major/minor credit hour
requirements. However, the institutional methodology for computing the major or minor GPA will be to include all courses that could be counted toward the major/minor, including courses in which a grade below C- is earned. This includes excessive major electives and courses taken in concentrations, tracks, education, and systems. For courses that have been repeated due to an unsatisfactory grade, the previous attempt is excluded from GPA calculations and credit totals, but remains on the transcript.

All major and minor programs will continue to have a 2.30 major and minor GPA requirement with the exceptions of social work which requires a 2.50 major GPA and the Honors Guild which requires a 3.40 cumulative GPA. Individual programs may have circumstances unique to the discipline that would suggest that major or minor GPA requirements might be more appropriately computed in a specific manner; these exceptions are listed within the curriculum requirements for those majors and minors.

**My TU Degree Audit**

My TU Degree is the official degree audit system provided to students, faculty, and staff in order to track progress toward graduation. Students are responsible to regularly review the degree audit to ensure all degree requirements are being met and that the academic plan (e.g., four-year plan) keeps the student on track for degree completion. Students should review the degree audit with the advisor to determine courses in which to register for upcoming terms and to create a four-year plan.

Any student meeting a requirement by a course not listed in the audit must submit a course substitution form (approved by the chair of the department requiring the course); after submission to the Office of the Registrar, the student's My TU Degree audit will be updated to show the course meeting the specific requirement.

Students must contact the Office of the Registrar for clarification of any discrepancies experienced with the catalog, curriculum guides, degree audit, staff, and faculty.

**Senior Comprehensive Examination/Paper/Project**

A candidate for a baccalaureate degree must successfully complete a comprehensive examination, project, or paper in the major field of study. This requirement is expected to be completed during the senior year. A student is allowed a maximum of three attempts to pass the comprehensive requirement in any single major. If a student intends to graduate with more than one major, a comprehensive examination, project, or paper is required for each major. The examinations, projects, or papers are to be marked superior, pass, or fail. Advisors can discuss available options for a specific major.

**Academic Enrichment Center**

This instructional facility is located in the northwest corner of the main floor of the Zondervan Library. It is varied in its services to students and faculty. Individual study counseling is available by appointment.

**Services offered at the Academic Enrichment Center:**

1) **Receive academic help in the following:**
   a. Planning and goal setting.
   b. Helping students meet their academic goals.
   c. Effective time management.
   d. Efficient reading techniques.
   e. Meaningful note taking strategies.
   f. Excellent study models for test preparation.

2) **Support Services for Students with Disabilities**- Students with disabilities who wish to receive support services should contact the coordinator of academic support services in the Academic Enrichment Center. Services may include assistance with note taking, alternative testing, or other accommodations deemed reasonable and necessary by qualified professionals. A student requesting services should provide documentation of a
disability to better assess their situation and the need for accommodations. For further information, please call ext. 85523.

3) The Taylor University Writing Center - The Writing Center is a free service where you can meet with fellow students to grow as a reader and writer. It is located in the Zondervan Library (near the Academic Enrichment Center).

In consultations for reading assignments, we can help you with:

- Outlining and paraphrasing difficult readings in sciences, social sciences, or humanities
- Making personal and/or intellectual connections to your course texts
- Finding meaning in works of fiction
- Writing reading responses, annotations, or summaries
- Addressing other issues that are important to you

In consultations for writing assignments, we can help you with:

- Clarifying your ideas
- Strengthening your argument
- Improving your sentence structures
- Becoming a better writer
- Addressing other issues that are important to you
- Sign up for a Writing Center Appointment at taylor.mywconline.com.

Writing Center Hours:

Afternoons
Mondays-Fridays 1:00-5:00

Evenings
Sundays-Thursdays: 7:00-10:00

Questions? Email Professor Julie Moore, Director of the Writing Center, at Julie_moore2@taylor.edu.

Check out our Facebook page for updates and info!

4) Mathematics assistance- All students must meet Taylor University’s math proficiency requirement. To receive information about meeting this requirement, please contact the assessment office at 765-998-5373; enrollment in Math 100 may be necessary.

Some students may need additional assistance for math courses. Math tutors are available through the TutorTrac online system at no cost to the tutee.

5) Tutoring- Free peer tutoring is available to all Taylor students. Our online TutorTrac program allows students to search for and book appointments with tutors directly. If a tutor for a particular class is not available online, every effort will be made to identify a qualified peer tutor for the course requested. Students are responsible for meeting with their tutors at the scheduled times and are encouraged to meet with their tutors on a regular basis. There are also paid tutoring opportunities available. Students who wish to become tutors are required to have a cumulative GPA of at least a 3.0, an A or A- in the course(s) they wish to tutor, and a faculty recommendation for each course. Please
contact the Tutor Coordinator (x84609), or stop by the Academic Enrichment Center for further information.

6) Transition to College Program- Some students may be admitted to Taylor University with the condition that they utilize the services of the Academic Enrichment Center. These students are assisted and directed through the Transition to College Program in an effort to help maximize their learning potential and abilities.

Class Attendance

Students are expected to attend all sessions of classes for which they are registered. The student is responsible for requesting and providing required documentation to Academic Affairs. Individual excused absences (with permission to make up work) will only be granted in the case of:

1) admittance to a hospital, or illness verified by medical doctor or TU health center (requires documentation from healthcare provider stating specific dates student needs to miss);

2) serious emotional illness (verified by the Dean of Student Development);

3) death or hospitalization of an immediate family member (mother, father, brother, sister, grandparent, spouse or child);

4) graduate school interviews;

5) Taylor University-sponsored job fairs;

6) job interviews (total of 2 allowed senior year, 1 junior year);

7) very unusual circumstances as evaluated by the professor and/or Academic Affairs.

It is also possible for students to be excused from class due to approved group absences (class field trips, official athletic events and other approved educational activities). The faculty/sponsor of each group is responsible for initiating group absence requests through Academic Affairs. Student athletes and musical ensemble participants, because of their potentially more frequent class absences, may not be allowed the usual one unexcused absence per credit hour in each course. Students involved in these activities should check with their coach or professor for specific policies. Students are responsible for course material missed due to any excused absence.

Prior to any absence, students should personally contact the professors of classes to be missed to make arrangements for making up all assigned work/activities.

The student should evaluate current class standing when anticipating absences. Loss of instruction and the consequent possibility of a lower grade are the results of absence. In any type of class requiring active participation (laboratories, seminars, etc.), grade reductions are inevitable.

Unexcused absence (without permission to make up work) must not exceed one per credit hour of the course. The penalty for excessive absences is communicated in each course syllabus. Students are responsible for obtaining and understanding the attendance policies for each of their courses. These absences are designated for such reasons as travel difficulties, bad weather, conflicting schedules, oversleeping, job interviews (beyond allotted numbers), minor sickness, or doctor and dentist appointments. When courses are added after the first class meeting, any class sessions that have already been missed may be counted as unexcused absences.

Absence Policy

Students are expected to attend all sessions of classes for which they are registered. Unexcused absences (without permission to make up work) must not exceed the equivalent of one absence per credit hour of the course. The number of class period absences will depend on the nature of the class meeting schedule. For a three hour three day per week
class, this would be three class period absences. For a three hour two day a week class, this would be two class period absences. For a four hour four day per week class, this would be four class period absences. The penalty for excessive absences (defined below) is communicated in each course syllabus. Students are responsible for obtaining and understanding the attendance policies for each of their courses. When courses are added after the first course meeting, any class sessions that have already been missed may be counted as unexcused absences.

The **Unexcused Absences** are designated for such reasons as travel difficulties, bad weather, conflicting schedules, oversleeping, job or graduate school interviews (beyond the allotted number), minor untreated sickness, or routine non-emergency doctor or dental appointments. Please note that most illnesses such as sore throats, ear infections, colds, or stomach problems are minor and do not require the attention of a medical professional. These absences are unexcused absences. If a medical professional believes an illness to be sufficiently severe that an absence from class is warranted, then the absence would require documentation from the professional to be excusable.

Absences related to social events such as weddings or family vacations are also unexcused absences. Although the date of such events may be outside of the control of the student, these are not considered to be excusable. Travel arrangements made around holidays for cost purposes are also not considered to be excusable. Excused absences are reserved solely for family emergency or health reasons, specified student job or graduate school interviews, or University-sanctioned group events.

For all **Excused Absences**, the student is responsible for providing required documentation to the representative of the Provost’s Office. Individual excused absences (with permission to make up work) will only be granted for the following circumstances:

**Illness:** Excused absences for illness will only be granted for the following circumstances: 1) admittance to a hospital; 2) a serious illness verified by treatment by a medical professional. Such an illness would be one that the medical professional determines would necessitate absence from class. Appropriate documentation verifying treatment should be provided to the student and submitted along with a request for Excused Absence. Such documentation must verify dates that the student needs to miss class.

