



Michael and Rebecca Lindsay

### **TAYLOR UNIVERSITY PRESIDENT'S WELCOME**

*Rebecca and I look forward to welcoming you to Taylor University this fall. For 178 years, the Lord has sustained this incredible place committed to whole person education with intellectual, physical, emotional, and spiritual formation occurring in Taylor classrooms, on the athletic field and performance stage, across the campus and in every conversation. We pray that each member of our community will live out the promise of Romans 12:2, and that we will all be transformed by the renewing of our minds in the days ahead. It's going to be a great year, and our family prays the Lord's richest blessings upon you and the entire Taylor family.*

## 2024-2025 CAMPUS CALENDAR

### FALL TERM 2024

August 23	8:00 AM	New Students Move-in Day
August 23-25		<u>Welcome Weekend</u>
August 24	10:00 AM	Returning Students Move-in Day
August 26		Classes begin after 5:00 pm
September 2		Labor Day-No Classes
September 9-11		Spiritual Renewal Series
October 11-14		<u>Fall Break</u> (Friday & Monday)
October 15		Classes resume at 8:00 am
November 26		<u>Thanksgiving Break</u> begins after last class
November 27	10:00 AM	Residence Halls close for Thanksgiving Break
December 1	1:00 PM	Residence Halls open from Thanksgiving Break
December 2		Classes resume at 8:00 am
December 6		Last day of classes
December 9-12		Final Exam Week
December 12		Christmas Break begins after last exam
December 13	10:00 AM	Residence Halls close for Christmas Break

### INTERTERM 2025

January 5	1:00 PM	Residence Halls open for Interterm
January 6		Classes begin
January 20		Martin Luther King, Jr. Day (no classes)
January 29		Interterm ends after last class
Jan 30 – Feb 2		Interterm Break

### SPRING TERM 2025

February 1	1:00 PM	Residence Halls open for Spring Term
February 3	8:00 AM	Classes begin
February		Spiritual Renewal Series
March 21		Spring break begins after last class
March 22	10:00 AM	Residence Halls close for Spring Break
March 30	1:00 PM	Residence Halls open from Spring Break
March 31	5:00 PM	Classes Resume
April 25		Grandparents Day
April 25		Heritage Weekend
May 16		Last day of classes
May 16	10:00 AM	Baccalaureate Chapel
May 19-22		Final Exam Week
May 24	10:00 AM	Commencement
May 24	9:30 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, grace, and truth to a world in need”.

### ANCHOR POINTS

We seek to accomplish this mission through our seven Anchor Points:

1. *Whole Person Focused*
2. *Biblically Anchored*
3. *Liberal Arts Grounded*
4. *Christ-Centered*
5. *Faith and Learning Integrated*
6. *World Engaging*
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.”<sup>[1]</sup> 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)

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. The commandment to love our neighbor as ourselves reminds us of our potential to minister to others while at the same time recognizing our own need for care and support. (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19)

#### Responsibilities for Community

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<sup>[1]</sup> Taylor University Mission Statement

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 community. 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 enter-

tainment 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. Students are encouraged to make mature decisions regarding all aspects of entertainment and activities, examining the motivation behind the behavior in all such activities to determine whether "whatever we say in word or deed brings glory to our Father in heaven." Col. 3:17.

- **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. This includes but is not limited to, cigarettes, cigars, chewing tobacco, hookahs, vaping, and e-cigarettes. In addition, our campus is smoke free.
- **Alcohol:** As stated in the Life Together Covenant, 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. Students are prohibited from the use of alcohol 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.
- **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*

#### **STUDENT CONDUCT & ACCOUNTABILITY**

The student conduct and accountability process is an important way that Taylor University can help and encourage students to grow. The student conduct process is redemptive and seeks to support and challenge students to holistic personal growth and spiritual formation.

##### **Conduct and Accountability in Community Life**

Living in community requires expectations of one another. In order to live together in harmony and maintain an educational community, which is distinctively Christian, it is necessary to have behavioral standards and expectations. The Life Together Covenant and Student Handbook outline the behavioral expectations for all students. The following section outlines the philosophy and procedures for conduct and accountability were when students behave outside of our community expectations. If you have any questions please feel free to contact a personnel assistant, Residence Hall Director, or Dean of Campus Life.

The conduct and accountability process at Taylor is to assist respectful individual and community growth. Personal growth and maturity is encouraged when each member of the University community uses self-discipline and shares the responsibility confront others 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.

##### **The Matthew 18 Model**

Taylor uses an accountability model based upon Matthew 18:15-17 "*If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter*

*may be established by the testimony of two or three witnesses. ' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. "* In this passage, Jesus outlined a framework for personal confrontation and accountability. 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. This model assumes that most students will conduct themselves appropriately by implementing 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.

However, some confrontations and accountability can occur outside of the Matthew 18 model. These circumstances include power or status differentials, possibility of retaliation, harassment or violence. Additionally, some situations, which are of serious consequence to the individual or to the campus community, may call for an immediate response by the Dean of Campus Life. If a student alleges sexual harassment and pursues a Title IX path of resolution, amnesty is provided if Life Together Covenant violations occurred during the incident. Please contact the Title IX Coordinator to report sexual misconduct incidents and to discuss amnesty.

### **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. If a student self-reports their behavior, we will make every effort to bring healing, wholeness and reconciliation. We view a self-report when the student admits to behavior prior to the University having knowledge about the events. Student development, classroom faculty, and counseling center staff are eager to listen and help students through difficulties. The Taylor University Counseling Center and Campus Pastor's office are confidential resources. As confidential resources, these offices are guided by codes of ethic for care and working with students.

### **CONDUCT AND ACCOUNTABILITY 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 (including the use of drugs or alcohol), 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 Campus Life or his/her representative.

#### **Conduct and Accountability Process**

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, s/he will be contacted by the Dean of Campus Life or his/her representative. At this level of response, a student either meets with the Dean of Campus Life or his/her representative and Residence Hall Director to discuss the details of what occurred.

1. The Dean of Campus Life or his/her representative meets with person(s) involved in the matter. Depending on the circumstances, the Dean of Campus Life or his / her representative may meet with persons one at a time or as a group. During the initial meeting, the participants will have an opportunity to share their account and ask questions. The Dean of Campus Life or his/her representative may also ask question and seek feedback from the Hall Director. At the initial meeting, the Dean of Campus Life or his/her representative will also outline potential Handbook or Life Together Covenant violations.
2. If the issues involves differing accounts between two or more people, the Dean of Campus Life or his/her representative will meet with the different persons individually.
3. The Dean of Campus Life or his/her representative will update the participants throughout the process via e-mail.
4. The Dean of Campus Life or his/her representative will write a report outlining the details from the participants including similar or divergent accounts of what occurred, evidence (text messages, pictures, police report, etc.), and other relevant information.
5. Using a standard of "more likely than not," the Dean of Campus Life or his/her representative will conclude what conduct more likely than not occurred or if there is insufficient evidence to conclude that the conduct occurred.
6. The Dean of Campus Life or his/her representative will provide sanctions if needed with respect to mitigating and aggravating circumstances below. S/he may get input from other the Student Development faculty, Athletics, academic faculty or Campus Police regarding sanctions when appropriate.
7. A final meeting will occur with the primary participants to outline the report and sanctions (if needed) or will be given in form of an official letter from Taylor University.
8. On occasion the Dean of Campus Life or his/her representative/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 Campus Life 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 Campus Life or his/her representative, depending on who is chairing the hearing.

#### **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. Resign the Life Together Covenant or other University documents.

4. Conduct Warning-A warning statement issued when a student is in jeopardy of serious disciplinary action.
5. 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.
6. 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. All parking tickets exceeding 7 in academic year will fall into this category.
7. 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.")
8. 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.
9. 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.
10. Expulsion –A student is expelled from the school immediately. He/she is not eligible to return to Taylor University in the future.
11. Athletes may have additional sanctions and expectations regarding student conduct. Please see the Student Athlete Handbook for more details.

Additional sanctions may include:

1. Loss of privilege – Loss of a privilege of participating in a college activity, in registration of vehicle, in residence hall visitation, or other privileges.
2. Parents/Guardians could be notified.
3. Developmental/educational assignments – May include, but are not limited to, attendance at educational programs, personal essay, written report or issues relevant to one's conduct case or involvement in a mentoring relationship.
4. Student is referred for counseling and/or assessment.
5. Service projects/work projects.
6. Restitution/reconciliation.
7. Fines.
8. No contact – Both persons are not permitted to contact one another in person, by telephone, email, text message, other electronic means of communication, or through a third person. Participants are instructed to not have contact in either direction. Participants have permission to politely ignore one another.
9. Drug Screen Protocol
  - According to the Life Together Covenant, 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. The purpose of this document is to outline the drug screen protocol for alleged or actual student drug-use.
  - A drug screen may be utilized if the University has reasonable suspicion of drug-use accountability is required after a conduct meeting with Student Development. The intent of drug screens is two-fold: 1.) Clarify suspicion of drug-use, or 2.) Provide accountability after the conduct meeting(s). Drug screens may be part of a reasonable Student Development response for student conduct issues.
  - TU will utilize the LabCorp to facilitate drug screens in drug-related conduct matters.
  - Below is the protocol used to implement drug screens for student accountability:
    - Student Development will complete the LabCorp Collection Authorization Form for a 5-Panel drug screen and send to the student for a specific collection time.
    - The student is expected to take the drug screen at the scheduled time. If the student is unable to complete the drug screen within the time period, please notify Student Development immediately. Otherwise, failing to take the drug screen without prior notification may result in a "failed drug screen".
    - The student and Student Development will receive results of the drug screen.
    - The student's TU account will be charged \$30 to cover the cost of the screen.
  - Student Development seeks to develop whole-person growth within Christian community. When a student allegedly uses or actually uses drugs, Student Development seeks to respond with mentoring and reflection. With LabCorp's assistance, a drug screen can serve as an additional accountability measure towards whole-person growth in a student's life.

Variations of the accountability and reflective measures listed above will be adapted given the nature of the incident, student context and response to the incident. When determining an appropriate sanction, the following aggravating or mitigating circumstances are considered.

#### **Mitigating Circumstance Examples**

- The student admitted the behavior prior to the University having knowledge about the events.
- The student approached or confronted other participants about their involvement in the events.
- The student shares additional information about the event.

- The student accepted responsibility, showed remorse, demonstrated thoughtful understanding of policy and refined perspective, and/or articulated a plan for modified future behavior.

### **Aggravating Circumstance Examples**

- The student is a student leader reporting to Student Development.
- The student organized the event or purchased substances like alcohol or drugs.
- Additional TU students participated at the event.
- The student has prior violations.
- The student is on probation.
- The student was intoxicated at the risk of personal / community health or safety.
- The student received a legal sanction such as a suspended license from and OWI.
- The student refuses to acknowledge culpability or accept responsibility for clear violation of policy.

### **Notification of Parents/Guardians**

Students will be encouraged at all levels of conduct to share the information with their parents, guardians or trusted adults. Official notification is at the discretion of each Student Development faculty up to the point of citizenship probation. The parents, guardians, or trusted adults of a student who has been placed on disciplinary probation, suspended, or dismissed from school will be notified unless unusual circumstances exist. Prior to parental / guardian notification, students are encouraged to notify parents / guardians prior to the notification from Student Development.

### **Appeals**

A student has the right to appeal a disciplinary decision made by the Dean of Campus Life or his/her representative. All appeals will be heard by a member of the Student Life Committee. 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. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. A summary of this new evidence and its potential impact must be included.
3. A conflict of interest or bias exists for or against the persons involved that affected the outcome of the matter.
4. Sanctions are not reasonable to the finding.

Any information included in the appeal that does not apply to the above four reasons for filing an appeal will not be considered in the appeal process. After reviewing the details of the circumstances, a member of the Student Life Committee 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.

### **Self-Report**

1. Confidential resource (Counseling Center or Campus Pastor)
  - a. These offices are guided by ethical standards that provide confidentiality between the student and the office
  - b. The Counseling Center and Campus Pastor will work as needed with students who use their offices as confidential resources
2. Employee / Student Development faculty / Student Leader
  - a. Accountability
  - b. If a pattern develops, the University will discern additional steps or resources needed for growth and accountability

### **University Discovers**

1. If an employee, faculty member or student leader discover the Life Together Covenant infraction, they are to notify their supervisor or Dean of Campus Life will discern the appropriate next steps which likely will include the disciplinary process as outlined above
2. Accountability / Sanction(s)
3. Follow-up

### **Outside Office Notifies the University**

1. If an outside agency such as Grant County Sheriff or Upland Police is aware of an infraction, they will likely contact TU Campus Police or the Dean of Campus Life
2. The Dean of Campus Life and Campus Police will discern the appropriate next steps which may include the disciplinary process as outlined above or a civil process.
3. Follow-up

# Taylor University Policy Prohibiting Sexual Harassment

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## Introduction

Title IX protects persons from sexual harassment based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

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. 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 responds to sexual harassment 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. As Christians we are called not only to right belief but also to right conduct.

Taylor University will complete a thorough and unbiased investigation and adjudication of all reported allegations of sexual harassment, dating violence, domestic violence, sexual assault, and stalking. All participants will be treated equally and equitably. All supportive measures will be available to all participants before, during, and after the investigation. Taylor University’s process presumes non-responsibility of the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation.

## **Scope**

Title IX prohibits harassment, sexual assault, dating violence, domestic violence and stalking within the education programs and activities where Taylor University exercises substantial control over both the respondent and the context in which the sexual harassment occurred. This includes all sexual harassment included in any education program or activity and extends to admission and employment. The scope of this policy extends to off-campus conduct if the behaviors occurred within the University's operations, off-campus building owned or controlled by TU or a TU organization, and may extend to online TU programs. At the time of filing a formal complaint, a student or employee complainant must be participating in or attempting to participate in an education program or activity of Taylor University.

This policy applies to allegations that occur within the United States. If an allegation occurs outside of the United States, the University will still seek to stop the behavior, prevent its reoccurrence and remedy the effects with an investigation and adjudication through an alternate process. Regardless of where sexual harassment, sexual assault, dating violence, domestic violence or stalking occurs, the University will diligently seek a resolution.