Students suffering from a serious emotional illness (as documented and verified by the Office of the Vice President of Student Development) may also request excused absences. Appropriate verification should be provided to the representative of the Provost’s Office along with a request for Excused Absence.

**Family Emergencies:** Family emergencies may also be excused upon verification. This would include death or hospitalization of an **immediate** family member. An immediate family member would be considered to be a mother, father, sister, brother, spouse, child, or grandparent. As noted above, weddings or family vacations are social in nature and not considered to be family emergencies.
Job or Graduate School Interviews: These would include employment, internship/practicum, or graduate school interviews. Students are allowed 1 such absence in their junior year and 2 such absences in their senior year.

Taylor University-Sponsored Job Fairs: Students who participate in Taylor sponsored job fairs may request excused absences for those events. Appropriate documentation should be provided to the representative of the Provost’s Office.

Group Absences: It is also possible for students to be excused from a class due to participation in University-sanctioned group activities (class field trips, official athletic events, and other sanctioned activities). The faculty member/sponsor of each group is responsible for providing appropriate documentation and a request for such absences to the representative of the Provost’s Office. Student athletes and participants in musical ensembles, because of their potentially more frequent class absences, may not be allowed the usual one excused absence per credit hour in each course. Students involved in these activities should check with their coach and professor for specific policies.

Students are responsible for course material missed due to any excused absence and may be required to get in-class work and homework to a professor prior to the excused absence. Students who know they will be missing a class for any reason (athletic events, music performances, interviews, field trips, or appointments) should check with their professors to find out what work should be turned in prior to the excused absence and what work can be made up after the absence, making arrangements for all assigned work/activities. The student should evaluate current class standing when anticipating absences. Loss of instruction and the consequent possibility of a lower class grade are the results of an absence. In any type of class requiring active participation (laboratories, presentations, seminars, etc.), grade reductions are inevitable.

Excessive Absences: Satisfactory academic performance in any class is compromised when a student accumulates an excessive amount of absences for any reason. There comes a point in the semester when the ability of a student to complete a course satisfactorily is lost due to class absence. If students reach the point where they have missed 30% of the scheduled meetings for a class, their case will be referred by the instructor to the Academic Enrichment Center for evaluation. If it is deemed that the student is incapable of completing the class, a withdrawal may be recommended. If the student’s absences can be overcome but further treatment is deemed necessary, an incomplete may be recommended. It is incumbent on faculty members to report students who have accumulated excessive absences to the representative of the Provost’s Office. At that point, a conference with the faculty member and the Academic Enrichment Center will occur, and a plan of action will be recommended to best accommodate the needs of the student and the requirements of the class.

PRIVACY POLICY

Notification of Rights under the Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
The right to inspect and review the student’s education records within 45 days of the day
the University receives a request for access. Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. At the post-secondary level, the right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: 1) through the written consent of the student; 2) in compliance with a subpoena; and 3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taylor University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Public Notice Designating Directory Information

Taylor University may release without written consent the following items which have been specified as public or directory information for current and former students: name, address, email address, telephone listing, photograph, field of study, grade level, enrollment status, date and place of birth, dates of attendance, degree, honors and awards, previous educational agency or institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

A current student can request that the University not release any directory information about him or her. This designation must be furnished in writing to the Registrar by the end of the first week of classes in the semester. Request to withhold prevents the disclosure of all directory information. Regardless of the effect upon the student, the institution assumes no liability for honoring the student’s instructions that such information be withheld.

Academic Dishonesty

Academic dishonesty constitutes a serious violation of scholarship standards at Taylor that can result in substantial penalties, including denial of credit in a course as well as dismissal from the University. Any act that involves misrepresentation regarding the student’s academic work or that abridges the rights of other students to fair academic competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments or exams, plagiarizing (misrepresenting another’s work as one’s own original creation), submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned, depriving others of necessary academic sources, sabotaging another student’s work, and using without attribution a computer concept or pro-
gram. All acts of academic dishonesty are reported to appropriate School dean. (The University statement on plagiarism is available from that office.)

**Course/Activities Releases**

Because of the risks of injury to person or property inherent in certain course participation and other student activities (e.g., athletics, off-campus travel, etc.), before participating in such courses or activities, a student and/or his or her parents or guardian will be required to execute appropriate forms releasing the University from all liability for such injuries.

**Acceptable Computer Usage Policy**

I. All computer and network usage at Taylor University is a part of community life and therefore the Life Together Covenant applies.

The Life Together Covenant applies to computing and information resource access especially in the following areas: the access of pornography or gambling on computers, consideration for others and standards of good taste in electronic communications, social networking and relationships. This guideline applies to computers found in the various computer lab facilities as well as use of the university networks.

II. All computer and network usage must conform to all University policies and to federal, state and local law.

Information made available by the university in any electronic format (e.g. Web, Social Networks, E-mail, internal or external) is not to be harvested, distributed or otherwise repurposed without authorization. It is expected that computer users would not, for example, use pirated or illegal software, or use shareware without registering it. University plagiarism policies would also, of course, apply to electronic media. This includes unauthorized use, and distribution, of copyrighted audio or video files.

Information resources must not be used for illegal and/or unethical purposes. Examples include: Intentional harassment of other users; intentional destruction of, or damage to equipment, software, or data belonging to other users, sending e-mail from false usernames; intentional disruption or unauthorized monitoring of electronic communication including the use of password grabbers or network "sniffers". Publishing protected information including usernames and/or passwords is also prohibited.

III. Users must only engage in activities within the intended use of their authorized access and the intended use of any system they access. Each shared system will provide specific expectations and priorities of the intended uses for the system.

Faculty, staff, students and guests are given access to computing, video and voice networks, and ID cards for specific purposes. Users must avoid activities that are not in accordance with these purposes. Individuals who have been granted access are responsible to safeguard that access to prevent unauthorized use of University systems. Examples of activities which are outside the authorization of designated access include: commercial use; attempting to gain unauthorized access to any system or resource including classroom, conference room, or open/shared space technology; use of an account or ID card
other than the one assigned to the user, sharing an account or ID card to an unauthorized user.

**IV. Users must be good stewards of the computing and network resources of the University. Each lab and shared system will provide stewardship guidelines for users, as appropriate.**

Many people rely on shared computing and networking resources and a finite bandwidth capacity. Therefore, each user must consider the needs of others when using these resources. Examples of poor stewardship of information resources include: excessive personal use in a lab facility or office setting; excessive game playing; excessive use of social networking; and where applicable, continuously running "background" programs and reception of large files or running intensive multi-media network applications during "peak" hours. These guidelines apply to our life together at Taylor University and are not limited in application to just university-owned equipment but also to the use of internet bandwidth from the wireless and residence hall networks.

**V. Users of University messaging systems must be considerate of others. Any attempt to send mass messages that are unsolicited and/or not approved by the University is strictly prohibited.**

It is our desire that the University systems be useful for every user, such as email and portal announcements, be properly managed for every user and that all users are considerate of others. Therefore, the following guidelines are set forth:

- These guidelines address “mass messaging” where the intended recipient does not have a choice in receiving the message and the message is intended for a broad audience, whether internal or external.
- Each Vice President should designate individuals authorized to send mass messages on their behalf. All mass messaging must be sent using only University approved methods.
- All mass messages should include the name and title of the authorized sender. (e.g. Authorized by the Vice President of Academic Affairs)
- Individuals who wish to send a mass message must work through their VP delegated authority.
- All unauthorized mass messages will be considered in violation of the Acceptable Computer Usage policy and the sender may have their access suspended.

**VI. The University reserves the right to limit and regulate any and all usage of its computing equipment and network.**

The University may receive evidence that inappropriate activity is taking place on its campus. In this event, actions may be taken to investigate the activity. When authorized by the CIO, an IT Director, or other appropriate administrators, suspicious computer and network
activity may be monitored. As such, electronic mail through the Taylor network and files stored on Taylor's systems should not be considered completely private or confidential. The University also may determine that limiting the individual's access may be necessary. Examples include: removal of a user's account on shared computers; blocking the receipt and sending of electronic mail for a particular user; quarantining the user's access to the network(s) even to the point of disabling the physical network connection(s) of a room, if participating in the residence hall network. Users of the University’s network must be considerate of others using the same resource. Therefore, any inappropriate or disruptive activity that affects other users whether intentional or not, may also be investigated, and access to the network may be removed as a result. Examples of disruptive use include E-mail spamming, virus attacks, malicious hacking of any kind aimed at any user or system, excessive network utilization, bypassing the University's internet filter by using a VPN, and excessive bandwidth utilization. Violators of these policies may be subject to an institutional discipline process.

VII. The University reserves the right to pursue disciplinary procedures, up to and including legal action as required.

Information Technology, University Leadership, Student Development, Campus Police and Legal Authorities will be involved as necessary in response to violations of University policies.

Background:

Taylor University owned computer systems and networks exist to assist in the education of Taylor University students. Computer systems and networks are widely used throughout the institution, both in a direct academic environment and in an administrative support role. Administration, education, research and communication are functions that rely on computing and networking technology to accomplish their goals. It is Taylor University's policy to provide and support computing and network resources to help meet the goals of student learning and institutional support.

Final Exam Policy

Taylor operates on an academic calendar, which includes finals week as an integral part of each fall and spring term. During that week, each class meets at the time designated in the published exam schedule.

Students must meet for their final examinations at the assigned hours listed in the finals week schedule. Exceptions will be made only because of serious illness or the death of an immediate member of the family (mother, father, brother, sister, grandparent, spouse, or child). Reasons such as plane schedules, availability of flights, and rides leaving early are not acceptable exceptions. Contact the appropriate School dean for requests that qualify as stated above.

Students scheduled to take more than two final exams on the same day may, with written permission from a faculty member, reschedule an exam(s) to maintain a maximum of no more than two exams per day. Students should contact the Registrar’s office to begin the
rescheduling process. Rescheduling must be approved at least 10 class days prior to the beginning of exam week.

Student Media
Students with writing ability, design, photographic, web design, social media or artistic skills may participate in the production of one of the student publications. The Echo, a weekly multi-award winning newspaper, is a sounding board for campus views and carries world, local and TU news, sports, life & times, arts & entertainment, opinions, photos/graphics and features. It also has an online edition (theechonews.com) and a Facebook and Twitter account. The Ilium yearbook is another student publication demanding the talents of an energetic and imaginative staff. Students interested in working on the staff of one of these publications should contact the publication editor or advisor. Students who write poetry, fiction and essays have the opportunity to publish their work in the Parnassus, Taylor’s literary magazine. Parnassus is a student-run enterprise, from choosing work to selling the finished magazine.

Artist Series and Cultural Events
The performing arts committee and department of music theatre and dance at Taylor schedules an artist series of cultural events each year. Admittance to these programs is at a nominal cost to students. The artist series events are a unique opportunity to enlarge experiences in new and perhaps unfamiliar cultural presentations. Students are encouraged to reach beyond the popular arts and experience artists who will be an important part of the post-college world.

In addition to the artist series, the music, theatre and dance and art departments present dramatic productions, recitals, concerts and art exhibits throughout the year. Most of these events are free admission. Students interested in participating in any of these events should contact the Theatre Box Office” at the 765-998-5289 or the Music Office at 765.998.5232.

LEADERSHIP DEVELOPMENT

To face a world in need and respond in Christian love is the simplest manifestation of Christian leadership. But this is not something that just happens or is innate, rather, it is something developed through a growing relationship with God, understanding of self, and a lived commitment to love and serve others. Taylor University’s focus on leadership is to produce courageous leaders who are Christ-centered, global in perspective, and whole-person educated. Opportunities for leadership positions abound on campus, and the Center for Student Leadership provides encouragement and training for students who serve in those roles. In addition, students are challenged to see leadership in the context of their own Christian calling.

Center for Student Leadership
The Center for Student Leadership provides dynamic student leadership experiences that cultivate faith, passion, calling, and service through relationships, learning and excellent programs. The philosophy of the Center is founded in the desire to develop thoughtful, Christ-centered leaders. Programs encourage whole-person student learning and are marked by educational out-of-the-class experiences that connect with and complement in-class experiences. Events build campus community through fun and meaningful activities that create a common context of experiences and values. Student leaders represent diverse needs and concerns to the Taylor University community and engage in collaborative efforts to address those issues. Our goal is to produce students who are equipped to engage the culture as passionate world-transformers according to their calling in Christ.
Taylor Student Organization (TSO)
The Director of Student Programs and the Student Body President provide leadership for the Taylor Student Organization (TSO). Through innovative and educational opportunities, activities and services TSO addresses diverse student needs, encourages whole-person learning and builds community. TSO is comprised of approx. 100 students serving in the following areas: Office of Student Body President, Design and Marketing Team, Intramural Sports and Recreation, Integration of Faith and Culture Programs, Leadership Development Cabinet, Office of Global Engagement, Student Senate, Student Activities Council, Inter-Class Council, and Mainstage.

The Student Body President’s Office - The Student Body President, Vice President, and treasurer provide student leadership, vision, and support to the Executive Cabinet and model Christian servant leadership to the campus in general. The President and Vice President build relationships throughout the student body which, in turn, allows for better student representation to faculty, administration, and staff. As such, the Student Body President’s Office significantly contributes to an environment where spiritual growth, Christian community, and educational opportunities outside the classroom impact students’ lives for Christ.

Student Senate - The Student Senate serves the student body as elected officials by representing their constituencies’ concerns and issues. Student Senate ultimately serves as a student forum where each Senator can practice Christian community by debating and discussing campus issues and seeking solutions that will effect positive change in our community. Student Senate also officiates the campus club approval and funding process as well as provides leadership to all TSO legislation.

Student Activities Council (SAC) - The Student Activities Council (SAC) creates fun and meaningful community-building activities that bring a variety of students together to share in a common experience of fellowship. Student Activities Council promotes healthy recreational events and competitions as well as encourages campus involvement and community investment for all Taylor University students.

Design & Marketing Team – Design & Marketing Team furthers the educational, spiritual, and relational development of the Taylor University community by effectively assisting in the production of TSO events through the use of media (film, video, podcasting, broadcasting, and web development) and the advertising and marketing of TSO events to students, faculty, and staff. Design & Marketing Team also serves the community by publishing News of the Day in an effort to communicate news, issues, and opportunities to students, faculty and staff. Design & Marketing Team demonstrates God-given creativity and originality through their work and communicate excellence and Christian leadership to the student body and community at large.

Intramural Sports and Recreation – Intramural Sports and Recreation pursues athletic excellence for God’s glory in a way that provides all players, referees, supervisors, and directors with a memorable, meaningful, and impactful competitive athletic experience.

Main Stage – Main Stage plans and facilitates opportunities for students to connect with each other in a positive, fun, and meaningful way. We will do this through memorable experiences and the celebration of dance. Main Stage hopes to bring students a one-of-a-kind experience that adds to the Taylor culture.

Leadership Programs - Leadership Programs educates students’ understanding of Christ-centered leadership and offer opportunities for discovery and growth in their leadership potential through a variety of learning and serving opportunities. The Leadership Development Office is responsible for coordinating and implementing developmental programs for campus student leaders as well as the National Student Leadership Conference (NSLC) for Christian colleges.

Inter-Class Council (ICC) - Inter-Class Council builds Christian community amongst and
through each graduating class. Inter-Class Council accomplishes this goal through class events, as well as traditional community events that promote Christian fellowship, growth, healthy competition, and unity.

Office of Global Engagement - The Office of Global Engagement exists to encourage and facilitate global engagement within the student body, to connect and streamline existing campus organizations working on globally-focused initiatives, and to incorporate a global mindset into the Taylor Student Organization, connecting TSO and Taylor World Outreach. These goals will be accomplished with the help of Global and Multicultural Advocates (GMAs), a volunteer staff that will serve each residence hall.

Integration of Faith and Culture Cabinet (IFC) - The Integration of Faith and Culture Cabinet furthers the educational and spiritual development of the Taylor University community in understanding art, popular arts, and culture in light of faith. Integration of Faith and Culture Programs will challenge students to invest in ecumenical community while exploring their cultural role as redemptive image-bearers for Christ. As a result, students are encouraged to pursue Philippians 4:8 and examine the mystery and fullness of faith, grace, creation, beauty, and culture through film, art, music, issues and ideas.

STUDENT SERVICES

Career Coaching
The Calling and Career Office (CCO), located in the Boren Center, assists in all phases of calling, career planning and professional development. Career professionals help educate students about their values, interests, personality and skills and connect them to potential employers. The staff reviews resumes, cover letters, prepares students for professional interviews, conducts workshops, and facilitates networking opportunities. For information, contact The Calling and Career Office (ext. 85382).

Career Resources
Taylor’s career resources are available to serve students, alumni and faculty. Resources include self-assessment tools, on-line resources, books, graduate school information and employer and alumni contact information. The Calling and Career Office utilizes Strong and StrengthsQuest. The CCO also manages an internal page on Blackboard (Calling and Career Opportunities and Resources) that serves as an online hub for how-to guides, templates, tips, as well as job and internship leads.

Interviewing Guidelines for Opportunities within The Calling and Career Office
Students are encouraged to take advantage of on-campus and off-campus networking and interviewing opportunities sponsored by The Calling and Career Office. To maintain a positive relationship with alumni and employers, students are required to keep all scheduled interviews. In special circumstances it is acceptable to cancel an interview by notifying The Calling and Career Office at least 24 hours in advance. Missed interviews or habitual tardiness is discouraged and considered to be unprofessional. Students are responsible for notifying an organization of their acceptance or rejections of job offers.