Taylor University is committed to the highest standards of Biblical conduct and intentional Christian, covenant community. As a religious institution, Taylor University retains the right to make employment, admission, and educational decisions based on personal religious beliefs and conduct consistent with the Life Together Covenant and applicable law.

TU may consolidate formal complaints of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

## **Alternate Investigation Process**

The University will investigate any allegations of sexual harassment. The University will dismiss for Title IX purposes all or part of a formal complaint if it determines at any time that the conduct alleged (1) would not constitute sexual harassment as defined in this policy (even if proved), (2) did not occur in the University's education program or activity, or (3) did not occur against a person in the United States. Following dismissal for Title IX purposes, the University will investigate through an alternate Student Development or Human Resources process.

The University may dismiss all or part of a formal complaint for Title IX purposes if (1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint, (2) the respondent is no longer enrolled or employed by the University, or (3) circumstances prevent the University from gathering evidence sufficient to reach a determination as to the allegations in a formal complaint.

If a complaint is dismissed for Title IX purposes, the University will send written notice of dismissal and the reason(s) for dismissal simultaneously to both parties. However, the University may still investigate the facts and details of an allegation to determine pattern or access to the University's programs or campus.

## Definitions for Title IX Process

Below are two sections of definitions. The first section relates to an investigation process. The second section defines prohibited behaviors.

**Adjudicator / Adjudication.** An adjudicator is someone who decides if a policy violation occurred. During an investigation, one or more adjudicators review the evidence, participate in the hearing and come to a conclusion of either “insufficient evidence” or “responsible” of a policy violation. Adjudication is the process of determining a conclusion.

**Advisor.** During a Title IX investigation, a live question and answer occurs where an advisor asks questions about the allegations on behalf of the complainant or respondent. The advisor is unique to the live question and answer but may be the same person as the support person (see “Support Person” and “Appendix A” below).

**Amnesty.** Students may be hesitant to report a sexual assault or harassment allegation for fear that they or others may be accused of engaging in conduct in violation of Taylor University’s other policies, like drinking or using drugs at the time of the incident or because of previous or current consensual sexual interactions. To encourage reporting, students reporting and participating in an investigation – with the exception of the respondent - may be offered amnesty and may not be subject to disciplinary action due to consumption of alcohol, drug use, or consensual intimate activities at or near the time of the incident, or prior consensual sexual interactions, provided that such conduct did not and does not place the health or safety of any other person at risk. The University may initiate developmental approaches or pursue educational remedies regarding alcohol, drugs, or intimate activities after the investigation is complete.

**Complainant.** The person who is alleged to be the victim of conduct that could constitute sexual harassment is the “complainant”. A complainant may be male or female. The complainant and respondent may be the same or different sex.

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

Consent is not assumed. Consent is not implied, even within a current or previous dating or sexual relationship. Consent may be withdrawn at any time. Absence of protest, or silence, is not consent. Passivity is not consent. The absence of “no” is not a “yes.”

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

**Emergency Removal.** Taylor University may remove a respondent from its education program or activity on an emergency basis if, after undertaking an individualized safety and risk analysis, it determines that an immediate threat to the physical health or safety of any student or other individual arising from

the allegations of sexual harassment justifies removal. Taylor University will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. Taylor University may also place non-student employee respondents on administrative leave while a Title IX grievance process is pending.

**Formal Complaint.** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Taylor University investigate the allegation of sexual harassment. A formal complaint requires the actual or electronic signature of the complainant or Title IX Coordinator. This can be submitted in-person, through e-mail, letter or online reporting system. The Title IX Coordinator can assist in completing this documentation. In some circumstances where pattern or predation exist and the complainant is not willing to file a formal complaint, the Title IX Coordinator may submit a formal complaint. In this case, the Title IX Coordinator is not the complainant but is acting on behalf of the safety of the community while maintaining confidentiality of the alleged complainant.

**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, asleep, drugged or intoxicated, frightened or intimidated, or 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.

**Investigator / Investigation.** When a complainant makes a formal complaint against a respondent, the allegation is investigated by one or more investigators. The investigator(s) also will attempt to interview the complainant, respondent, and witnesses. The investigator(s) also will seek to obtain additional evidence provided by the participants, such as text message or social media posts. The investigator(s) compile all of the relevant evidence related to the allegations into a report. After this report is reviewed by the complainant and respondent, the adjudicator(s) receive a copy of the report.

**Respondent.** The person who has been reported to be the perpetrator of conduct that could constitute sexual harassment is the respondent. The respondent may be male or female. The respondent and complainant may be the same or different sex.

**Responsible Reporter.** All University employees (except the Counseling Center and Campus Pastor), including faculty, staff, coaches, resident directors, and administrators, are responsible reporters. This means they have a responsibility to promptly report to the Title IX Coordinator any allegations of sexual harassment.

Graduate assistants and student leaders who have a supervisory responsibility or other responsibility for student welfare, are also responsible reporters and, therefore, required to report allegations of sexual harassment to the Title IX Coordinator. No employee is authorized to investigate or resolve complaints of sexual harassment without the involvement of the Title IX Coordinator.

**Supportive Measures.** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or

activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Taylor University's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. TU will maintain confidentiality of the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**Support Person.** The complainant, respondent and witness can all bring a support person to any meetings associated with the investigation. A support person may or may not fill the role of an advisor in the live question and answer. A support may or may not be an attorney. The support person cannot speak on behalf of the participant but is available to provide support and care. If the support person attempts to disrupt the interviews, the support person may be asked to leave the meeting. The coordinator will be flexible in accommodating to the support person's schedule. However, the coordinator is responsible to proceed with the investigation and adjudication in a timely manner. If the support person is unable to join meetings in a timely manner, the participant may need to seek a different support person.

Following FERPA guidelines, the coordinator will not communicate with support persons or other persons outside of the participants without a signed FERPA release.

**Witness.** A witness is someone who either first-hand witnessed the event(s) or witnessed the complainant or respondent soon after the event(s). For example, a witness was present in the room or picked up / counseled / administered first aid / intervened with the complainant within a reasonable time of the event(s). A witness is not a character witness. For example, "S/he would not do XYZ because s/he isn't that sort of person."

### **Definitions of Title IX Prohibitive Behaviors**

The prohibited behaviors at Taylor University include dating violence, domestic violence, sexual assault and stalking as defined by the Clery Act and the Violence Against Women Act. Sexual harassment is prohibited and defined by Title IX.

**Dating Violence.** Dating violence means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the complainant; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence.** Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Indiana, or by any other person against an

adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the State of Indiana.

**Sexual Assault.** Sexual assault includes the Federal Bureau of Investigation's definitions of rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

*Rape* (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.

*Sodomy.* Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.

*Sexual Assault With An Object.* To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

*Fondling.* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.

*Incest.* Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape.* Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Sexual Harassment.** Sexual harassment is defined as conduct on the basis of sex that meets one or more of the following criteria:

1. An employee of Taylor University conditioning the provision of an aid, benefit, or service of Taylor University on an individual's participation in unwelcome sexual conduct. Quid pro quo relates only to employees. Quid pro quo harassment by a student will be investigated outside of Title IX.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity (hostile environment). Examples of harassment may include (but are not limited to) the following:
  - Numerous jokes, teasing or epithets about another person's sex;
  - Circulation of written materials or pictures that degrade a person or group based upon sex;
  - Attempted sexual harassment;

- Multiple incidents of 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;
  - Multiple messages (i.e. text messages, emails, tweets, snapchats, etc.) that contain unwelcome sexual advances or requests for sexual favors;
  - 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.
  - Multiple incidents of gossip that is sexual in nature.
3. Sexual assault, dating violence, domestic violence or stalking as defined by The Clery Act and the Violence Against Women Act

**Stalking.** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) 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. A "reasonable person" means a person under similar circumstances and with similar identities to the complainant. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **What Should You do if You Experience Sexual Harassment?**

Below are some available steps if you or someone you know experienced sexual harassment.

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.

1. Seek medical attention. All services regarding sexual assault are free.
  - 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, 765.770.0650
2. 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.

3. Seek support through a trusted friend, University employee, or counseling center.
4. Contact the Title IX Coordinator.
5. Campus police can discuss filing a criminal complaint. Complainants are free to explore whether they can obtain a judicial no-contact order, restraining order, or similar lawful order issued by a criminal or civil court or Campus Police. 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 practical under the circumstances.

### **Reporting an Alleged Violations of this Policy**

An individual making a report or complaint of sexual harassment against a student, employee, or other individual (including a third-party vendor or visitor) has several reporting options. A formal complaint or report of an allegation of sexual harassment, including sexual assault, dating violence, domestic violence or stalking, can be made with the Title IX Coordinator in person, by mail or e-mail, or through the Taylor University online reporting system.

The Title IX Coordinator is:  
Skip Trudeau, Vice President for Student Development  
Student Development Office, Boren Student Center  
1846 Main Street, Upland, IN 46989  
[titleix@taylor.edu](mailto:titleix@taylor.edu) // 765.998.5338 (office)  
[www.taylor.edu/makeareport](http://www.taylor.edu/makeareport)

An individual may make a report to any Taylor University employee, all of whom are considered Responsible reporters. Responsible reporters are obligated to promptly notify the Title IX Coordinator of any allegations that have been raised to them.

A report can also be made with a confidential resource (underlined below). 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).

Counseling Center  
765.998.5222  
Boren Campus Center #250  
counselingcenter@taylor.edu

Greg Dyson, Vice President for Spiritual Life  
and Campus Pastor  
Greg\_Dyson@taylor.edu

## **Time Period for Reporting**

The University encourages reports of sexual harassment be made as promptly as possible. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the educational program or activity of the University. Prompt reporting is essential for the University's ability to respond promptly, provide supportive measures, and determine measures of accountability (if necessary).

## **Resolution Process**

The following investigation and adjudication procedures apply to all alleged violations of this policy and facilitated by University officials. If a formal complaint is filed against a Title IX Coordinator, a University Vice President, or the University President, or involves circumstances deemed by the University to be extraordinary or particularly sensitive, the University may appoint trained independent investigator(s) and/or adjudicator(s) to ensure the investigation and adjudication process is both impartial and thorough.

An investigation will be completed in a timely manner after a formal complaint is filed. "Taylor University will strive to complete the resolution process within 75 days of the filing of a formal complaint." Circumstances may arise that require additional time for investigations. 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 persons, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

The University may remove a student respondent from the University's education program or activity on an emergency basis if, after an individualized safety and risk assessment, it determines that an immediate threat exists to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. The University will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. The University may place an employee respondent on administrative leave during the pendency of a grievance process.

The University has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility. The University may use a participant's records that are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity if the participant gives written and voluntary consent to do so. If the participant is not an eligible student and is under 18 years of age, then the University must obtain the voluntary, written consent of a "parent." Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

## Procedures for Formal Investigation

**Preliminary Meeting.** After a report is made, the Title IX Coordinator or her / his designee will meet with the complainant to listen to the report of an alleged violation of the Title IX policy. The coordinator serves the process, the complainant, the respondent, the witnesses, and facilitators. The coordinator's primary responsibility is to facilitate an equitable and timely resolution to an allegation of sexual harassment.

At the initial meeting with the complainant, the coordinator will provide the complainant with a copy of this policy and outline the available supportive measures. The coordinator will ask the complainant about the details of the allegation at the level of comfort for the complainant and schedule additional meetings if necessary. The role of the coordinator in the initial conversations is to discuss supportive measures and methods for making a formal complaint. The coordinator will begin an assessment of the level of safety for the individual and the campus community.

If the complainant chooses not to file a formal complaint, the coordinator, in the coordinator's discretion, may choose to do so.

The respondent is presumed not responsible for the alleged behavior. The determination of responsibility is made at the conclusion of the investigation and adjudication process.

**Assignment of Investigator(s) and Adjudicator(s).** The Title IX Coordinator will assign investigator(s) and adjudicator(s). The investigator(s) and adjudicator(s) have received training in conducting Title IX investigations, sexual misconduct and trauma.

If the complaint involves employee-employee allegations (and the complainant doesn't want to file a formal complaint), the Title IX coordinator will not file a formal complaint, either, but will refer to the matter to HR.

**Notice of Investigation.** The Title IX Coordinator will notify the complainant and respondent, in writing, of the allegations in the formal complaint potentially constituting sexual harassment, including details known at the time, including the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The notice will also include any other provision in a policy that may be implicated by the allegations in the formal complaint. It also will identify the investigator(s) and adjudicator(s). During all interviews, the University expects participants to share honest accounts of the alleged activities and is guided by the Life Together Covenant. *As a Christ-centered University community we apply biblical responsibilities for honesty to all forms of integrity. The University expects truthfulness and fidelity to be expressed in every learning context.* (Luke 16:10; Ephesians 4:25).

Lastly, the written notice will also include participant expectations, a prohibition against retaliation, available supportive measures, a timeframe of investigation, and a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process. Participants will also be notified of the right to have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence in connection with the formal complaint.

**Investigation.** The investigator(s) will individually interview the complainant, respondent, and any witnesses to accurately include the account(s) of the allegation(s) for the investigator(s)' report. All participants will have time to prepare for the interviews. All participants have equal opportunity to provide inculpatory testimony and evidence (incriminates or places responsibility on someone) and exculpatory testimony and evidence (justifies or exonerates an accusation of responsibility). The University recognizes the difficulty of sharing intimate or difficult details. The investigators will interview participants respectfully and compassionately to support the participants and gather relevant information about the incident(s).

The complainant, respondent and witness can all bring a support person to any meetings associated with the investigation.

Participants will work with the coordinator and his / her designee to schedule the time with the investigator(s), participant and support person. The investigation and adjudication must move in a timely manner. Invitations will include a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the participant to prepare to participate.

Investigator(s) may interview witnesses as recommended by the participants. The complainant and respondent have equal opportunity to present witnesses.

During an interview, the complainant may provide additional allegations different from the initial meeting. If this occurs, the coordinator will provide the additional allegations to the respondent in a timely manner before the respondent's interview.

If sensitive photographs are included in the investigation, the Coordinator and investigator(s) will determine appropriate steps to note the sensitive photographs and maintain personal modesty.