The Taylor University Calling and Career Office is a member of and adheres to the practices and professional standards of the National Association of Colleges and Employers.

Euler Science Complex
Euler Science Complex, located on the east side of campus, consists of three areas: Euler Science Building, Lembright Atrium, and Nussbaum Science Building. Euler Science Building houses many of the departments in the School of Natural and Applied Sciences, including Mathematics (1st floor), Physics and Engineering (2nd floor), Computer Science and Engineering (2nd floor), Chemistry and Biochemistry (3rd floor), and Biology (3rd floor).
The Counseling Center

The counseling center provides individual, couple and group counseling encompassing personal adjustment, psychoeducation, restorative and preventive concerns. One time consultation appointments, as well as daily walk-in hours, are available upon request by the student. Our professional counselors also provide educational services to residence life and other campus organizations. Students interested in such services may personally make an appointment by calling the Counseling Center at (765) 998-5222, emailing counselingcenter@taylor.edu, or stopping by the campus ministries office in the Student Center. Referral information is also available for other qualified Christian professionals in the area.

Additional Counseling Opportunities

In addition to the counseling services offered by the Counseling Center, support services are provided by the Student Development Office, Residence Life staff and the Office of Campus Ministries. Students desiring to discuss any subject, personal or otherwise, are encouraged to contact either their Residence Hall Director, the Counseling Center (765-998-5222; counselingcenter@taylor.edu) or the Office of Campus Ministries (765-998-5360).

Airport Transportation

The majority of Taylor University students obtain airport transportation through friends or classmates. Should that prove to be a non-viable option, students are strongly encouraged to utilize professional transportation services to ensure the safest, most professional service possible, as their drivers are trained to drive in all types of weather. One such company is Hoosier Shuttle (www.hoosiershuttle.com). These companies are not subject to University oversight, and must be contacted by, and arrangements made by, the student seeking their services. Hoosier Shuttle offers many pick-up and return times every day at the local Cracker Barrel restaurant, just 4 miles from Taylor’s campus. On the rare occasion when a student is unable to obtain a ride through any means, the Center for Student Leadership office will attempt to provide assistance in procuring transportation.

Office of Intercultural Programs (OIP)

The Office of Intercultural Programs (OIP) exist to meet the specific needs of American minoritized students, international students, missionary kids (MKs), and third culture kids (TCKs) at Taylor University. OIP works to cultivate a safe and welcoming environment that also provides educational and experiential opportunities for all students, staff, and faculty. Our programs and events promote racial reconciliation, global engagement, and highlight the beauty of God’s creation in every person.

We are committed to providing an environment where:

- Students are developed to be Christ-centered servant leaders
- Students are assured support and advocacy relative to their unique concerns
• Students are being prepared for the future by engaging in programs that cultivate understanding by interacting with a diverse community
• Positive, respectful, and meaningful dialogue regarding issues of diversity is encouraged
• The recruitment, retention, and graduation of American minoritized students, international students, MKs, and TCKs is supported

As an office, we house these student organizations:

**Asian Society for Intercultural Awareness (ASIA):**
The purpose of membership in ASIA is to foster compassionate relationships, exchange cultural knowledge and appreciation, and host campus events which engage the wider community, promote awareness and support the values of the group. ASIA invites the Taylor community to grow in understanding the diverse cultures, religions, and current events of greater Asia.

**Black Student Union (BSU):**
BSU explores and educates the Taylor community on African rooted cultures and their rich history. BSU welcomes all persons who would like to increase knowledge and build relationships with those belonging to the African diaspora. Our goal is to celebrate the values and perspectives of the various cultures of the Black community.

**International Student Society (ISS):**
ISS is a student-led group that fosters community amongst the international student body. The student leadership group representing international and third culture students works closely with OIP to bring international students together by celebrating and exploring rich backgrounds represented here on campus.

**Latino Student Union (LSU):**
LSU welcomes all students who identify with the Latino Culture and/or have an interest in the diverse Latino world. LSU highly encourages reconciliation between the Latino community and the rest of the campus. The overarching goal is to create awareness of the diversity within the Latin World through the programming of various events that will provide support and educational experiences to all students.

**Middle East Collegiate Association (MECA):**
MECA is open to all students. Our mission is to both engage and educate the campus community in Middle Eastern culture, religion, and politics. We accomplish this through engaging with speakers, music, media, language, food, and interaction with people of the Middle East. MECA also desires to utilize these experiences to counteract negative stereotypes and provide a balanced perspective on the region.

**MuKappa:**
MuKappa exists to provide a supportive environment to help MKs (whether international or domestic) and TCKs to appreciate and embrace their cultural background while learning to integrate into an American community. MuKappa facilitates this transition through the provision of events where students can fellowship in a secure environment. Although our focus is to minister to the social and spiritual needs of MKs and TCKs, we would also like to incorporate an educational dimension that adds to the cultural diversity of our campus.

**Voices of Praise Gospel Choir:**
The Taylor University Voices of Praise Gospel Choir is an intentionally diverse choir who proclaim the gospel of reconciliation through the ministry of performing black gospel music and dance. This choir is open to Taylor University students, staff, and faculty members. Audition are held at the start of every semester.

**Multi-Ethnic Student Association (MESA):**

MESA exist to cultivate cultural and racial awareness at Taylor University. MESA does this by partnering with OIP organizations to put on eye opening educational programming like Boxes and Walls and Mosaic Night.

**Financial Aid**

Taylor University attempts to meet as much of a student’s financial need as possible through the financial aid programs. These include various scholarship, grant, loan and employment programs. The details of each financial aid program offered at Taylor University are described in the Taylor University catalog and the website (www.taylor.edu/admissions/finaid). These materials are available upon request. Students desiring need-based financial aid must apply each year. The document required to be filed by students annually is the Free Application for Federal Student Aid (FAFSA). Financial aid is awarded primarily on the basis of financial need, except in the case of merit scholarships, which require high academic achievement. A student is determined to have financial need when his/her family resources are not sufficient to meet the total cost of attending college. Students should call or stop by the office of financial aid (ext. 85358) if they have questions or concerns regarding their financial aid eligibility.

**Student Employment**

*Federal Work-Study Program:* Federal Work-Study (FWS) opportunities are available to students who demonstrate financial need by filing the Free Application for Federal Student Aid (FAFSA).

The student is advised to adhere strictly to the amount of earnings authorized since this is closely related to his financial need. Students receiving financial aid from federal or state programs in addition to FWS must not earn in excess of their maximum allotted FWS dollars to avoid the over-awarded situation, which may result in having other financial aid resources reduced.

*Responsibilities:* A student employed under the Federal Work-Study program is expected to report for work on time at his assigned hours. If circumstances require a student to be absent from employment, the student is responsible to notify the supervisor in adequate time for a substitute to be secured. A student failing to report to work or perform work in a satisfactory manner may lose his or her work privilege.

Hours worked on campus must be properly recorded via the online timesheet provided in TOWER. The completed timesheet must be submitted for approval to the supervisor prior to the appropriate deadline in order to facilitate the processing of student payroll. Student pay is normally issued every other Friday.

All jobs on campus are terminated at the end of each academic year. Students are responsible for a job’s continuance by repeating the application procedures previously mentioned.

**Food Service**

The college provides a complete food service program, which includes three meals per day. All resident students are required to pick the 19 or 14 meal plan and all off-campus students must take a minimum of one meal (lunch or dinner) per day. In establishing the board rates, consideration has been given to expected absenteeism. If meal tickets were loaned or given to non-boarding students who did not pay for the privilege of eating in the dining facilities, the cost of meals to those students who are paying for this privilege would need to be increased significantly.
Changes in meal plans will only be permitted during the first two weeks of the semester. If more than one change is requested, the student will be assessed a $25 service charge. No meal plan changes may be made after the end of the second week of classes. Meal tickets in the form of ID cards are issued to each student and are not exchangeable or transferable to another person. With the assistance of a registered dietitian, meals are planned and reviewed periodically. Careful attention is given to food preparation and service.

For those students interested in a healthier meal option, nutrition & wellness entrees that are controlled for calories, fat, and sodium, are available at each meal. In addition, the registered dietitian and food service director will be happy to work with any student with special dietary requirements due to a medically diagnosed condition. It is a goal at Taylor food service to assist students in making proper decisions regarding their diet and food choices. Students are encouraged to refer questions and special dietary requirements to the food service director and/or the dietitian, so that we can work with you to identify and meet your needs. You can make appointments with the dietitian through the dining commons kitchen office, x84661.