**Close of Evidence.** Before the Review of Directly Related Evidence (next step), all participants may submit any additional evidence not previously included during the interview(s). Any additional evidence may be used by the investigator(s) in writing the investigator(s)' report.

**Review of Directly Related Evidence.** Before completion of the investigative report, the coordinator will send to the complainant and respondent and their respective advisors, if any, the evidence directly related to the allegations in an electronic format or a hard copy. This may include text messages, e-mails, social media posts, photos, police reports or WIFI access point records. However, evidence that is not directly related to the allegation will be redacted.

Prior sexual history of either participant may be included if it is directly related to the allegation(s). Privileged information or medical records will only be released with written consent.

The coordinator and investigator(s) will determine what evidence is directly related to the allegation(s). The complainant and respondent will have ten (10) business days to submit a written "review of evidence" to the coordinator or his/ her designee. Participants are encouraged to highlight specific details related to the allegations for inclusion in the report. If a written response is

not submitted timely to the coordinator or her / his designee, the investigator(s) will complete the report without the respective participant's review of evidence response. Participants will be required to sign a confidentiality statement (available Disclosing information included in the review of evidence may be considered retaliation.

**Investigator(s)' Written Report.** The investigator(s) will review any written reviews of evidence, and other evidence and create an investigative report that fairly summarizes relevant evidence. Relevant information includes but is not limited to verbatim re-telling of the details, witness affirmation / rejection, electronic communication and social media interactions. The report will be reviewed for consistency and clarity by the Title IX Coordinator.

**Review Investigator(s)' Report.** After the investigator(s)' report is completed, a copy will be sent to the complainant, respondent and respective advisors, if any, for review and written "review of report" response. Parties will receive the report at least ten (10) business days before any hearing. The complainant and respondent will have five (5) business days to submit a written "review of report" response. The investigator(s)' report and review of report responses will be given to the adjudicator(s) before the hearing. If a review of report is not submitted to the coordinator or her / his designee, the adjudicators will review the investigator(s)' report without the respective participant's review of the report.

**Live Question and Answer (see Appendix A).** After the investigator(s)' report is completed and the time expired for the review of report to be returned to the coordinator, the University will facilitate a live question and answer among the complainant, respondent, and witnesses, and before adjudicator(s). The purpose of the live question and answer is to provide the complainant and respondent an opportunity to ask questions through an advisor to the other participant(s). At the live question and answer, the coordinator will facilitate questions and answers between the participants. Participants will be reminded of confidentiality and prohibition of retaliation. Through a participant's advisor, complainant and respondent can ask the other participant and witnesses relevant questions and follow-up questions, including those challenging credibility. Before a complainant, respondent, or witness answers a question, the adjudicator will determine whether the question is relevant. If the adjudicator excludes a question as not relevant, the adjudicator will orally explain their decision to do so. The question and answer will be conducted directly, orally, and in real time by the participant's advisor and never by a participant personally.

**Decision.** The investigator(s)' report, participants' reviews of the report, and evidence gathered at the live question and answer will be used to determine whether or not the respondent violated the Title IX Policy Prohibiting Sexual Harassment.

The standard used to determine whether this policy was violated is "whether it is more likely than not" that the respondent violated the policy. This is often referred to as a "preponderance of the evidence" standard. If the adjudicators conclude that the respondent did not violate the policy or there was insufficient evidence to conclude a policy violation, the adjudicators' decision will be "insufficient evidence" that a policy violation occurred.

If the adjudicators conclude that conduct is revealed that does not violate the Taylor University

Policy Prohibiting Sexual Harassment but violates the Life Together Covenant or other Taylor University's policy, alternative accountability or educational programming may occur.

**Notification of Adjudication.** After the conclusion of the investigation, the Title IX coordinator will provide a written notification of adjudication to the complainant and respondent simultaneously. The letter will include: (1) identification of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the Title IX policy to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and (6) the University's procedures and permissible bases for the complainant and respondent to appeal.

**Sanctions, Corrective Actions (towards the Respondent), and Remedies (towards the Complainant).** If the adjudicator(s) determines that a violation of this policy occurred, the adjudicator(s) will propose any sanctions or other corrective actions consistent with this policy and the student conduct policies. Before determining a sanction, they will inquire of the Title IX coordinator of any aggravating or mitigating circumstances, which may include prior Title IX findings of responsibility, Life Together Covenant violations, or the respondent's demonstrated thoughtful understanding of policy and refined perspective. Prior violation(s) of the Life Together Covenant or Title IX policy will be considered as aggravating circumstance(s) that could potentially increase sanction(s) for a current policy violation.

Mitigating circumstances are not intended to downplay or undermine the fact that the respondent, in every case where this applies, has still nevertheless violated the policy. Additionally, aggravating circumstances are not intended to escalate the respondent's actions. Different instances of a Title IX violation rarely look exactly the same and, thus, require detailed analysis and consideration before sanctioning. This analysis must include contemplation of case-specific circumstances that either make a violation more or less egregious than other instances of the same violation.

Sanctions for employees who are found to violate this policy will be determined in consultation with Human Resources. Below are potential sanctions or corrective actions that may be imposed in the event of a policy violation:

- 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 suspended or expelled from the University
- Degree rescinded

- “No trespass” may be given where the participant is not permitted on campus without permission
- Employees may be terminated

Remedies for the complainant may include:

- Counseling and mentoring
- Access to the Taylor University Health Center
- Change in housing, classroom or class scheduling (as available)
- Issuing a “no contact” order or other contact restrictions or boundaries
- Police escort from place to place

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 corrective action in response to a violation, the University will pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

**Opportunity for Appeal.** Once written notification of the outcome of the adjudication has been provided, both the complainant and the respondent have the opportunity to request an appeal of the outcome. An appeal is not a re-hearing of the facts in order to receive an alternate conclusion. Nor can the Complainant nor Respondent appeal the sanctions of an investigation. 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. Any appeal must state the grounds upon which the request for further review is based (see below).

Upon receiving 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 appeal adjudicator, who is a Title IX adjudicator not participating in the current investigation. A request for an appeal must be based on one or more of the following reasons:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. A summary of this new evidence and its potential impact must be included; and

3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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 appeal adjudicator will make a recommendation to the Vice President for Student Development within 10 business days who will make the final decision. If more time is needed, the respondent and the complainant will be notified.

If new information is provided, the appeal adjudicator may involve the investigator(s) and adjudicator(s) to determine the facts and impact of the new information.

The decision of the Vice President for Student Development will be provided to both participants in writing and will be final.

**Final Conclusion & Implementation.** The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

**Retaliation Prohibited.** Retaliation is prohibited. No person may intimidate, threaten, coerce, or discriminate against any individual participating in the Title IX process. Whether the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, retaliation is prohibited. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX, constitute retaliation. Taylor University will maintain confidential the identity of any individual who has made a report, complainant, respondent or witness except when notification is necessary for conducting the investigation.

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 they have been the subject of retaliation or retaliatory harassment, they should report the conduct to the Title IX Coordinator.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**Confidentiality.** The University will abide by the Family Educational Rights and Privacy Act (FERPA) in 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.

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.

### **Rights of Complainants and Respondents**

The University shall provide any participant of the investigation process a copy of this policy. Complainants and respondents will be given the following information:

- A copy of all relevant policies procedures, which apply to the allegation(s)
- 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 available supportive measures and the procedure to request supportive measures;
- The opportunity to speak on their own behalf
- Provisions for the prompt, fair, and impartial investigation of all complaints, including the opportunity for the participants to present witnesses and other evidence
- Updates from the University regarding the status of the investigation
- 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, with the exception of conducting examination and cross-examination at the hearing
- 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 before the time that such results become final and when such results will become final

**Record Keeping.** Taylor University will maintain a record of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment for seven (7) years.

## Appendix A: Live Question & Answer

After the investigator(s)' report is completed and the time expired for the review of report to be returned to the coordinator, *the University will facilitate a live question and answer (Q & A) between the complainant, respondent and witnesses.* Unless both complainant and respondent request a face-to-face Q & A, the Q & A will occur virtually. The University will provide written notice of the date, time, location, participants and purpose of all hearings, interviews and other meetings with sufficient time for the participant to prepare to participate.

**Purpose.** The purpose of the live Q & A is to provide the complainant and respondent the opportunity to ask questions through an advisor to each other and any witnesses. Additionally, the live Q & A provides the adjudicator(s) an opportunity to ask questions and seek clarification.

**Participants.** The participants of the Q & A include the coordinator, who will serve as the facilitator, the complainant and his or her advisor, the respondent and his or her advisor, the adjudicator(s), and relevant witnesses. Relevant witnesses will include witnesses determined by the adjudicator(s) or determined by the complainant and respondent. All participating witnesses at the Q & A must be accessible on the day of the Q&A, although they may not be called to answer questions. All participants in the Q & A must have previously been interviewed during the investigation. No one other than the participants to the Q & A may attend, unless necessary to facilitate the Q & A at the discretion of the coordinator.

**Advisors.** Only advisors for the complainant and respondent may ask questions at the Q & A; the complainant and respondent, themselves, cannot question each other or other witnesses personally. If a complainant or respondent does not have an advisor at the Q & A, the University will provide one (who may, but is not required to be, an attorney) without fee. If a complainant or respondent refuses to work with the University-appointed advisor, he or she forfeits their right to cross-examine participants in the Q & A.

**Process.** The coordinator will facilitate the Q & A. Participants will be reminded of the Non-Disclosure Agreement and prohibition of retaliation. Through a participant's advisor, complainant and respondent can ask each other and witnesses relevant questions and follow-up questions, including those challenging credibility. The Q & A will be conducted directly, orally, and in real time by the participants' advisors and never by a complainant or respondent personally.

The Q & A will begin with introductory instructions from the coordinator. Following the opening instructions, the complainant's advisor questioning the respondent and/or the respondent's witness(es) on behalf of the complainant. Then, the respondent's advisor may question complainant and complainant's witnesses. During the process, adjudicator(s) may ask clarifying questions. Q & A must be respectful, non-abusive and not intimidating.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior (1) are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Before a complainant, respondent, or witness answers a question, the adjudicators must first determine whether the question is relevant and, if the adjudicators determine any question is irrelevant, must explain the decision to exclude it.

Complainant and respondent are not prohibited from conferring with their advisor during the Q & A but he or she must answer any pending question before taking a break to confer with his or her advisor. The role of the advisor is to ask questions, not coach the complainant or respondent.

The University will audio record and transcribe the Q & A, and make the audio transcript available to the complainant and respondent for inspection and review.

Once the Q & A is complete and adjudicators have no additional questions, the process will be completed. Adjudicators will not provide a finding or conclusion at the Q & A but will use the investigators' report and information gathered at the Q & A to make a conclusion.

## Appendix B: Informal Resolution

An informal resolution process may be used if the complainant and respondent voluntarily agree to participate with written consent. An informal resolution is a confidential process where the participants determine the next steps. Resolutions can be creative and may be accomplished in a more timely fashion than a formal investigation. The Title IX coordinator or his / her designee will serve as an impartial third party and does not have the authority to make a decision. If either participant wants a decision of responsibility or insufficient evidence, they must proceed with a formal investigation. If a student or employee feels that their grievance may most be effectively addressed through an informal process, they can notify the Title IX coordinator at any point during the process.

An informal resolution is not available to resolve allegations that an employee sexually harassed a student. The process for an informal resolution includes:

- 1.) Complainant files a formal complaint including name of the respondent, date, time and details regarding the alleged conduct. The complainant may also provide possible remedies to the alleged conduct.
- 2.) Title IX meets with respondent to share the formal complaint.
- 3.) The complainant and respondent must agree with written consent to participate in an informal resolution in good faith.
- 4.) An informal resolution may include mediated conversations, written communications shared through a mediator, or other forms of safe communication aimed at constructively resolving the concerns.
- 5.) The informal resolution process may result in the following outcomes: facilitating an agreement between the parties, separating the parties, referring the parties to counseling programs, conducting targeted educational and training programs, or mediation.
- 6.) Whether or not a violation of Taylor University's policy prohibiting discrimination based on sex occurred will be given. A request that the alleged behavior does not happen again will likely be part of the resolution.

- 7.) The University anticipates that cases eligible for informal resolution will be completed in a timely manner.

Taylor University cannot require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the University may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

At any time prior to agreeing to a resolution, either participant can withdraw from the informal resolution process and begin the formal process. Withdrawing from the informal resolution also includes withdrawing from any agreements resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. If the parties involved in the informal resolution process fail to reach a mutually agreeable outcome, the concerns will be resolved via the formal investigation process.

## Support Services

Taylor University Counseling Center  
[counselingcenter@taylor.edu](mailto:counselingcenter@taylor.edu) 765.998.5222

### WALK IN HOURS

Walk-in hours are offered at 3:00 pm each day. These are given on a first-come, first-serve basis based on priority of need. Feel free to ask for this if it would be helpful to you at any point. You can call for availability.

### HAVING THOUGHTS OF SUICIDE OR HARMING YOURSELF?

If you are having thoughts of harming yourself or having suicidal thoughts, please immediately walk over to the counseling center (8 am to 5 pm) , contact a hall director, call campus police at 765-998-5555, call 988, or call 911. The Suicide Hotline number is **988 or 1-800-273-8255**.

### OTHER IMPORTANT CAMPUS CONTACT INFORMATION

ACADEMIC ENRICHMENT CENTER	765.998.5524
CAMPUS PASTOR – Rev. Greg Dyson	765.998.5360
CAMPUS POLICE	765.998.5555
TITLE IX COORDINATOR, Skip Trudeau	765.998.5338
HEALTH CENTER	765.770.0650

### LOCAL COUNSELOR REFERRALS

#### **Sacred Journey Counseling – Upland**

212 W Wright Ave, Upland, IN 46989  
765.997.8046 (Hope Brown)  
[Hope.sacredjourney@gmail.com](mailto:Hope.sacredjourney@gmail.com)

#### **Upland Counseling Group – Upland**

212 W Wright Ave, Upland, IN 46989  
765.808.5529 (Troy Tiberi)  
[office@uplandcounselinggroup.com](mailto:office@uplandcounselinggroup.com)

#### **IWU Graduate Counseling Clinic – Marion**

18900 W. 50<sup>th</sup> St., Marion, IN 46953  
765.677.2571  
[www.indwes.edu/adult-graduate/ma-counseling/clinics](http://www.indwes.edu/adult-graduate/ma-counseling/clinics)

#### **In the Midst Counseling Services - Fairmount**

Located at The Branch - 108 S Main St, Fairmount  
765.293.2936 (Angie Grandlienard)  
[inthemidstcounselingservices@gmail.com](mailto:inthemidstcounselingservices@gmail.com)

#### **Wabash Friends Counseling – several locations**

3563 IN-13, Wabash, IN 46992  
260.563.8453  
[www.wabashfriendscounseling.com](http://www.wabashfriendscounseling.com)

Locations in Marion, Kokomo, and Wabash

#### **Still Waters Professional Counseling – Muncie**

1904 W. Royal Dr., Muncie, IN  
765.284.0043  
<http://www.stillwaterspc.com>

**Psychiatrist referrals are also available upon request.**

**Grant County Victim Advocate:** *The Victim's Advocacy Office is available for emergency calls 24/7, (non-emergency: 765-662-9981 or 911 for emergencies) and pledges to make contact with all victims of violence.*

Tammy Wolf  
Victims Advocate  
Marion Municipal Building  
Phone (765) 668-3688  
Toll-Free (833) 662-9935  
Department Phone (765) 662-9981  
Email [twolf@cityofmarion.in.gov](mailto:twolf@cityofmarion.in.gov)

**Immigration Assistance:** On campus, contact Nate Chu ([nathan\\_chu@taylor.edu](mailto:nathan_chu@taylor.edu) // (765) 998-4393

Immigrant Connection at College Wesleyan Church (Marion Office)  
306 E 38th St  
Marion, IN 46953  
<https://www.wesleyan.org>  
[immigrantconnection@collegewes.com](mailto:immigrantconnection@collegewes.com)  
(765) 674-8541

**Additional resources include:**

A Better Way 24-Hour Crisis Hotline (Muncie)  
765-288-HELP (4357)

National Sexual Assault Hotline  
1-800-656-HOPE (4673)  
Information and referrals for sexual assault and relational violence

## **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.**

### **Campus Lake and ponds**

Regulations for the use of the lake for swimming or ice-skating are included in this handbook and 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. Swimming or entering into the lake or ponds across campus could result in immediate dismissal or a conduct related fine.

### **Chalk**

Advertising with chalk on campus- Students are permitted to advertise campus events with chalk (no spray chalk) on sidewalks. Chalk is not to be used on buildings, signage, or architecture. Additionally, chalk must be exposed to rain / snow and cannot be used under overhangs. Violations will result in a potential fine for damage or clean up and the possibility of being placed on citizenship probation.

### **Fire Alarms**

The student who pulls a fire alarm when no fire exists is subject to immediate dismissal from the University. A fine will be given for any costs associated with the false alarm.

### **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, room number signs and other safety signs. A fine will be given for any costs associated with the false alarm.

### **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. Food, frisbees, or any kind of ball, etc., are not to be used in the residence halls or thrown from windows or doors. Violations will result in a \$50 fine and the possibility of being placed on citizenship probation. If damages occur, students will be responsible for the cost of all repairs.

### **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.*

### **Illegally Entering Campus Buildings**

A student who illegally enters or remains in a Taylor University building is subject to immediate dismissal from the University.

### **Personal and Community Safety Regulations**

Students known to have been climbing on the water tower, bell tower, television towers, roofs of buildings, construction zones, any unauthorized space or known to have defaced them or assisted those who did is subject to immediate dismissal from the University. This would include anything that could contribute to your safety or the safety of others.

### **Public Indecency Policy**

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.

### **Tobacco Usage Policy**

Recognizing that the use of tobacco in any form is injurious to one’s physical health, members of the campus community will not possess, use or distribute tobacco either on or off campus. This includes all smoking of cigarettes, cigars, pipes, hookahs, and any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form; electronic smoking devices both tobacco and tobacco free; water based smoking devices both tobacco and tobacco free and all forms of smokeless tobacco.

That in addition our campus is smoke free which applies to all indoor and outdoor spaces, all vehicles owned or leased by the university regardless of their location.

## **UNIVERSITY DRESS CODE**

The student body is expected to demonstrate a high degree of responsibility as it relates to thoughtful consideration of one another as outlined in the Life Together Covenant. The following guidelines are the standards for our dress code:

### **General Campus Attire**

It is expected that everyone use discretion in choosing attire with mindful consideration to context and persons nearby. The minimum standard includes wearing a top, bottoms, and shoes inside all campus buildings. Bare feet are acceptable outside and in the residence halls.

### **Academic Building Attire**

Individual faculty members, administrators, and staff members have the prerogative to set, and to enforce, specific dress guidelines for their classrooms and offices beyond the general principles previously described in consultation with their department chairs.

These guidelines should reflect what the faculty member considers appropriate attire for the academic instruction being given in the classroom.

### **Campus Lake Attire**

Appropriate swimwear is required when Taylor Lake is open. Swimwear for women such as one piece or fuller cut two-piece suits is considered appropriate; shorts-style swimwear is considered appropriate for men.

### **Kesler Student Activities Center (KSAC)**

Follow the dress code posted in the building.

### **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**

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. We believe that it is imperative to provide a safe and nurturing environment for all students, employees, and guests. Harassment, discrimination or bias due to race, color, religion, nationality, citizenship status, or any other condition made unlawful by relevant law in matters of admissions, employment, housing, or any aspect of the educational programs or activities it offers is prohibited. Responding to issues of discrimination, harassment, or bias requires a unique response.

A protocol outlining the investigation of racial harassment can be found at the Office of Intercultural Leadership and Church Relations. This protocol 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. The purpose of this policy is to protect our community from harm, respond to race and ethnicity-based harassment and comply with Federal Law (Title VII). 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.

As a religious institution, Taylor University retains the right to make employment admission, and educational decisions based on an individual's religious beliefs and conduct consistent with the Life Together Covenant and applicable law. The University does not tolerate and prohibits racial and ethnicity based discrimination, harassment or bias. The University will take prompt and equitable action to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

A violation of this policy or inappropriate conduct that threatens to violate this policy may result in disciplinary action up to and including, suspension, or expulsion.

All sex or gender based discrimination falls under Taylor University's policy prohibiting discrimination based on sex and gender (Title IX) and should be reported to the Title IX Coordinator.

To be clear, students experiencing any form of racial harassment should use this policy as their steps for care and resolution. Employees experiencing racial harassment not involving students, should report their concerns immediately to the Director of Human Resources.

## **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.

### **Assistance Animals**

Taylor University provides appropriate accommodations for students requiring Service Animals and Emotional Support Animals. This accommodation should be coordinated through the Academic Enrichment Center (AEC) located in the Zondervan Library. A full 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 with the Taylor University Police Department each year (<https://parking.taylor.edu>). This includes all vehicles used by spouses of married students living in University-approved housing. Registration must be completed by the first day the vehicle is on campus. Each Taylor student is allowed to have one “active” vehicle on their account and parked at Taylor at a time. If you wish to register a motorcycle and a vehicle or have a special situation requiring more than one active vehicle, contact Taylor Police ([Police@taylor.edu](mailto:Police@taylor.edu)) for assistance. Complete parking regulations and fees are posted on the Taylor Police Department website located at <https://www.taylor.edu/police>.

Students, faculty, staff and guests who operate motor vehicles on campus are responsible for knowing the University traffic and parking regulations. All parking violations are the responsibility of the person to whom the vehicle is registered. If a vehicle is towed due to a parking violation, the owner of the vehicle will be responsible for the towing fee in addition to the parking violation.

### **Parking & Moving Violations**

Fines for parking/moving violations can be paid online at <https://parking.taylor.edu>. A discount may be offered for paying a violation within 10 days of issuance. Violations may be appealed online within 10 days of issuance, however if you appeal the violation, any discount offered will be lost. Failure to pay a violation within 10 days will result in the fine being placed on the account of the student to whom the vehicle is registered and will be unable to be appealed. 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/or the revocation of driving privileges. 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.

### **Lot Clearings**

From time to time the university may determine that a specific parking lot (or subset thereof) needs to be cleared of vehicles. This could be for snow removal purposes, campus events, construction or other University needs. Vehicle owners will be notified through campus email, posted signs and/or other available methods. Vehicle owners leaving campus overnight with their vehicle left on campus are encouraged to leave keys with a trusted friend to be able to move the vehicle if needed. Any vehicle that is not moved from a lot that is being cleared may be subject to ticketing and towing. The owner of any vehicle towed from a lot will be subject to a violation for failure to move and the towing fee.

### **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 Interterm 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: Student Development at [studentdevelopment@taylor.edu](mailto:studentdevelopment@taylor.edu).

If you are given permission to use your vehicle, you will be notified and your request will be kept on file in Student Development and the 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 Student Development ([studentdevelopment@taylor.edu](mailto:studentdevelopment@taylor.edu)). 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. In accordance with students' responsibility to respect one another's property, theft and use of another's bicycle without consent will not be tolerated. Students are strongly encouraged to use bicycle locks to prevent theft.

### **Drone Use on Campus Policy**

#### Inside of Facilities

Use inside facilities is allowed only in a controlled laboratory environment, (such as the drone room)

Approval is granted by the Dean of the program after consulting the policy and/or Vice President & CIO in cases that may not align with the policy.

#### Outside of Facilities

##### 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. Exceptions may be discussed with the Vice President & CIO 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 in 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:
    - Must remain on our property (imaginary line into the air over TU property).
    - Must not be flown outside of the line of sight of the operator or sight of a spotter.
    - Must meet any FAA training requirements in effect at time of flight.
      - **Outside Contractors**
    - All outside contractors must:
      - Be approved drone operators via the FAA 333 Permit.
      - 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. 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**

Hoverboards with a UL2722 certification are allowed on campus. If the hoverboard were an older board without this certification, this would not be permitted.

Guidelines for UL2722 Certified Hoverboards on campus:

1. Only use the charger that comes with the device.
2. Do not charge the device overnight or while no one is in the room (the concern is that overcharging could potentially create an issue).
3. Keep the device away from flammable materials while charging.

#### **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.

### **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 Calling and Career Office.

#### **TU Organizations Fund Raising/Promotions**

TU Organizations must likewise receive written permission by completing the appropriate form available in the Calling and Career 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.

### **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.

## **Taylor University Policy for Student Expressive Action on Campus As of April 12, 2023**

As a community of Christian learners, we celebrate the value of free speech and desire for our students to be actively engaged in this community and in the broader world. As individuals living in a community that has voluntarily committed to be a part of the Taylor community and abide by the guidelines of our Life Together Covenant, students are asked to submit to a framework for expressive action—such as a rally, demonstration, march, silent vigil, or protest—on campus. The University will only permit expressive action that, in the judgement of the University’s administration, is orderly and peaceful. In addition, the University limits participation for on campus student-organized expressive action to members of the University’s campus community (students, faculty, and staff).

Students wishing to organize any form of expressive action must secure permission from the Vice President for Student Development or the Provost. Permission should be requested at least 48 hours in advance, but requests may be considered on a shorter time frame if there are extenuating circumstances. Generally speaking, expressive action that runs counter to University commitments as expressed in the Foundational Documents will not be permitted.

Students and/or student organizations that plan or participate in forms of on-campus expressive action not approved by the Vice President for Student Development or Provost will face possible sanctions following the Student Conduct & Accountability model outlined in the Student Handbook.

### **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 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 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, Vice President for Student Development and Intercollegiate Athletics (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/ guardians 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/guardians. 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.

Each year, **any returning student** 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 "PA." PAs are students who are carefully selected on the basis of experience, maturity and demonstrated ability to work with others. PAs 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 PA, each floor and/or wing also has a student leader that serves as a Discipleship Assistant, known as a "DA." DAs 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 DAs foster discipleship and spiritual development on their individual

wings and/or floors. They work closely with the PA to build and sustain healthy, spiritual community on the wing and/or floor as well as the Residence Hall Directors, Graduate Assistant, and Discipleship Coordinators.

## **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 or bed risers) 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'/guardians' 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.

### **Fire Safety Equipment**

Activating or tampering with fire safety equipment and/or intentionally causing false fire alarms is a violation of Federal and State laws, and may result in criminal charges, fines, conduct process and/or termination of a resident's housing contract or immediate dismissal from the University. The University response to this behavior will be determined by the facts gathered, student participation and severity.

1. Safety equipment includes sprinkler heads, smoke detectors, fire extinguishers, pull stations or any device or mechanism that is used to activate the fire alarm system or initiate an automatic response from emergency personnel.
2. Tampering includes but is not limited to removing the cover of the smoke detector, removing the batteries, disabling the unit, decorating the unit or covering the unit.
3. Costs associated with the activation of the system and/or damage caused from the activation of a sprinkler head or smoke detector is the responsibility of the resident(s) involved. This cost may not be limited to a room, apartment, floor or

hallway.

## Room Safety Check Procedure

During the first two weeks of each semester, residence life staff will conduct inspections of student rooms to ensure compliance with the following guidelines. During room inspections, residence life staff will warn any students in violation of these guidelines and will give the student(s) a deadline for correcting the violation. After the room inspection period, Residence Life staff will assess a fine for any violations noted in a student room during the course of the semester and will ask the student(s) to correct the violation. Failure to correct the violation as requested may result in additional fines.