Health Services
Health care services are available to Taylor University students at the Health Center located at 1809 South Main Street which is just across the street from the main entrance to campus. Health care will be provided by the staff associated with Marion General Hospital. The hours of operation are Monday-Friday from 9am – 5pm, and closed on Saturday and Sunday. A combination of scheduled and walk-in hours are available. To contact the Health Center, call 765-660-7520.

Services covered by the Health Services Fee include a nurse practitioner on site exclusively for Taylor students; health education; referrals for care to other physicians, specialists or hospitals; and some pharmacy and lab services. The student is financially responsible for all other services not provided by the Health Center, including but not limited to other physician services, laboratory and x-ray costs, ambulance services, hospital costs and prescription medications.

A full time student pays a Health Service Fee each semester and January interterm. This fee may be waived only if the student is married, a commuter, or studying away from campus. In order for this fee to be removed from the bill of the eligible student, a waiver must be obtained from the Bursar’s office and signed by the end of the second week of classes each semester. No health services are offered to summer school students. Students are responsible for notifying their professors when class is missed due to illness. Students will need to be evaluated on the day of missing classes in order to get a note from the Health Center. If a student has an illness that results in missed class and is treated by the Health Center, then he or she should obtain verification of the treatment by the Taylor University Health Center and provide this documentation along with a request for an excused absence to TBD (for the most current contact information, please refer to the Student Handbook online located on the Taylor University Portal). Students also have the option of using their unscheduled absence or “cut” per university policy for minor illness/absence.

All students entering Taylor University are required to submit a completed health form with immunization record prior to the beginning of classes. Transfer students may submit an equivalent form from their previous university. If the health form is not delivered to the
Health Center, the student’s name will be submitted to the Dean of Students who will suspend the student’s enrollment (the student will not be allowed to attend class). Enrollment will be reinstated when the completed form is submitted to the Health Center. Unless the form is on file, a student can only receive emergency care from the Health Center.

Students need to be aware of their medical coverage before they come to Taylor University and should plan to submit a copy of their health insurance care/plan when they send their Health Form.

**Computer Support**

Computer support is offered by Client Services, also known as 4040. Student support covers those issues most often faced by students such as network connectivity, access to Taylor network resources (e-mail, TOWER, Blackboard, etc.), and virus/spyware/SPAM protection. Helpful resources and solutions to common computing problems are available on our support site (http://4040.taylor.edu).

Other helpful things you need to know:

- Taylor network passwords expires every 180 days. You should start receiving email reminders prior to the expiration date.
- You can activate your account or reset your Taylor network password using Taylor’s Password Manager (https://passwords.taylor.edu).
- Taylor passwords must meet minimum requirements. Requirements are listed on the Password Manager page.
- No one from Taylor will ever ask for your password. Please never share your password with anyone.
- Always log off when you walk away from a Taylor-owned PC. If you don’t, others will have access to your e-mail and personal records.

You can reach 4040 by phone at 765.998.4040 or toll-free at (866) 694-1385, by email at 4040@taylor.edu, online at http://4040.taylor.edu, or in person by visiting the Tech Xpress Desk on the main floor of Zondervan Library.

**Zondervan Library**


https://library.taylor.edu

- **Hours**
  - 7:30am – Midnight: Monday - Thursday
  - 7:30am - 10:00pm: Friday
  - 9:00am - 10:00pm: Saturday
  - 7:00pm – Midnight: Sunday
- **Resources**
  - Books, eBooks, journals, magazines & newspapers (in print & online)
  - DVDs & popular fiction
  - iPads & laptops available for checkout
  - Computer stations
  - Video/audio recording & projection equipment, external/portable optical and hard drives available for checkout
- **Research Help**
Assistance with research projects & questions at the Ask desk
Subject- and course-specific Research Guides available
Contact in-person or by email, text, or phone

- **Services**
  Borrow books & articles from libraries around the world with Interlibrary Loan
  Print from your laptop anywhere on campus to B&W & color printers
  Scanners, copiers & fax machines available for use
  Tech Express desk for technology assistance
  Audio and video editing and production

- **Spaces**
  Flexible, tech-ready group study spaces
  15+ group study rooms

**Intercollegiate Athletics**
Taylor University has a long, rich tradition of excellence in intercollegiate athletics. Since they began at Taylor in 1933, Trojan athletics has produced some of the top teams and individuals both in the Midwest and the nation.

Taylor is a member of the National Association of Intercollegiate Athletics (NAIA) in all sports. Most teams compete in the Crossroads League (CL), except football, which is a member of the Mid-States Football Association (MSFA) and Lacrosse, which is a member of the Wolverine-Hoosier Athletic Conference (WHAC). Intercollegiate sports for men include football, golf, cross-country, soccer, basketball, tennis track and field, lacrosse, and baseball. Intercollegiate sports for women include cross-country, golf, volleyball, basketball, tennis, track and field, softball, and soccer. Women’s lacrosse will begin in 2020. Intercollegiate sports for women include cross-country, golf, volleyball, basketball, tennis, track and field, softball, and soccer. Taylor also has a strong and outstanding program in intramural sports.

**Campus Recreation & Intramural Program**

*Mission:*
It is the mission of Taylor Intramurals to pursue athletic excellence for God’s glory in a way that provides all players, referees, supervisors, and directors with a memorable, meaningful, and impactful competitive athletic experience.

*Context of Campus Recreation & Intramural Programs:*

- Current Taylor students, faculty, staff and their spouses are eligible to compete in Intramural Sports (alumni are not eligible, unless given approval by the President of Intramurals and Director of Student Programs).
- All participants must bring a valid Taylor University ID card to every game. Participants are required to do this in order to confirm identity for event safety and management purposes.
- Current academic year intercollegiate athletes may not participate in their respective sport unless their intercollegiate season is over prior to the start of the intramural season and they have official clearance from their respective coaches.
Students who desire to lead their teams as a captain are encouraged to form teams. Most teams are generally from floors, wings, or halls on campus; however, off-campus, faculty & staff, as well, as mixed student teams are encouraged.

All teams compete in a league format, usually men’s, women’s and coed leagues that last from 4 to 5 weeks of play. Depending on the sport and participant level, multiple leagues will be formed in order to maintain a healthy atmosphere of play, competition, and fun.

**Intramural Sport Offerings**

- Men’s Flag Football
- Women’s Flag Football
- Men’s Soccer
- Women’s Soccer
- Co-ed Soccer
- Men’s Dodgeball
- Women’s Dodgeball
- Co-ed Volleyball
- Men’s Basketball
- Women’s Basketball
- Men’s Futsal
- Women’s Futsal
- Co-ed Futsal
- Co-ed Beach Volleyball

**CAMPUS RESOURCES**

**Administration Building**
The Freimuth Administration Building houses the offices of several administrators as well as a variety of offices, which serve students.
The offices located in the building include:
- Bursar/Controllers/Cashier
- Enrollment Mgmt & Mktg
- Registrar
- Advancement
- Financial Aid

**Campus Store**
The Taylor University Campus Store, located in the Student Union building, serves the TU community by offering a robust assortment of TU-branded clothing and gifts, and by providing educational resources to students for both purchase and rental. The Campus Store is operated by Tree of Life Bookstores, a locally based company that runs campus
stores at faith-based universities nationwide. Tree of Life’s mission is to offer retail products that inspire, educate and equip the church and communities in which its stores are represented. The Campus Store can be reached on the web at [www.taylorcampusstore.com](http://www.taylorcampusstore.com) or over the phone at 765-998-5216.

**Information Technology**

Information Technology (I.T.) supports the information processing and communication needs of the University, including the various academic programs and the administration. Services include selection, installation, support, maintenance, and management of computer hardware and software, systems analysis, programming, and management of all communications.

The IT offices are located in Zondervan Library, Nussbaum Science Center, the Ayers building, and the Boyd Maintenance facility. Computing equipment supported by I.T. includes centrally managed servers, over 900 microcomputers, and voice/video/data network equipment located in all University buildings.

**Residential Network**

Taylor’s residential network is that part of Taylor’s network dedicated to on-campus student use and is provided and maintained by Taylor’s Information Technology department. Taylor provides wireless coverage in residence halls; a wired connection is also available upon request. Wireless access is also available in all academic and many public areas on campus.

The primary purpose of the residential network is to support the academic mission of the University by providing to students convenient access to online academic resources and the Internet. This allows students access to electronic resources on campus and around the world. These resources include myTAYLOR (Taylor's portal to campus and WWW resources), the Taylor Library online catalogs and reference systems, email, and instructional software. Beyond just hardware and wires, Taylor provides a team of I.T. employees, student technicians, residence hall directors, PA's, and RA's; all of whom are committed to helping students enjoy the full benefits of Taylor’s resources.

**Student Network Resources**

Taylor provides each student with server space for academic Web presence (including electronic portfolios), as well as Taylor e-mail with SPAM protection.