## Room and Hall Arrangement

All of the following practices/items are prohibited:

1. Covering fire alarms, fire alarm strobes, detectors, extinguishers, electrical outlets, room lights, etc. with hanging wall decorations. Furniture is allowed to “hide” electrical outlets (i.e. beds and/or desks are arranged against the wall where an electrical outlet is then not able to be seen).
2. Hanging items using nails, hooks, wallpaper, tacks, pins, etc. that mark or damage walls, ceilings, floors, closets, windows, fixtures, or furnishings.
3. Hanging items (i.e. curtains, signage, posters, flags, banners, signs, paint, lights, personal messages, post-its, etc.) across windows inside or outside the building. Windows may not be decorated or obstructed, and university window coverings (such as blinds) must be visible from the outside. The purpose of this policy is to allow full access in case of an emergency and to limit the potential for offensive or inappropriate material to be hung in a public display.
4. Removing or opening screens from windows for any reason. A \$50 service fee will be charged any time a screen is removed. There will be a minimum \$50 fine for anyone throwing objects in, out or at windows.
5. Hanging items from ceilings, smoke detectors, sprinkler pipes or sprinkler heads (keep all items at least 18” from the sprinkler head). Beds stacked must also be 18” from a sprinkler head.
6. Stacking bed’s where the mattress is less than 18” from the ceiling. Stacked beds need to have 18” or more of space from the top of the mattress to the ceiling.
7. Stacking furniture with no furniture pegs. Furniture that is stacked must have the accurate number of furniture pegs being used (i.e. lofting beds, stacking shelves, etc.).
8. Arranging any room furniture or decorations that limits easy access into and out of the room; There should be a clear path into the room as wide as the doorway. There should be clear access through one or more windows; enough room for a firefighter with all their equipment to be able enter into the room through the window.
9. Obstructing doorways, hallways, landings, exits, and stairwells. They must be kept clear of items that may cause obstructions of any kind (including shoes,

- backpacks, skateboards, floor mats, bikes, drying racks, couches, chairs, furniture, etc.).
10. Propping open fire safety doors in hallways and stairwells for any reason.
  11. Using any type of athletic equipment in the hallway. Students are not to throw water or objects inside the Residence Halls (i.e. frisbees, any kind of ball or athletic equipment, etc.). This policy is to provide for the safety of residents and visitors and to avoid damage to University property.
  12. Using tapestry, flags, fabric, carpet tiles, posters, pictures, or similar wall hangings in any way to divide rooms, cover windows or doors, or cover more than 50% of the entire wall.
  13. Painting any wall in the Residence Halls. If the hall director determines that a room or wall should be painted, the Maintenance Department will paint the room or wall.

## Appliances

In student rooms, appliances such as hair dryers, steam irons, coffeepots, etc., must bear the American UL or Canadian SA Underwriter's Laboratory seal of approval. Students are discouraged from having a large number of appliances in their rooms. Care and caution should be taken whenever any type of appliance is used.

1. Coffeemakers and water heaters must have an automatic shut-off feature.
2. Refrigerators (4 cubic ft or smaller) must be plugged directly into the wall (or be the only item plugged into an approved extension cord or power strip connected directly to a wall outlet). Only 1 refrigerator is allowed per room. If an accommodation is needed, please see the Academic Enrichment Center (AEC).
3. Space heaters, heating fans, sun lamps, and portable or window air conditioners are prohibited unless supplied by the University.
4. The following personally owned items are not allowed: Open-coiled appliances, grills, hot plates, hot pots, toasters, toaster ovens, crockpots, rice cookers, panini makers, or microwaves are prohibited. Note, the only exceptions to this rule are: 1) If provided by the University in Kitchen area, or, 2) In the Delta and Residential Village Apartment kitchens, these personal appliances are allowed.
5. Use of any non-UL listed items is prohibited.
6. Hair straighteners, curling irons, and blow dryers must be unplugged when not in use.

## Decorations

Hallway, room door or room wall decorations must not exceed 50% of the surface area in halls with sprinklers.

1. Nothing can be hung from the ceiling anywhere in Residence Halls.
2. Lights are only allowed to be hung parallel to the wall on the perimeter of the room. No lights should "crisscross" rooms or hallways.
3. When hanging lights (i.e. Christmas lights, LED lights, etc.) over doors, they must be firmly secured whereas they will not fall down and obstruct the doorway. Pay particular attention to egress entrances and exits. Hanging lights must also

not obstruct fire safety or IT Department equipment (i.e. fire alarms, exit signs, Wi-Fi routers, fire extinguishers, fire alarm pull stations, etc.).

4. String/Christmas lights must be UL approved, fused, and in-line (no icicle style lights). Lights must not come in contact with combustible materials (bedding, posters, etc.). Lights must not come within 18" of sprinkler heads.
5. Rugs are only permitted so long as they are not so thick/pilled as to constitute a tripping hazard. No welcome mats are permitted.
6. Waterbeds and paper lampshades are prohibited.
7. Decorations (posters, etc.) that encourage or support the violation of Taylor Universities Life Together Covenant (e.g., lust, abuse of alcohol, etc.) and prohibited.
8. Alcoholic beverage containers, advertisements, or paraphernalia are prohibited.
9. Displaying offensive or insensitive racial or graphic materials are prohibited. Questionable materials are subject to the residence life staff discretion.
10. Using items that penetrate the ceiling (nails, tacks, plant hooks, etc.) or removal of ceiling tiles are prohibited.
11. Candles, candle warmers, incense, or other combustible/flame producing items are prohibited. No candle may have a burnt wick, any violation will result in a \$100 fine and possible conduct process.

#### Electrical Outlets/Cords

Under no circumstance should a student tamper with existing electrical equipment, lighting, wiring, and switches. All extension cords must be grounded (3-prong), UL approved, and maximum of 6 feet in length. Power strips or multi-plug adapters must be surge protected and must be plugged into a wall outlet. No more than one power strip may be used per outlet receptacle. A power strip is required when using more than two appliances at any wall receptacle.

These items/practices are never allowed in residence halls:

1. Weapons – firearms, ammunition, pellet guns, hunting or target bows, paintball guns, airsoft guns, double-edged knives, and metal swords.
2. Removing University provided items from the Residence Hall rooms (i.e. bed frames, mattresses, desks, dressers, closets, closet doors, etc.).
3. Propping or keeping stairwell doors and other fire doors open. They are to be closed at all times. Anyone found propping an exterior door or otherwise altering the safety closure systems will incur a \$50 fine and can expect conduct process.
4. Aquariums greater than 20 gallons. Any aquarium must be 20 gallons or smaller and must be supported by its own stand, containing only fish.

If any of the above items/practices are observed, this could result in a fine or a conduct meeting.

#### Checking Out

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 \$100 fine.

### Cleanliness Responsibility

Students are responsible for the cleanliness of their rooms and suites. 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.

### 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.

### Evacuation in Residence Halls

The safety and security of the students within housing buildings is a priority for Residential Life and Taylor University. The following information has been implemented to enhance the safety of those living or visiting university housing property.

When the fire alarm sounds, building evacuation is required by all individuals who are within the building. A fine of \$50 is given to a student who does not leave the Residence Hall during a fire alarm. Residential Life staff will conduct fire evacuation drills in the residence halls at the beginning of each semester. Evacuation information is found in residence hall and apartment hallways. In the event of an emergency, occupants should cooperate fully with staff and evacuate in a safe and orderly manner using the nearest exit, those on the upper floors of a building should use the stairs and move to their buildings' Emergency Assembly Area (EAA). Failure to evacuate will result in conduct process through the university and student conduct. EAA's are designated assembly areas for students to meet during the activation of a fire alarm or other emergency that requires evacuation of any building on campus. Occupants are not permitted to return to the building until the "all clear" signal has been given by the Upland Fire Department, Taylor police officers, or Residence Life staff.

Emergency Assembly Areas (EAA's) are as follows for Residence Halls: Name	Primary Location	Secondary Location
Bergwall Hall	Turner Plaza	Odle Parking Lot
Breuninger/Gerig Hall	Grassy area on the west side of Breu Pond & grassy area between English and Breu	Grassy Area north-east of Breu Pond, south of the Loop
Campbell Hall	Boren Parking Lot	Freimuth Parking Lot
English Hall	The Haak and Olson/Wengatz Parking Lot	Grassy area between Breu and English
Olson Hall	Olson/Wengatz Parking Lot	Olson Overflow Parking Lot
Residential Village	Olson/Wengatz Parking Lot	Olson Overflow Parking Lot
Samuel Morris Hall	The Pergola	Sickler
Swallow Robin Hall	Sickler	North end of Swallow/Wolgje parking lot
Wengatz Hall	English/Gerig Parking Lot	Olson/Wengatz Parking Lot

## Health And Safety Room Inspections

Health & Safety inspections may be conducted multiple times each semester in the residence halls and apartments at the discretion of the Hall Director, Student Development or Emergency Management. The purpose of a Health & Safety Inspection is to discover and eliminate health and fire hazards in order to ensure the well-being of the resident. It is also an opportunity to communicate any room or building concerns directly to the Hall Director and Personal Assistant (PA). When possible, residents are encouraged to be present during the inspection.

Health & Safety Inspections are generally preceded by at least a twenty-four-hour posted notice. However, such notice is not required. Any health and safety violations found during an inspection will result in either a written warning or a fine. Appeals of Health & Safety Inspection findings are handled through the Hall Director of each Residence Hall.

## 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 Wengatz 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. If parents/guardians desire to visit their students, we encourage them to stay at an off campus house or hotel.

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

### Room Inspection/Search

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

### Room Windows and Screens

Screens are not to be opened or removed for any reason. A \$50 service fee will be charged any time a screen is removed. There will be a minimum \$50 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.

Room windows may not be decorated or obstructed, and university window coverings (such as blinds) must be visible from the outside. Posting, hanging or otherwise displaying materials in or around the residence hall windows or on university window coverings is not permitted. This includes, but is not limited to, signage, posters, flags, banners, paint, lights, personal messages, post-its or anything attached to these windows. Similarly, items may not be hung outside windows on the exterior of the building. The purpose of this policy is to allow full access in case of an emergency and to limit the potential for offensive or inappropriate material to be hung in a public display.

### Smoking

Taylor University is a smoke-free campus and includes Residence Halls. The purchase, possession, and use of tobacco products or tobacco substitutes in any form, as well as

smoking devices including, but not limited to, hookah, e-cigarettes, and vape pens are prohibited. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs or other lighted smoking equipment.

## **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 conduct process. Any mechanical difficulties with the washers and dryers should be promptly reported to Residence Life staff person who will submit a work order.

### **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 Academic Enrichment Center. 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 12:00 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 a smart card to Taylor University students who live in that Residence Hall. From 4pm to midnight each day the front door of each hall is accessible via tap by residents of all halls. In residence halls, the front door is the door nearest to the front desk of the hall where a front desk worker is monitoring the main lounge. In apartments, the front door faces the main campus node. Persons entering after halls are locked may be requested to show their Taylor ID to assisting staff.

## 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 2pm – 7pm. 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 conduct process may be taken if deemed necessary.

## 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 events 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. A \$100 fine will be given if this is violated

## 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.

## Public Displays of Affection

If public display of affection infringes upon growth and cultivation of community, Residence Life professional staff will engage in conversations as needed.

## 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.

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 PA will be involved. Students who refuse to cooperate with the PA or who continue to violate the policy will be subject to conduct meeting with Residence Hall Director and a \$50 fine.

## 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 pe-

riod 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 is 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 and subject to ticket.

### Pet Policy

Animals other than aquarium fish are prohibited in University-owned housing.

### Required Residence Hall Meetings

Hall and wing or floor 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 \$25 for a hall meeting and \$25 for a wing or floor 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. However, Residence Halls are closed when Easter break and Spring Break are combined.* 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 \$100 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'/guardians 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.

No storage is provided for drum sets or guitars/amps in the music center. Storage for band and orchestra instruments is provided for students who are participating in the ensemble program in lockers located in Smith-Hermanson Music Center. University owned drum sets/amps are provided for students enrolled in the jazz ensemble or pep band.

# 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, grace, and truth. There are four student-led divisions of T.W.O.: Community Outreach, World Opportunities, Lighthouse (interterm international service-learning), and Spring Break Missions.

#### **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!

#### **World Opportunities**

To encourage and equip students to take action against global and local issues. WO strives to work against injustice through awareness, advocacy, prayer, giving, and hands on opportunities to explore missions.

#### **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.

## **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 sixteen curricular departments with department chairs. The provost, who is the Chief Academic Officer for the university, along with two Academic Deans have oversight for academic departments. 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 Academic Dean should be contacted. 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.

Cumulative Earned Hours	Minimum Required GPA
00.00-12.99	1.60
13.00-30.99	1.70
31.00-44.99	1.80
45.00-60.99	1.90

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. Reevaluation does not take place after Interterm or Summer terms. 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 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; these students are required to enter a special advisement program under the direction of the Academic Enrichment Center and the academic advisor; Taylor University Online (TUO) students would be required to enter a special advisement program under the direction of TUO.

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; TUO students requires the approval of TUO for readmission. 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 academically suspended student may enroll in any Taylor courses, including those offered by Taylor University Online (TU Online).
- No student on academic probation may enroll in distance learning or independent study courses unless repeating a course; TUO students should contact their advisor for eligibility.
- No student on academic probation may apply for any off-campus study programs.
- 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. 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 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. Then, if necessary, the student should discuss, by appointment, the issue with the faculty member's chair (or the Dean, if the faculty member involved is the department chair). If necessary, a third informal step can be taken by the student, that being a conference, by appointment with the Dean. If the issue is still not resolved, a formal grievance process can be initiated as prescribed in the policy statement available from the academic catalog.

Additional information may be viewed at this webpage:

<https://www.taylor.edu/student-consumer-info>

## **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 Assistant Registrar 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 Assistant Registrar 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 up to one week 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 Assistant Registrar 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 Assistant Registrar 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 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 and update 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 major/minor 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**

The Academic Enrichment Center (AEC) is located in the northwest corner of the main floor of the Zondervan Library. Our goal is to help any student succeed academically and holistically while at Taylor and beyond. The AEC faculty and staff deeply about helping students develop into life-long learners. We invite all students to seek us out to use our resources for any type of academic help and support they may need.

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

- **Individual Academic Support Services** - AEC faculty and staff are available by appointment to meet with any student to provide individual support for academic success. For information, please stop by the AEC or call x85524. Individual support is available in the areas of:
  - Planning and goal setting
  - Helping students meet their academic goals
  - Effective time management
  - Efficient reading techniques
  - Meaningful note taking strategies
  - Excellent study models for test preparation
  
- **Support Services for Students with Disabilities** - Taylor provides students who have disabilities with the appropriate services needed to give them equal access to academic programs and participation. Services may include assistance with note taking, alternative testing, or other accommodations deemed reasonable and necessary by a qualified professional. A student requesting support services should provide documentation of a disability to better assess their situation and the need for accommodations. For more information, please stop by the AEC or contact the Coordinator of Accessibility and Disability Resources (x85523).

- **The 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

Questions? Email [kelli\\_cummings@taylor.edu](mailto:kelli_cummings@taylor.edu).

**You can sign up for a Writing Center Appointment at [mywconline.com/taylor](http://mywconline.com/taylor).**

- **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 to determine if enrollment in Math 100 is necessary.  
Math tutors are available through the TutorTrac online system at no cost to the tutee. This service is available for any student needing assistance in their math courses.
- **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 (x85529), or stop by the Academic Enrichment Center for further information.
- **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. For more information, please contact the Coordinator of Academic Success (x85598).

## **Absence Policy**

### **Class Attendance Policy**

Class attendance is important to student learning and central to Taylor's educational mission, which stresses intentional community; required attendance is also good practice for future career expectations. Students are responsible for obtaining and understanding the attendance policies for each of their courses. Faculty are required to record class attendance for financial aid compliance reporting. The Financial Aid office requires the date of last attendance for students who stop attending class.

### **Individual Excused Absences**

Students are expected to attend all class sessions for which they are registered. If it becomes necessary to request an excused absence, the student must submit an excused absence request and provide documentation. For physical or mental health requests, a note from a medical professional or counselor stating the dates to be excused will be accepted. *Please do not provide diagnosis or any confidential medical information.* For all others, a note from the sponsor, a copy of a business card, copy of a text confirming an appointment, etc. are acceptable.

To apply for an excused absence, complete and upload documentation to the Excused Absence Request Form [www.taylor.edu/excusedabsence](http://www.taylor.edu/excusedabsence). It is also important to notify your professor(s) concerning your absence and any course work which may need to be completed. The absence will be reviewed by a staff member in the Academic Enrichment Center (AEC). The faculty of the course(s) missed, residence all director, academic advisor, and student will be notified once the absence is approved.

Excused absences are granted for these reasons:

- Hospitalization
- Serious illness/injury
- Emergency medical or dental appointment
- Hospitalization/death of immediate family member (grandparent, parent, sibling, spouse, child)
- TU sponsored job fair
- Very unusual circumstances as evaluated by AEC staff

In addition, seniors may receive two excused absences and juniors may receive one excused absence per year for the following:

- Job interview
- Graduate school interview
- Internship/practicum interview

## Group Absences

If you are traveling with a group from Taylor (e.g. class field trip, official athletic event, TU sponsored educational activity, concert, etc.) it is not necessary to complete the Excused Absence Request Form. The faculty/sponsor/designated person will submit a “Group Absence” for all student participants. Students are responsible for course material missed due to the absence.

## Unexcused Absences

Students are permitted a specific number of unexcused absences/cuts for each class (without make up work). The number of unexcused absences is based on the class meeting schedule.

Credit hours	Number of days class meets	Number of Days Permitted
3	1	1
2	2	2
2	1	1
3	3	3
3	2	2
4	4	4

Excused absences will not be given for the following reasons and students will need to use a “cut”.

- Travel
- Weather
- Schedule conflicts
- Oversleeping
- Job/graduate school interviews (beyond the allotted number, see above)
- Minor untreated sickness (e.g. headaches, sore throat, colds, etc.)
- Routine non-emergency doctor/dental appointments
- Weddings
- Vacations

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.

When courses are added after the first course meeting, any class sessions that have already been missed may be counted as unexcused absences.

For questions about the Attendance Policy, contact:  
Trina Hartman, Director of Academic Advising  
Academic Enrichment Center  
([trhartman@taylor.edu](mailto:trhartman@taylor.edu))

## **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 area, 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 one of the following circumstances: 1) through the written consent of the student; 2) in compliance with a subpoena; or 3) the University agrees to release of records following submission of evidence that the parents declare the student as a dependent on the most recent year's 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 when notified of the right to a hearing.

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, gender, photograph, field of study, grade level, enrollment status, date and place of birth, dates of attendance, actual and anticipated graduation dates, 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 academic integrity and scholarship standards at Taylor that can result in substantial penalties, at the sole discretion of the University, including but not limited to 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, 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 algorithm or program. In short, a student violates academic integrity when he or she claims credit for any work not his or her own (words, ideas, answers, data, program codes, music, etc.) or when a student misrepresents any academic performance.

**Plagiarism Definition:** In an instructional setting, plagiarism occurs when a person presents or turns in work that includes someone else's ideas, language, or other (not common knowledge<sup>2</sup>) material without giving appropriate credit to the source.<sup>3</sup> Taylor distinguishes between major and minor plagiarism infractions. Examples of minor infractions include inappropriate or inadequate citing or not crediting ideas from class readings. Examples of major infractions include taking significant portions of text from any source with no attribution or having a peer help write the paper. Taylor also distinguishes between collaboration, writer's feedback, and plagiarism: collaboration and getting feedback on one's own writing are essential parts of the writing process; however, having a text altered for the writer is not. The level of appropriate collaboration on individual writing assignments is up to each professor, and each professor should make it clear to his or her students what level of collaboration is appropriate for each writing assignment (i.e., brainstorming with other classmates for ideas). Writer's feedback means having a peer or a Writing Center tutor work with the student to provide suggestions for revision in ways that allow the student author to maintain ownership; this is not plagiarism. However, having a peer make changes to the organization, ideas, paragraphs, or sentences for the student demonstrates a level of ownership over the work; thus, these acts would be considered plagiarism. Some examples of plagiarism:  Not giving credit to the original source—electronic or print  Copying passages or phrases without attributing them  Not using quotation marks where needed  Having a peer alter the paper for the student  Downloading a paper electronically from a web source or from another student  Intentionally aiding another student's act of plagiarism

<sup>2</sup> 1 Common knowledge means any knowledge or facts that could be found in multiple places or as defined by a discipline, department, or faculty member. <sup>3</sup> 2 Adapted from the Writing Program Administrators: "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices".

## **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**

<https://my.taylor.edu/manuals/master-policy-manual/acceptable-computer-usage-policy>

## **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 for recording Taylor's history, demanding the talents of an energetic and imaginative staff in writing, photography, layout and design, management, social media, and copyediting. Students interested in working on the staff of one of these publications should contact the publication editor or adviser. 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.

# LEADERSHIP DEVELOPMENT

To engage 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, formal and informal leadership education, 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. Positional leadership opportunities on campus provide 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 vocation.

## **Taylor Student Organization (TSO)**

The mission of the Taylor Student Organization (TSO) is to provide a dynamic learning experience that develops servant-leaders who follow Jesus. Through spiritual formation, leadership, education, personal growth, and team building within the organization. TSO students faithful and hospitable student leaders. Through spiritual formation, leadership education, personal growth, and team building within the organization, TSO students create missional programs and services for campus that celebrate our Christ-centered community, explore the liberal arts and contemporary issues from a faith perspective, represent diverse peer voices and concerns, and enhance the overall climate of the university.

Thus, our missional priorities are:

- Student Learning
- Spiritual Formation
- Leadership Development
- Self-Awareness
- Healthy Team Experiences
- Active Representation of All of Our Students
- Creation of missional programs and services for campus

**The Student Body President's Office** - The mission of the Office of the Student Body President is to further the educational, spiritual, and relational development of the Taylor University community through the Taylor Student Organization. The Student Body President and Student Body Vice President provide student leadership, vision, and support to the Executive Cabinet and model Christian servant leadership to the campus in general. The Secretary serves both the Student Body President and Vice President in their specific roles. The Office of Student Body President builds relationships throughout the student body which, in turn, allows for better student representation to faculty, administration, and staff. As such, the Student Body President significantly contributes to an environment where spiritual growth, Christian community, and educational opportunities outside the classroom impact students' lives for Christ.

**Student Senate** - Student Senate furthers the educational, spiritual, and relational development of the Taylor University community as elected officials by representing their peers' concerns, questions, and perspectives on campus issues. Student Senate serves as a student forum where each Senator can practice Christian community by representing, debating, and discussing campus issues and seeking solutions that will affect positive change in our

community. Senate also serves the university administration and faculty by representing student views thoughtfully and articulately and, in turn, listens to university administration and faculty to offer accurate information back to students.

**Student Activities Council (SAC)** - The Student Activities Council (SAC) strives to promote the bond of community in collaboration with all TSO cabinets. As a cabinet, we aim to develop inclusive, innovative, and fun cross-campus programming while growing together as servant leaders. We want to provide space for the student body as a whole, foster genuine care, and create a true sense of hospitality and belonging on campus.

**Birrama Creative Team** – We are a creative collective who share obsessive proclivity for detail and visual craftsmanship. As designers, illustrators, photographers, videographers, and social media personnel we breed a contagious tenacity for excellence, empathy, and candor. Our efforts are formed by a sense of ownership, collaborative synergy, and entrepreneurial spunk. We approach our work with an effective visual methodology and a holistic understanding of human-centered design, which entails: branding, visual identities, illustration, advertising, packaging, strategic campaign development, and publication design.

**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.

**MainStage** – The mission of mainstage is to foster a Christ-centered connection amongst our student body by creating a welcoming space for celebration through music and dance.

**Inter-Class Council (ICC)** - Inter-Class Council fosters unity within and between classes through creative class events and campus-wide traditions that promote growth, Christian community and connection, and healthy competition.

**Global Engagement Cabinet**– Global Engagement aims to cultivate perspective, awareness, and discussion of current issues and events from neighborhood to nations. Through programs and initiatives, we desire to equip Taylor students to explore issues, seek connections, and develop as loving, thoughtful, and curious ambassadors of Christ.

**Integration of Faith and Culture Cabinet (IFC)** - The Mission of the Integration of Faith and Culture Programs is to further the educational and spiritual development of the Taylor University community through creating programs that help develop a Christian aesthetic and deepen understanding and discernment of the arts, popular arts, and culture in light of faith. Understanding humans as image-bearers of God, we recognize human creation and artistic expression as a reflection of the Divine and an inherently spiritual act. As a result, IFC enables students to examine the mystery and fullness of faith, grace, creation, and beauty through film, art, music, issues, and ideas. Although we hope that the Christian community embodies beauty, goodness, and truth, we recognize that it does not hold an exclusive claim to these things. Therefore, we seek to look beyond a false divide between the sacred and the secular, engaging with and bringing to campus valuable art and cultural conversations, regardless of their explicit religious intent. Through events such as film

screenings, concerts, hosting visiting artists, readings, etc., IFC seeks to broaden and deepen cultural engagement, care, and cultivation in the Taylor community.

## STUDENT SERVICES

### Career Coaching

The Calling and Career Office (CCO), located in the Boren Center, exists to connect students to people and experiences that guide them in discerning a faithful response to God's call. The fulfillment of our mission is guided by our four core values: Imagination, Risk, Collaboration, and Truth. These values serve as aspirations in our shared work and reminders of what we seek to accomplish with the students entrusted to our care.

The CCO Staff serve students in all phases of choosing a major, pursuing a calling, internship and job searching, and professional development. The CCO staff guides students to consider meaningful work by exploring values, interests, personality and skills and then connects them to people and experience that enable them to test their assumptions. 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 Handshake, the online software system of the CCO, which hosts the online job board and enables students to schedule appointments and sign up for CCO events. In addition, self-assessment tools, on-line resources, books, graduate school information and employer and alumni contact information are all resources available through the CCO. The Calling and Career Office utilizes two assessments: The Strong's Interest Inventory and StrengthsFinder. These assessments are helpful in guiding students to a better understanding of who they are and the kind of work that will be good and meaningful to them.

*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 Natural and Applied Sciences, including Mathematics (1<sup>st</sup> floor), Physics and Engineering (2<sup>nd</sup> floor), Computer Science and Engineering (2<sup>nd</sup> floor), Chemistry and Biochemistry (3<sup>rd</sup> floor), and Biology (3<sup>rd</sup> floor). The Education department is also housed in Euler (lower level). A snack machine, along with a cold beverage vending machine can also be found in Euler Science Building's lower level. Every floor of Euler Science Building has interaction areas and study nooks that can be used by study groups or students looking for a quiet place to read or work on homework. Lembright Atrium, a bright and airy space between Euler and Nussbaum, is another place with multiple gathering spots open to all on campus. Nussbaum Science Building, forming the south wall of the Lembright Atrium, houses the Information Technology Department (lower level), as well as multiple Nursing, Biology, Chemistry, and Physics research and teaching labs.

## **Counseling Center**

The goal of the Counseling Center is to enhance the mission of Taylor University by supporting students' mental health as they navigate academic, personal, and spiritual growth. The Counseling Center provides individual, couples, and group counseling. Counseling Center services are available to all Taylor students *free of charge and are strictly confidential*.

The Counseling Center is located in the Boren Center (directly above Chick Fil A) and the hours are Monday through Friday 8-5pm. In addition to counseling sessions, one time consultation appointments, as well as a walk-in hours appointment at 3pm Monday – Friday, are available upon request by the student.

Crisis care is available 24 hours a day, 7 days per week. If a mental health crisis occurs when the office is closed, students can contact their Residence Hall Director in order to connect with the counselor on call.

The Counseling Center also provides educational and preventative care opportunities for students to engage in that inform and equip students regarding mental health wellness practices. For more information, visit the Counseling Center Resource page <https://my.taylor.edu/counseling-center/resources> and follow on Instagram@TUCounseling.

Students interested in mental health support may personally make an appointment by calling the Counseling Center at (765) 998-5222, emailing [counselingcenter@taylor.edu](mailto:counselingcenter@taylor.edu), or stopping by the Counseling 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](mailto:counselingcenter@taylor.edu)) or the Office of Campus Ministries (765-998-5360).

## **Airport Transportation to and from Campus**

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](http://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.

## **Office of Intercultural Programs (OIP)**

The Office of Intercultural Programs (OIP) functions as a part of the department of Spiritual Life & Intercultural Leadership (SLIL) to provide a resource for our multi-cultural community. Students from other cultures add a rich global dimension to campus, which is

incredibly valuable to the Taylor community. Still, we recognize that an international student, an American ethnic student, a MK (Missionary Kid), or a TCK (Third Culture Kid) might face additional obstacles and challenges adjusting to life in Upland and at Taylor University. We understand the extra layer of difficulties a student from other cultures faces and we strive to serve by helping them successfully adapt to the Taylor environment. Whether through the greater community, through one of our many organizations, the support of our two scholarship programs, or experiencing the beauty of God's creation in events like Mosaic Night, International Orientation and many more, OIP helps to enhance the Taylor University experience for all of our students.