**Telecommunications**

Emergency phones are provided on each floor of each residence hall. Cell phone coverage on campus differs by carrier with Verizon currently offering the best coverage due to the proximity of their cell tower. Students are strongly encouraged to enroll in Taylor’s Wireless Emergency Notification System (TuAlert). TuAlert signup is available within myTAYLOR.

**Computing Device Security**

To keep Taylor’s network secure and free of malware, all computing devices connecting to the network must meet minimum security requirements and be registered on Taylor’s T.U.C.A.N device registration system. Windows-based computers must run up-to-date anti-malware software for the duration of the school year. Protection for Macintosh computers is not yet required, but highly recommended. Students are expected to agree to and follow Taylor’s Network Use Policies.

**Discount Software and Hardware**

Taylor University is able to offer current students discounts on a number of Microsoft software titles and several brands of computing hardware. A valid Taylor username & password and a credit card are required. Visit Client Service’s support site for more info (http://4040.taylor.edu/specialoffers.aspx).

**Computer Support**
Computer support is offered by Client Services, also known as 4040. Student support covers those issues most often faced by students such as network connectivity, access to Taylor network resources (e-mail, TOWER, Blackboard, etc.), and virus/spyware/SPAM protection. Helpful resources and solutions to common computing problems are available on our support site (http://4040.taylor.edu).
Other helpful things you need to know:

- Taylor network passwords expires every 180 days. You should start receiving email reminders prior to the expiration date.
- You can activate your account or reset your Taylor network password using Taylor’s Password Manager (https://passwords.taylor.edu).
- Taylor passwords must meet minimum requirements. Requirements are listed on the Password Manager page.
- No one from Taylor will ever ask for your password. Please never share your password with anyone.
- Always log off when you walk away from a Taylor-owned PC. If you don’t, others will have access to your e-mail and personal records.

You can reach 4040 by phone at 765.998.4040 or toll-free at (866) 694-1385, by email at 4040@taylor.edu, online at http://4040.taylor.edu, or in person by visiting the Tech Xpress Desk on the main floor of Zondervan Library.

Taylor Lake
Taylor Lake was created to enhance the aesthetic beauty of the Taylor University campus and for the recreational use of Taylor students, employees, and registered conference guests.

Lake Pavilion
Permanent grills are available near the pavilion and picnic tables. Students must provide their own charcoal and matches. The pavilion should be reserved 48 hours in advance through the Conference Office at 85225.

Fire Pits
Two fire pits are available for student use. Material and matches to start the fire, are the responsibility of the individual or group. To allow Facilities Services sufficient time to deliver firewood, the fire pits must be reserved 48 hours in advance through the Conference Office at 85225.

Fishing
Fishing is permitted outside of the swimming area only. Fishing hooks in the swimming area are dangerous and cause injuries.

Ice skating and ice fishing
No one is permitted on the Lake for any reason when the lake is frozen; therefore, ice skating and ice fishing are not permitted at any time.

Lost and Found
If you found an item or have lost an item please check with the University Lost and Found, which is located in the Office of Taylor University Police Department (Boren Student Center).

Post Office
The campus post office is located in the building directly behind the Freimuth Administration Building. The postal service is for the convenience of the University and is not part of the U.S. postal services. This office offers most USPS services, and sends and receives both UPS and FedEx. All parcels must be packaged and properly addressed when presented for mailing. All correspondence should be in the following format:

NAME
TAYLOR UNIVERSITY
(Residence Hall and/or Box Number)
236 W. READE AVE.
UPLAND, IN 46989-1001

Switchboard
The University switchboard (765-998-2751 and 800-882-3456) is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Summer switchboard hours are 8:00 a.m. to 4:30 p.m. University telephone extensions—that begin with 84 or 85—can be called directly from a cell phone or from an off-campus phone by dialing 765-998 + the last 4 digits of the extension number. The Taylor University Police Department’s 24-hours phone number is 765-998-5555. For an EMERGENCY requiring immediate assistance from Police, Fire, or Ambulance, please call 911.

Student Union Facility
Tree of Life Campus Bookstore.

LaRita Boren Campus Center
Rediger Chapel/Auditorium, Campus Police, Zurcher Commons, Jumping Bean coffee shop, Book Store Express, wireless internet as well as internet ports, food services, and a comfortable eating area are all located in the LaRita Boren Campus Center. The Campus Center also houses the Calling & Career office, Taylor World Outreach, Lighthouse Ministries, Office for Intercultural Programs (OIP), Taylor Student Organization (TSO), and Student Development.

Cable TV Service
Taylor University’s Cable TV service distributes programming on a combination of 40 analog and high definition digital channels. To view all of the channels TV receivers must be able to tune both NTSC analog cable channels and QAM digital cable channels. The Cable TV ports are a standard coaxial F-connector. Support for Cable TV service is available by calling Information Technology at 765-998-4040 or e-mail 4040@taylor.edu.

Odle Arena
Dedicated in 1975, the gymnasium facilities include two racquetball courts, one game floor, three cross-courts, and an athletic weight room. The arena can be reserved by calling extension 84331.

The arena is reserved for physical education classes from 7:30am until 3:30pm Monday through Friday, and the scheduling priorities are as follows:

1. Academic Classes
2. Athletic Teams
3. Intramurals
4. Clubs and Organizations
5. Outside Groups

Kesler Student Activities Center (KSAC)
The Kesler Student Activities Center is one of the finest recreational centers in the area. Its three main features—the Well, the Aerobics Room and the Fieldhouse—are high-quality recreational facilities that offer Taylor University and the surrounding communities an excellent outlet for physical activity and leisurely recreation.

The Well
“The Well” is a state-of-the-art fitness center equipped with a wide variety of weights,
anaerobic machines, and aerobic machines designed to optimize the fitness level of our students, administration, faculty, staff and members of the surrounding communities. Specifically, The Well contains a number of exercise bikes, elliptical machines, treadmills and plenty of free weights. The Well also has four televisions, a hi-tech sound system and close to forty receivers that allow you to listen remotely to music or the television station of your choice when you bring your own earbuds.

**Aerobics Room**

The Aerobics Room is designed for optimal use by the Taylor University student population and community members. The beautiful wooden floor and mirrors that stretch the width of the room offer an inviting user-friendly atmosphere that make for quality group exercise. The two televisions and sound system make it a great space to hold group exercise classes such as Pilates, Zumba, and Circuit Training.

**Fieldhouse**

The Fieldhouse contains four regulation-size basketball courts, each with unique features. Surrounding the courts is a beautiful 200-meter track lined for competitive use. The track is compliant with competitive intercollegiate regulations, containing regulation sprint lanes, pole vault capability and a long jump pit.

Scheduling priorities for the Fieldhouse are as follows:

1. Academic Classes (8:00am-3:30pm M-F)
2. Intramurals (8:00pm-11pm M-R)
3. Intercollegiate Athletics (4:00pm-8:00pm M-F)
4. Clubs and Organizations (Weekends)
5. Outside Groups (Weekends)

*Note: If the Fieldhouse is not being used by the priority group, then it is open for others to use.*

**KSAC/Well Hours***

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
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<tbody>
<tr>
<td>5:30am - 11:00pm</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td>7:00am - 11:00pm</td>
<td>Saturday</td>
</tr>
<tr>
<td>2:00pm - 11:00pm</td>
<td>Sunday</td>
</tr>
</tbody>
</table>

*All KSAC areas are closed during University chapel services—MWF 10:00am-11:00am. Fieldhouse availability is subject to priority usage. KSAC hours are adjusted during Taylor breaks and special events.*

**Reservations**

Reserving either the Fieldhouse or the Aerobics Room can be done by emailing a completed KSAC Facility Request form one week in advance to kilmaloney@taylor.edu. The KSAC request form is available at www.taylor.edu/ksac. A confirmation email will be sent if a request can be honored.

**Eichling Aquatics Wing**

The Eichling Aquatics Wing, opened January of 2011, has a two-lane lap pool, two changing rooms, a Human Performance Lab, six faculty offices and two large classrooms. Students may use the pool for athletic training, rehabilitation, during beginning, fitness swimming, lifeguard training, water aerobics, or water safety instructor courses. The pool is available for open lap swimming to all students at no extra cost and also to faculty, staff, and community members who purchase an Eichling Pool membership.