We are committed to providing an environment where:

- Students are developed into Christ-centered servant leaders
- Students are assured support and advocacy relative to their unique concerns
- Students are prepared for the future by engaging with a diverse community
- Positive, respectful, and meaningful dialogue regarding intercultural concerns is encouraged and supported
- The recruitment, retention, and graduation of American ethnic students, international students, MKs, and TCKs, is a primary goal

OIP & SLIL function as part of the infrastructure of Taylor University focused on the following pillars:

#1 Keeping God at the center of our efforts

#2 Building upon our individual and organizational strengths

#3 Celebrating and engaging in intercultural initiatives and programming

#4 Recognizing the struggles experienced by others

#5 Practicing amazing hospitality as we care for one another

The Office of Intercultural Programs houses two departments that cultivate a safe and welcoming environment and provide educational and experiential opportunities for all students, staff, and faculty.

### **Student Leadership & Cultural Programs**

The Student Leadership and Cultural Programs (SLCP) department provides a plethora of opportunities for multicultural students to celebrate and engage in the many lived experiences of their individual cultures and to share them with the university as a whole. Our events promote cultural and racial reconciliation and global engagement and highlight the beauty of God's creation in every person.

Taylor students can gain leadership experience and share their culture through SLCP's six organizations:

- Asian Students International Association (ASIA)
- Black Student Union (BSU)
- Latino Student Union (LSU)
- Middle East Collegiate Association (MECA)
- Multicultural Student Association (MSA)
- Voices of Praise Gospel Choir

The Student Leadership and Cultural Programs (SLCP) also provide leadership opportunities, mentoring, and resource connections to help first-generation students and urban student leaders thrive at Taylor. These opportunities are provided through our scholar programs:

- Joseph P Blades Scholarship Program
- Mary McLeod Bethune Intercultural Leadership Scholarship Program

### **International Student Programs**

The International Student Programs (ISP) department seeks to support the unique needs of International students, MKs(Missionary Kids), and TCKs(Third Culture Kids) by providing opportunities to connect as a community while addressing the obstacles and challenges that a student from another country would encounter. This support begins immediately when a student arrives at Taylor for International Orientation where they are welcomed by student peers from around the world. ISP provides immigration support for F-1 students and student leadership development and care via its affinity groups.

ISP oversees the following groups:

- MuKappa (MKs, TCKs)
- International Student Society (ISS)
- Adoption Club
- International Orientation

### **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/finaid](http://www.taylor.edu/finaid)). Students desiring need-based financial aid must apply each year by completing the Free Application for Federal Student Aid (FAFSA). Financial aid is awarded primarily based on financial need, except in the case of merit scholarships, which are based on academic, athletic, or performance abilities. A student is determined to have financial need when his/her family resources are not sufficient to meet the total cost of attending college as determined by the FAFSA. Students should call or stop by the office of financial aid (ext. 5358) 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 more than 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 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 securing a job each year, which may mean repeating application procedures.

## Student Accounts

Billing statements and other account information are available online on the student portal Quick Links under “Pay My Bill.”

- Fall billing statement will be posted July 10 and is due August 10.
- J-term and spring semester will be posted December 10 and is due January 10.

A statement will be issued on or by the last day of each month if there has been activity in the student account or if a balance is still due for previously billed charges. Unbilled activity and pending financial aid or payment plans will also be listed online at <https://www.taylor.edu/offices/student-accounts/>.

Monthly Statements and 1098T statements are posted to TouchNet. A copy of the statement will not be mailed or emailed to the student or authorized user on the student's account. An email will be sent to the student and authorized user when the statement is available.

An e-mail notification will be sent to the student's e-mail address when their new statement is available, or there has been a change to the student account, and it is the student's responsibility to access the account information to keep informed of their account status. Additional e-mails can be sent to the parent's e-mail address if the parent has been set up as an authorized user by the student.

For a parent or other bill payer to view student billing information or make payments online, **the student must first enter their parent(s) or other bill payers as authorized user(s) through the student online site.** There is no cost to pay via e-check, but the credit card option will incur a convenience fee. Authorized users must access the secure online billing site using their e-mail address as their ID.

**Failure to Pay:** Students who fail to pay any outstanding balance in full when due, late fees equal to the greater of \$5 or interest accrued at (1.08%) of my total outstanding balance will be assessed every month and added to my total outstanding balance. If my account becomes delinquent, Taylor University, besides placing a financial hold on my account and assessing late fees, may restrict my right to register or receive other Taylor University services by Taylor University Policies until all past due balances have been paid. These restrictions include, but are not limited to, 1) Withholding further registration privileges or schedule adjustments; and 2) withholding the awarding of degree or diploma(s) or certificates(s).

## **Dining**

The college provides a complete food service program. All resident students are required to select either the 19 or 14 meal plan. However, all first-year freshmen resident students are required to select the 19 meal plan for the first year. All off-campus students must select 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 week of the semester. No meal plan changes may be made after the end of the first 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.

Seniors can use any of their meal swipes at the Boren Campus Center, if desired. Underclassmen are able to use up to seven meals each week at the Boren Campus Center Monday-Friday. A maximum of two meal swipes are allowed to be used per meal period. Dining Dollars that come with a student's meal plan will expire at the end of each semester. Additional Dining Dollars can be purchased and will rollover to the next semester.

## **Health Services**

Taylor University partners with Indiana University Health to provide all full-time students face-to-face access to the Taylor University Student Health Center. The TU Health Clinic is located at 1809 S.. Main St., in Upland, right across the street from campus. Hours include 9:00 AM to 5:00 PM, Monday – Friday; closed on Saturday and Sunday.

A Nurse Practitioner will be available to address medical needs by scheduling an appointment. Nurse practitioner will assess students for evaluation of health risk factors, diagnose and treat health problems, order and interpret diagnostic procedures and lab tests, collaborate with other health care providers as necessary, educate students on health risks and wellness and other activities within his/her scope of practice. Medical treatments include cryotherapy for wart removal, ear irrigation, suture/staple removal, wound care, nebulizer treatments, blood pressure screening, administration of flu shots and other vaccines, oximetry screening, TB tests, storage and administration of allergy medication and injections used to treat medical conditions (serum or medication to be provided by student).

The Student Health Center will have the capability to provide the following point of care laboratory tests on-site during visits: Urinalysis, Glucose, Influenza A & B, Strep A, Urine HCG – pregnancy, Hemoglobin BLD Hemocult, Mono Spot Test and TB Testing. If additional blood work or radiology services are needed, those service will be billed to the students' insurance. The Nurse Practitioner will assist in referring for those services and provide follow-up regarding results.

Vaccine administration will be available, but the cost of vaccines will be the responsibility of the student. For example, if a student needs allergy vaccines, the student is responsible for the cost of the vaccine and the Health Center will provide the administration.

If found necessary, the following medication will be available for the Nurse Practitioner to administer as treatment while in the clinic. Acetaminophen, Magnesium Hydroxide Suspension (Maalox), Ibuprofen, Viscous Lidocaine, Ondansetron HCL (Zofran).

Upland Family Pharmacy is connected to the Health Center where additional prescriptions or over the counter medications will be available.

For additional questions, they can contact: 765:770:0650. Press Option 4 and Jennifer Bosley.

All full time students pay 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 Trina Hartman in the Academic Enrichment Center located in the Zondervan library. 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 Vice President of Student Development and Intercollegiate Athletics office who will suspend the student's registration for classes (the student will not be allowed to register for classes). Registration 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.

For more information about health services please check out the Health Center on Taylor's website.

### **Computer Support Information Technology**

The IT department at Taylor University has been chartered to provide and support reliable and secure information technology resources, helping to advance the goals and objectives of the University's academic, student and employee service, community building, advancement, and financial management efforts.

<https://www.taylor.edu/offices/information-technology/>

*Residential Network*

Taylor's residential network is dedicated to on-campus student use and is provided and maintained by Taylor's Information Technology department. Taylor provides wireless coverage in residence halls; and 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 students convenient access to online academic resources and the Internet.

### *Telecommunications*

Cell phone coverage on campus differs by carrier with Verizon currently offering the best coverage due to the proximity of their cell tower just to the south of campus. Additionally, Taylor's wireless networks support Wi-Fi calling, which many cellular providers offer as a way to use your phone when weak or unavailable. For details on setting up Wi-Fi calling please check with your cellular provider. Students are strongly encouraged to enroll in Taylor's Wireless Emergency Notification System (TUALert). TUALert signup is available via these instructions.

### **Computer and Technology Support**

You can visit the IT Help Desk online at <https://helpdesk.taylor.edu>, by phone at (765) 998-4040, by email at [helpdesk@taylor.edu](mailto:helpdesk@taylor.edu), or in person by visiting the Helpdesk in the basement of the Nussbaum Science Center.

Other helpful things you need to know:

- You can activate your account or reset your Taylor network password using Taylor's Password Reset Portal (<https://passwords.taylor.edu>).
- No one from Taylor should 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 do not log out, others will have access to your e-mail and personal records.

### **Zondervan Library**

<https://library.taylor.edu>

#### **Hours**

<b>8:00 a.m. – Midnight</b>	<b>Monday - Thursday</b>
<b>8:00 a.m. - 8:00 p.m.</b>	<b>Friday</b>
<b>Noon - 8:00 p.m.</b>	<b>Saturday</b>
<b>3:00 p.m. – Midnight</b>	<b>Sunday</b>

#### **Resources**

- Search WorldCat for physical resources in Zondervan Library (books, journals, DVDs, games) <https://taylor.on.worldcat.org/discovery>
- Browse a list of our online resources/tools (e.g., JSTOR, Academic Search Complete, Atla Religion Database) <https://library.taylor.edu/az.php>

## Research Help

- Assistance with research projects & questions at the *Ask* desk (Noon to closing weekdays; all open hours weekends)
- Subject- and course-specific *Research Guides* available online <https://library.taylor.edu/home/research-guides>
- Contact library staff in-person or by email, chat, or phone <https://taylor.libwizard.com/f/contact-zondervan-library>

## Additional Services

- Borrow books & articles from libraries around the U.S. through *Interlibrary Loan* <https://library.taylor.edu/home/interlibrary-loan>
- Fax machine available for use (Fax #: 765.998.5569)

## Spaces

- Group & individual study spaces throughout the building
- 15 group study rooms
- 2 study pods

## 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, track and field, lacrosse, and baseball. Intercollegiate sports for women include cross-country, golf, volleyball, basketball, track and field, softball, and soccer. Intercollegiate co-ed sports include competitive cheer.

## Intramural Sports and Recreation 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 Intramural Sports and Recreation 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 before 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 3 to 4 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.
- Some sports will have season and tournament play while other sports will just have tournament play.

### **Intramural Sport Offerings**

- Women's and Men's Flag Football
- Women's, Men's, and Co-ed Soccer
- Co-ed Dodgeball
- Co-ed Volleyball
- Women's and Men's Basketball
- Co-ed Beach Volleyball
- Selected Esports
- Co-ed Pickleball
- Co-ed Softball

## **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:

Student Accounts/Business Office

Alumni

Registrar

Advancement

Financial Aid

## **Campus Store**

The Taylor University Campus Store is located on the north side of Reade Avenue and 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 Slingshot, a locally based company that runs campus stores at faith-based universities nationwide. Slingshot'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 765-998-5219.

## **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 of Taylor Lake only. Fishing hooks in the swimming area are dangerous and cause injuries. Fishing is not permitted at Breuninger and Gerig Pond and may result in a fine.

## **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 Campus Center).

## **Post Office**

The campus post office is located in the Campus Store on the north side of Reade Avenue. **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)

1846 Main Street  
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.

## **LaRita Boren Campus Center**

Rediger Chapel/Auditorium, Campus Police, Zucher 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), Student Development, Master of Arts in Higher Education and Student Development (MAHE), Residence Life, Honors Program, Spencer Centre for Global Engagement, Campus Ministries office, and the Counseling Center.

## **Odle Arena**

Dedicated in 1975, the gymnasium facilities include one racquetball court, 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” fitness center is equipped with a wide variety of weights, treadmills, ellipticals and other machines designed to optimize the fitness level of our students, Taylor employees and members of the surrounding communities.

### **Aerobics Room**

The aerobics room is a great space on campus with two televisions, sound system, a wooden floor and mirrors that stretch the width of the room offering an inviting and user-friendly space for group exercise classes such as Yoga, Cardio Dance and Circuit Training

to name a few.

## **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\***

<b>6:00am - 11:00pm</b>	<b>Monday-Friday</b>
<b>7:00am - 10:00pm</b>	<b>Saturday</b>
<b>2:00pm - 10:00pm</b>	<b>Sunday</b>

*\*KSAC WELL AND FIELDHOUSE will be closed during Chapel times—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 [kmaloney@taylor.edu](mailto:kmaloney@taylor.edu). The KSAC request form is available at [www.taylor.edu/ksac](http://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.

**Hours are subject to change, please check pool doors for schedule.**

## **Arboretum**

The Taylor University arboretum, a 145-acre natural area on the northwest edge of campus, has been set aside primarily as a nature preserve for teaching and research. The arboretum is also an excellent place to reflect on “the joy of living and learning in a world

where every common bush is aflame with God, and for the way in which God’s power and majesty are revealed in order and symmetry in the world.” Therefore, the Taylor community is encouraged to engage in passive interactions in the Arboretum, such as gentle hikes and photography, while refraining from activities incompatible with the mission of the Arboretum. The following activities are prohibited: camping, fires, picnicking, motorized and non-motorized vehicles (including mountain bikes), fishing, hunting or trapping, damaging of plants (including picking or collecting without permission), and littering. Please enjoy the Taylor Arboretum and preserve the beauty of God’s creation for others to enjoy.

# OFFICE HOURS

**Academic Enrichment Center**

Monday – Friday, 8 am – 5 pm

**Writing Center**

Afternoons:	Monday-Thursday, 1-5 p.m.	
	Friday, 1-4 p.m.	
Evenings:	Sunday-Thursday, 7-9 p.m.	