- **Monday through Friday:**
  - 5:30am-8:00am Open Lap Swim
• 8:00am-12:00pm PHP Classes
• 12:00pm-2:00pm Open Lap Swim
• 1:45pm-3:30pm Athletic Rehabilitation
• 3:30pm-6:00/7:00pm Athletics
• 7:00pm-10:00pm Open Lap Swim

• **Saturday**
  • 8:00am-11:00am Open Lap Swim

• **Sunday**
  • 2:00pm-5:00pm Open Lap Swim

**Arboretum**

The Taylor University arboretum, a 145-acre natural area on the northwest edge of campus, has been set aside as an outdoor teaching laboratory, a facility for student and faculty research, and as a nature preserve listed with the State of Indiana. Many activities are, therefore, incompatible with the mission of the Arboretum. The following are prohibited: camping, fires, picnicking, motorized and non-motorized vehicles (including trail bikes), fishing, hunting or trapping, damaging of plants (including picking or collecting without permission), and littering.
OFFICE HOURS

Academic Enrichment Center
8:00am - 5:00pm Monday-Friday

Admissions - Helena Memorial Hall
8:00am - 5:00pm Monday-Friday
By appointment only Saturday

Bursar/Student Accounts Office
8:00am-Noon, 1:00pm-5:00pm Monday-Friday
Cashier Window: 9:00am-11:00am, 1-3:00pm Monday-Friday
(cash transactions)

Campus Store
8:00am - 5:00pm Monday-Friday
Summer: 10:00am – 3:00pm Monday-Friday

Calling and Career Office
8:00am - 5:00pm Monday-Friday

Euler Science Complex Hours:
Monday through Friday: 6am – 10pm – open building access
10pm-midnight – access by student ID card only (all students)
Saturday: 6a-midnight – access by student ID card only (all students)
Sunday: 2pm – 11pm – access by student ID card only (all students)
Access to labs and classrooms with ID card varies by department.

Hodson Dining Commons
Breakfast 7:00am - 9:30am Daily
Continental 9:30am - 11:00am Daily
Lunch 11:00am - 2:15pm Daily
Lite Lunch 2:15pm - 5:00pm Daily
Dinner 5:00pm - 7:30pm Daily

Freimuth Administration Building
8:00am - 5:00pm Monday-Friday
Summer Hours: 7:45am - 4:30pm Monday-Friday

Zurcher Commons
Student Service Hours
Open 10:50am - 12:00am Monday-Friday
12:00pm – 12:00am Saturday
5:00pm – 12:00am Sunday

Health Center (765-660-7520)
Upland Pharmacy (765-998-8072)
Pharmacy hours: 9am – 6pm  Monday-Friday
  CLOSED  Saturday

I.T. Client Services/40/40
  8:00am – 5:00pm  Monday – Friday
  7:00pm – 11:00pm  Monday – Thursday
  11:00am – 5:00pm  Saturday
  7:00pm – 11:00pm  Sunday

Summer hours:  7:30am – 4:30pm  Monday – Friday

Closed during chapel, lunch, and dinner

Library
  7:30am - Midnight  Monday - Thursday
  7:30am - 10:00pm  Friday
  9:00am - 10:00pm  Saturday
  7:00pm - Midnight  Sunday

LaRita Boren Campus Center
  6:00am – 2:00am  Monday-Friday
  8:00am – 2:00am  Saturday
  12pm-2:00am  Sunday

Police Department
  24 Hours  7 Days/Week

Post Office
  8:00am - 4:30pm  Monday-Friday

Residence Hall Desks
  9:00am - 1:00am  Monday-Saturday
  1:00pm - 1:00am  Sunday

Sickler Hall (Alumni and William Taylor Foundation)
  8:00am - 5:00pm  Monday-Friday

Switchboard
  8:00am - 5:00pm  Monday-Friday

KSAC/Well Hours*
  5:30am - 11:00pm  Monday-Friday
  7:00am - 11:00pm  Saturday
  2:00pm - 11:00pm  Sunday

*Fieldhouse availability is subject to priority usage. All areas are closed M,W,F from 10:00 – 11:00 am for chapel. KSAC hours are adjusted during Taylor breaks and special events.

Notaries on Campus

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<tr>
<td>Human Resources</td>
<td>Freimuth Bldg.</td>
<td>Marla Persinger</td>
<td>84869</td>
</tr>
<tr>
<td>Controller’s Office</td>
<td>Freimuth Bldg.</td>
<td>Susan Durovey-Antrim</td>
<td>85122</td>
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<tr>
<td>Office of Planned Giving</td>
<td>Freimuth Bldg.</td>
<td>Delilah Earls</td>
<td>85144</td>
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<tr>
<td>Office of Planned Giving</td>
<td>Freimuth Bldg.</td>
<td>Mike Falder</td>
<td>85538</td>
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TAYLOR UNIVERSITY OFFICE DIRECTORY

Academic Affairs
Dean of the School of Humanities, Arts and Biblical Studies ........................................ 85204
Rhoda Sommers, Dean of the School of Social Sciences, Education and Business ...........85108
Wanetta Stiers, Assistant to Drs. Hammond and Lightfoot .............................................. 84877
William Toll, Dean of the School of Natural & Applied Sciences (Euler Science Complex) .......................................................... 84734
Barb Michael, Assistant .................................................................................................... 85354
Charlie Brainer, Dean of International Programs .......................................................... 84574
Barb Bird, Dean of Faculty Development ........................................................................ 84571
Debbie Snyder, Assistant to Drs. Brainer & Bird ............................................................ 84570
Janet Rogers, Registrar ..................................................................................................... 85330
Kim Case, Director of Assessment and Quality Improvement ........................................ 84583
Cindi Carder, Testing Office ............................................................................................ 85373

Academic Enrichment Center, Library
Scott Gaier, Resource for Academic Help/Director of AEC ........................................... 85391
Shawnda Freer, Assistant Director of AEC/Director of First Year Experience ................ 84915
Julie Moore, Director of Writing Center .......................................................................... 85526
Ken Taylor, Coordinator of Support Services ................................................................. 85523
Lance Vanderberg, Learning Specialist .......................................................................... 85598
Darci Nurkkala, Tutor Coordinator ................................................................................ 84609
Lisa Wallace, Program Assistant .................................................................................... 85524
Nancy Kitt, Professor of MAT 100 .................................................................................. 85150

Admissions, Helena Memorial Hall
Amy Barnett, Executive Director of Admissions ......................................................... 85565
Nathan Baker, Enrollment Data Manager ................................................................. 85563
Nate Chu, Enrollment Manager / Transfer Counselor .................................................. 84393
Morgan Riessen, Coordinator of Visit Services ............................................................. 85560
Diana Friend, Admissions Counselor ........................................................................... 84950
Jane Breedlove, Director of Operations ....................................................................... 85231
Steve Apple, Admissions Counselor ............................................................................... 85131
Scott Oleson, Admissions Counselor .......................................................................... 84939
Dara Syswerda, Admissions Counselor ...................................................................... 85208
Carla Stevens, Applications Specialist ........................................................................ 84954
Cindy Shrontz, Data Entry Specialist ...................................................................... 85133
Jesslyn Ridge, Assistant Visit Coordinator ................................................................. 85511

Advancement Office, Freimuth Administration Building
Sherri Harter, Interim Vice President for University Advancement ............................. 85389
Joyce Taylor, Administrative Assistant ........................................................................ 85116

Alumni & Parent Relations
Dara Johnson, Executive Director for Alumni Relations ............................................... 85113
Joyce Wood, Senior Director of Parent and Community Relations ............................ 85112
Amy Wilson, Director of Alumni Programs ................................................................. 85212
Peggy Moshier, Assistant ............................................................................................ 84742
Athletic Department
Kyle Gould, Director of Intercollegiate Athletics.......................................................... 84635
Jess Fankhauser, Assistant Athletic Director, SWA ...................................................... 85317
Seth Mikol, Sports Information Director ........................................................................ 84569
Kelle Maloney, Director of Kesler Student Activities Center/
   Athletic Fields & Facilities Scheduling /
   Eligibility & Compliance Coordinator ..................................................................... 84331
KC Hackman, Head Athletic Trainer ............................................................................. 84780
Wendy Wagoner, Athletic Department Program Assistant ............................................. 85372
Baseball, Kyle Gould ...................................................................................................... 84635
Basketball (M) Josh Andrews ......................................................................................... 85184
Basketball (W) Jody Martinez ......................................................................................... 85185
Cross-Country (M) Lance Vanderberg ........................................................................... 85598
Cross-Country (M) Quinn White .................................................................................... 85285
Football, Ron Korfmaner .............................................................................................. 85309
Golf (M, W) Cameron Andry ......................................................................................... 84792
Lacrosse (M) Brad Bowser
Lacrosse (W) Adilyn Wadley
Soccer (M) Gary Ross ................................................................................................... 84739
Soccer (W) J. Scott Stan ................................................................................................. 84596
Softball
Tennis (M) Don Taylor ................................................................................................... 85300
Tennis (W)
Track and Field (M, W)
Volleyball, Erin Luthy ................................................................................................... 84380

Business & Finance, Freimuth Administration Building
Stephen Olson, VP of Finance ......................................................................................... 85119
David Lloyd, Controller .................................................................................................. 84364
Joyce Shaffer, Accounting Specialist/Assistant to VP of Finance ................................ 85121
Michele Bragg, Staff Accountant .................................................................................... 85227
Susan Durovey-Antrim, Staff Accountant ...................................................................... 85122
Lora White, Accounts Payable ....................................................................................... 85366
Cathy Moorman, Bursar/Student Account Manager ....................................................... 85123
Sharon Ewbank, Assistant to the Bursar ....................................................................... 85337
Ed Spencer, Loan & Collections Coordinator ................................................................ 85579

Office of Campaigns, Freimuth Administration Building
David Ritchie, Associate Vice President for Campaigns ............................................... 85397
Tanya Ford, Prospect Research Coordinator .................................................................... 85110
Delilah Earls, Assistant to AVP for Campaigns .............................................................. 85144

Campus Ministries, Reade Center
Jon Cavanagh, Campus Pastor ....................................................................................... 85360
Caroline Poland, Director of the Counseling Center ...................................................... 85222
Lori Heath, Assistant for Campus Ministries ................................................................. 85360/85222

Campus Store, Student Union
Stephen Richardson, Store Manager ............................................................................... 84090
Calling and Career Office, LaRita Boren Campus Center
Jeff Aupperle, Director of CCO/Promising Ventures 84553
Amber Stanley, Assistant Director 84382
Talis Rudzitis, Graduate Assistant 85649
Kim McGary, Office Manager 85382

Euler Science Complex, Euler
Grace Ju Miller, Dean, School of Natural and Applied Sciences 84734
Barbara Michael, Assistant to the Dean 85354
Kassie Jahr, Chemical Hygiene Officer & Chemistry Lab Manager 84319
Sue Gavin, Director, Office of Sponsored Programs 85188
Lara Horsley, Program Assistant, Computer Science and Engineering, Physics, Eng 85162
Stuart Walker, Heath Profession Coordinator 84704

Center for Student Leadership, La Rita Boren Campus Center
Steve Austin, Director 85305
Christie Garrett, Secretary 85104

Office of Development, Freimuth Administration Building
Laura Key, Director of Advancement and Donor Services 85310
Tony Manganello, Director of the Taylor Fund 84886

Marketing, Freimuth Administration Building
Donna Boatwright 85544
Beth Fitzjarrald 85225
Melissa Garr 84610
Jim Garringer 84912
Adam Perry 84897
Christa Siegelin 85109
Ben Wehling 84882
Joyce Wood 85117

Taylor Dining Services Management & Support Staff
Nate Haugh, Director of Dining Services 84908
Nathaniel Malone, Associate Director of Dining Services 85296
Michelle Wilson, Administrative Office Manager 84661
Jamion Brunsting, Production Manager 84727
Andrew Fisher, Retail Manager (Campus Center) 84678
Jasan Kramer, Executive Chef 84727
Jason Pachter, Catering Manager 84679
Kim Riblet & Jackie Smith, Catering Assistants 85374
Rebekah Stargel, Marketing Coordinator 85462

Enrollment Management and Marketing
Stephen Mortland, VP for Enrollment Management and Marketing 85206
Christa Siegelin 85109

Financial Aid, Freimuth Administration Building
Tim Nace, Director 85358
Beth Fisher, Assistant Director 85358
Lyn Kline, Financial Aid Counselor.......................................................... 85358
Rachel Rush, Financial Aid Counselor.......................................................... 85358

Human Resources, Sickler Hall
Ron Sutherland, Special Assistant to the President ........................................... 85118
April Evans, Assistant Director for Human Resources ....................................... 84625
Marla Persinger, Employee Benefits Specialist ................................................ 84869
Janel Hart, Recruiting Coordinator and Systems Support .................................. 85237
Toni Newlin, Payroll Manager ........................................................................ 85211
Michelle Kuhl, Payroll/HR Assistant ............................................................... 85236
Jane Cramer, Administrative Assistant to the Special Assistant to the President .... 85276

Information Technology
Client Services ............................................................................................... 84040
Kim Johnson, I.T. Office Coordinator .............................................................. 85153
Rob Linehan, CIO .......................................................................................... 84905
Rod Eib, Director of Enterprise Systems .......................................................... 85157
T.R. Knight, Director of Technology Services .................................................. 84902
TJ Higley, Director of Client Services .............................................................. 84046

Office of Intercultural Programs
Felicia Case, Director .................................................................................... 85103
Kelly Pengelly, Assistant Director ................................................................. 84637
Bria Howard, Act Six Coordinator .................................................................. 85652
Christie Garrett, Secretary ............................................................................ 85104

Kesler Student Activity Center
Main Control Desk ......................................................................................... 84330
The Well ........................................................................................................ 84348
KSAC Director ............................................................................................... 84331
KSAC Secretary ............................................................................................ 84339

Office of Major and Planned Gifts, Freimuth Administration Building
Mike Falder, AVP for Major and Planned Gifts .................................................. 85538
Regional Director for Advancement ................................................................. 85120
Kim Cartwright, Assistant to the AVP for Major and Planned Gifts ................. 85144

Police Department, La Rita Boren Campus Center
Jeff Wallace, Chief of Police .......................................................................... 85396
Tim Felver, Deputy Chief of Police .................................................................. 84962
Kelly Morton, Secretary ................................................................................ 85395

President’s Office, Helena Building
P. Lowell Haines, President ............................................................................ 85201
Kelli Taylor, Executive Assistant to President ................................................. 85202
Shelly Gramling, President’s Office Secretary ............................................... 84669
Michael Hammond, Provost .......................................................................... 85203
Laurie Green, Administrative Assistant to Provost ......................................... 85200

Registrar’s Office, Freimuth Administration Building
Pat Baird, Student Services Specialist ............................................................ 85129
Scott Haines, Institutional Research ............................................................... 84145
Jana Taylor, Registration/Course Schedule Coordinator .................................. 85214
Jamie Nunemaker, Registrar Operations Specialist ....................................... 85217
Janet Rogers, Registrar ................................................................. 85330
Pam Ruberg, Records Retention/Certification Coordinator............... 85193
Vincent Small, Director of Graduation and Publications ................ 765-997-8124
Edwin Welch, Director of Institutional Research and Associate Registrar ... 84315

**Student Development, LaRita Boren Campus Center**
Skip Trudeau, Vice President for Student Development ..................... 85368
Bev Guffey, Assistant to the VP for Student Development and Deans .......... 85379
Drew Moser, Dean of Experimental Learning .................................... 85384
Jesse Brown, Dean of Students .................................................... 85344
Julia Hurlow, Director of Discipleship ........................................... 84924
Scott Barrett, Director of Residence Life ........................................ 84917
Lori Slater, Res. Life Housing Coordinator/Assistant .......................... 85371
Jennifer Moeschberger, Director of Honors Programming and Irish Studies Programme ... 84961

**Taylor World Outreach, LaRita Boren Campus Center**
Director of Student Ministries ...................................................... 84924
Director of Lighthouse .................................................................. 85361
Jen McKim, Office Assistant .......................................................... 85362

**TAYLOR DEPARTMENTS/OFFICES**

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Provost.................................................................85203
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  Breuninger Hall Desk ...........................................84190
  Bergwall Hall Desk ..............................................84100
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  Gerig Hall Desk ...................................................85651
  Haakonsen Hall ....................................................84260
  Morris Hall Desk ..................................................85705
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Taylor World Outreach ...........................................85362
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Theatre Box Office ................................................85289
Training Room ........................................................84856
TV Student Manager ...............................................84808
University Advancement:
  Planned Giving .....................................................85144
  WTUR Office .......................................................85263
  WTUR Studio .......................................................84681
  William Taylor Foundation ....................................84886

TAYLOR SCHOOL SONG
Up beyond the village border,
   Pointing in the air,
Stands her tower seen far distant
   When the day is fair.

From the North and South her students,
East and West are there
All the Nations ope’ portals,
And her blessings share.

Far and wide her face is spreading,
‘Til in every land
Men shall hear the name of Taylor
And her purpose grand.

CHORUS
Gladly our voices echo her praises,
Taylor the school we love,
Gaily her colors float on the breezes,
They our devotion prove.

TAYLOR POLICY ON NONDISCRIMINATION
Taylor University complies with all federal and state nondiscrimination laws. Taylor University is an equal opportunity institution. Direct inquires to the Office of the President, Taylor University, Upland, IN 46989-1001 Phone (765) 998-5203, or the Office of Civil Rights, Chicago Office, U.S. Department of Education, 111 N. Canal St., Suite 1053, Chicago, IL 60606-7204, Phone (312) 886-8434; FAX (312) 353-4888; TDD (312) 353-2540, E-mail: OCR Chicago@ed.gov <mailto: Chicago@ed.gov>.