**Admissions - Ayres**

	8:00am - 5:00pm	Monday-Friday
Summer hours:	7:45 am – 4:30 pm	

**Student Accounts Office**

	8:00am-Noon, 1:00pm-5:00pm	Monday-Friday
Cashier Window:	11:00am-Noon, 1-4:00pm	Monday-Friday
	(cash transactions)	

**Campus Store**

	8:00am - 5:00pm	Monday-Friday
	12:00 pm – 5:00 pm	Saturdays
Summer:	10:00am – 3:00pm	Monday-Friday

**Calling and Career Office**

	8:00am - 5:00pm	Monday-Friday
Summer hours:	7:45 am – 4:30 pm	

**Euler Science Complex Hours:**

Monday through Saturday: 6 am – 6 pm open building access; card access only after 6 pm. The building will be cleared of students at MIDNIGHT.  
 Sunday: Card Access only beginning at 12 pm. The building will be cleared of students at MIDNIGHT.  
 Access to labs and classrooms with ID card varies by department.

**Hodson Dining Commons**

**Service Hours**

Breakfast – Full Hot	7:00am - 9:00am	Monday-Friday
Breakfast – Continental	9:00am-11:00am	Monday-Friday
Lunch	11:00am - 2:00pm	Monday-Friday
<b>Brunch</b>	<b>10:30am – 2:00pm</b>	<b>Saturday and Sunday</b>
Lite Lunch (Salad/Deli)	2:00pm-5:00pm	Monday - Sunday
Dinner	5:00pm – 8:00pm	Monday-Sunday

**Boren Campus Center – Food Court**

**Service Hours**

Open	10:45am - 10:00pm	Monday-Friday
	12:00pm – 10:00pm	Saturday
	Closed	Sunday

**Boren Campus Center – The Jumping Beam**

**Service Hours**

Open	7:30am - 8:00pm	Monday-Friday
	12:00pm – 8:30pm	Saturday
	Closed	Sunday

**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 - 11:0pm	Monday-Friday
	12:00pm – 11:00pm	Saturday
	Closed	Sunday

**Health Center (765-770-0660)**

Open (call for appointment)	9:00 am – 12:00 pm	Monday-Friday
	1:00 pm – 5:00 pm	Monday-Friday
	CLOSED	Saturday-Sunday

**Upland Pharmacy (765-998-8072)**

Pharmacy hours:	9am – 6pm	Monday-Friday
	CLOSED	Saturday-Sunday

**Helpdesk in Nussbaum Science Center**

**LaRita Boren Campus Center**

	6:00am – 2:00am	Monday-Friday
	8:00am – 2:00am	Saturday
	12pm-2:00am	Sunday

Summer hours:	7:45am – 4:30 pm	Monday-Friday
<b>Police Department</b>	24 Hours	7 Days/Week

<b>Post Office</b>	8:00am - 5:00pm	Monday-Friday
Summer hours:	10:00am – 3:00pm	Monday-Friday

<b>Residence Hall Desks</b>	3:00pm - 12:00am	Monday-Saturday
	2:00pm - 12:00am	Sunday

<b>Sickler Hall</b>	8:00am - 5:00pm	Monday-Friday
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<b>Switchboard</b>	8:00am - 5:00pm	Monday-Friday
Summer hours:	8:00am – 4:30pm	Monday-Friday

<b>KSAC/Well Hours*</b>	6:00am - 11:00pm	Monday-Friday
	7:00am - 10:00pm	Saturday
	2:00pm - 10:00pm	Sunday

\*KSAC/WELL AND FIELDHOUSE will be closed during Chapel times M/W/F 10am-10am.

\* Fieldhouse availability is subject to priority usage. KSAC hours are adjusted during Taylor breaks and special events.

**Notaries on Campus**

<i>OFFICE</i>	<i>LOCATION</i>	<i>PERSON</i>	<i>EXT</i>
Business Office	Freimuth Bldg.	Joyce Shaffer	85121
Office of Advancement	Freimuth Bldg.	Delilah Earls	85116
Office of Advancement	Freimuth Bldg.	Mike Falder	85538
President’s Office	Ayres	Lindsay Sloan	85201

**TAYLOR UNIVERSITY OFFICE DIRECTORY**

**Academic Affairs**

Nancy Dayton, Dean of Arts and Humanities .....	85108
Allissa Deffenbaugh, Administrative Assistant to the Dean, Arts and Humanities....	84877
Matthew Renfrow, Dean of Natural and Applied Sciences.....	84734
Allison Hunt, Assistant.....	85354
Dan Darko, Dean of Global Engagement & Executive Director of the Spencer Centre.....	84574
Dean of Faculty Development .....	84571
Janel Hart, BCTLE .....	84570
Angi Long, Registrar .....	85330

Kim Case, Director of Assessment and Quality Improvement .....84583

Cindi Carder, Testing Office .....85373

**Academic Enrichment Center, Library**

Scott Gaier, Director of AEC.....85391

Kelli Cummings, Director of Writing Center .....85526

Scott Barrett, Assistant Director of AEC/Coordinator of Accessibility and Disability Resources .....85523

Lance Vanderberg, Assistant Director of AEC/Coordinator of Academic Success....85598

Darci Nurkkala, Assistant Director of AEC/Coordinator of Academic Outreach.....84609

Jill Smith, Tutor Coordinator.....85529

Lisa Wallace, Program Assistant.....85524

**Admissions, Ayres Alumni Memorial Hall**

Andy Gammons, Executive Director of Admissions .....85565

Jane Breedlove, Director of Operations.....85231

Jared Burgess, Assistant Director of Admissions .....84950

Stephanie Darby, Coordinator of Individual Visits.....85511

Hannah Kirby, Admissions Counselor .....85131

Scott Oleson, Admissions Counselor.....84939

Cindy Shrontz, Enrollment Specialist.....84954

Dara Syswerda, Lead Admissions Counselor .....85208

Susie Bill, Admissions Counselor .....84612

Nathan Rohwer, Admissions Counselor.....85130

**Advancement Office, Freimuth Administration Building**

Mike Falder, Vice President for University Advancement .....85538

Delilah Earls, Assistant to the V.P. for University Advancement.....85116

**Alumni & Parent Relations, Freimuth Administration Building**

Brad Yordy, Executive Director for Alumni Relations and Parent Relations .....85112

Sara Brookshire, Director of Parent Relations and Strategic Events .....85117

Sarah Sparks, Director of Alumni Relations.....85212

Analiesa Smith, Alumni & Parent Relations Coordinator .....84864

**Athletic Department**

Athletics .....85372

Kyle Gould, Director of Intercollegiate Athletics.....84635

Natalie Young, Assistant Athletic Director .....85282

Wendy Wagoner, Athletic Department Program Assistant .....85372

Seth Mikel, 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

Baseball, Kyle Gould.....84635

Basketball (M) Austin Peters.....	85184
Basketball (W).....	85185
Competitive Cheer (M,W), Hannah Kirby.....	85311
Cross-Country (M & W) Quinn White.....	85285
Football, Aaron Mingo.....	85309
Golf , Lorne Oke (M, W) .....	84792
Lacrosse (M) Chad Newhard.....	84749
Soccer (M).....	84739
Soccer (W) J. Scott Stan.....	84596
Softball, .....	84321
Track and Field (M, W) Derek Gay.....	84719
Volleyball, Erin Luthy.....	84380

**Business & Finance, Freimuth Administration Building**

Stephen Olson, VP of Business & Finance/CFO.....	85119
Bruce Miller, Director of Accounting & Financial Reporting.....	84364
Joyce Shaffer, Accounting Specialist/Assistant to VP of Business & Finance.....	85121
Michele Bragg, Director of Financial Operations.....	85257
Susan Durovey-Antrim, Business Office Banking.....	85122
Sarah Kabarega, Accounting Analyst.....	85579
Lora White, Accounts Payable Specialist.....	85366
Jill Thurman, Bursar/Student Account Manager.....	85123
Susie Miller, Assistant to Bursar/Student Accounts.....	85337

**Campus Pastor, Campus Center**

Greg Dyson, Campus Pastor.....	85360
Joy Phillips, Adm Ast for Spiritual Life & Intercultural Leadership/Campus Pastor.....	85360

**Taylor Campus Store**

Campus Store.....	85219
Post Office.....	85219
Print Shop.....	85218

**Calling and Career Office, LaRita Boren Campus Center**

Jeff Aupperle, Dean of Student Success.....	84553
Kaitlin Neel, Assistant Director.....	84382
Graduate Assistant.....	85649
Kim McGary, Office Manager.....	85382

**Office of Campaigns, Freimuth Administration Building**

David Ritchie, Executive Director for Campaigns.....	85397
Angi McCarty, Director of Advancement Communications.....	84887
Elyse Miller, Assistant for Major and Gift Planning Services.....	84614

**Counseling Center**

Craig Cochran, Director of the Counseling Center.....	85222
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Tammy Nunley, Assistant for the Counseling Center.....	85222
<b>Center for Student Leadership &amp; TSO, La Rita Boren Campus Center</b>	
Steve Austin, Director .....	85305
Jen McKim, Secretary .....	84314
<b>Enrollment Management</b>	
Holly Whitby, Vice President Enrollment and Marketing.....	85563
Sue Ours, Enrollment Management Systems Administrator.....	
<b>Event Services</b>	
Event Services Office.....	85213
Donna Boatwright .....	85544
Staci Dale .....	85225
<b>Office of Development, Freimuth Administration Building</b>	
Kristie Jacobson, Executive Director for Development.....	84956
Laura Key, Director of Advancement and Donor Services .....	85310
Mariana Pratas, Director of Taylor Fund.....	84873
Michael Mortensen, Director of Scholarships .....	85114
Jan Yost, Director for Prospect Research.....	85110
<b>Taylor Dining Services Management &amp; Support Staff</b>	
General Manager of Dining Services.....	84908
Administrative Office Manager .....	84661
Dining Service Director (Hodson Dining Commons) ... ..	84679
Retail Dining Director (Boren Campus Center) .....	84678
Retail Manager (Boren Campus Center).....	84678
Executive Chef .....	84727
Catering Director.....	85370
Catering Assistant.....	85374
Marketing Coordinator .....	85296
Hodson Dining Commons (The DC).....	85234
<b>Enrollment Management</b>	
Holly Whitby, Vice President Enrollment and Management.....	85563
Susanne Ours, Enrollment Management Systems Administrator .....	
<b>Euler Science Complex, Euler</b>	
Matt Renfrow, Dean of Natural and Applied Sciences .....	84734
Allison Hunt, Assistant, Dean of Natural and Applied Sciences .....	85354
Ben Hotmire, Dean of Business, Education, and Social Sciences.....	84312
Shannon Shilts, Assistant, Education.....	8
Leonard Arbogast, Chemical Hygiene Officer & Chemistry Lab Manager.....	84319
Lara Horsley, Program Ass't, Computer Science & Engineering, Physics, Eng .....	85162
Stuart Walker, Heath Professions Coordinator.....	84704

**Event Services**

Donna Boatwright, Director of Conference Services .....85544  
Jackson Bonnett, Media Services Set-Up Coordinator.....85449  
Staci Dale, Conference Coordinator .....85225  
Media Services Coordinator.....84102

**Financial Aid, Freimuth Administration Building**

Financial Aid.....  
Robert Sommers, Director.....  
Beth Fisher, Assistant Director.....  
Cindy Richardson, Financial Aid Counselor.....  
Jody Stanley, Financial Aid Counselor.....  
Kaleb Cook, Financial Aid Advisor.....

**Human Resources, Sickler Hall**

Payton Bowers, HR Coordinator.....  
Colby Burke, .....  
Joshua Martin, People Partner.....  
Kim Overbey, Payroll Manager.....85211  
Lindsey Walker, Human Resource Business Partner.....85236

**Information Technology**

Help Desk.....4040@taylor.edu, 84040, 765-998-4040  
Chris Jones, CIO..... [Chris.Jones@taylor.edu](mailto:Chris.Jones@taylor.edu), 765-998-4905, 84905

**Office of Intercultural Programs**

Tia Cavanaugh-Goggans, Director of OIP & Intercultural initiatives and Programs..85430  
Nate Chu, International Student Programs .....84393  
Maribel Magallanes, Director, Student Leadership & Cultural Programs .....85103  
General Desk, Intercultural Programs.....85652

**Kesler Student Activity Center**

The Well.....84348  
KSAC Director.....84331

**Lead Generation, Ayres Alumni Memorial Hall**

Christa Siegelin, Director of Marketing Operations and Brand Management .....85109  
Copywriter/Project Manager.....85564  
Sam Skinner, Web Development.....85504  
Rachel Elwood, Digital Content Writer.....84318  
Jizelle Orvis, Digital Graphic Designer.....84897  
Landin Brown, Graphic Designer.....85238  
Grace Dayton, Videographer.....85197

**Master of Arts in Higher Education**

Skip Trudeau, Director of MAHE.....85368

## **Nursing Program**

Dr. Karen Elsea, Inaugural Dean of Nursing .....84270

## **Marketing, Ayres Alumni Memorial Hall**

Director of Media Relations .....84912

Hannah Helfert, Social Media Manager.....84794

Kristin Hoover, Director of Undergraduate Marketing.....85566

Director of University Communications.....85575

## **Police Department, La Rita Boren Campus Center**

Mike Spaulding, Chief of Police .....85396

Michael Wood, Lieutenant .....84962

Kelly Morton, Secretary .....85395

## **President's Office, Ayres Alumni Memorial Hall**

Dr. D. Michael Lindsay, President .....85000

Mr. William Hagen, Vice President for Strategy and Chief of Staff.....85203

Ms. Shelly Gramling, Executive Assistant to the President.....85202

Ms. Lindsay Sloan, Office Manager.....85201

## **Provost's Office, Horne**

Dr. Jewel Maxwell, Provost .....85204

Ms. Deb Carpenter, Administrative Assistant to the Provost.....85200

## **Registrar's Office, Freimuth Administration Building**

Pat Baird, Student Services Specialist .....765-998-5129

Doug Clark, Registrar Operations Specialist .....765-998-5193

Cindy Ruder, Registrar Operations Specialist .....765-998-5214

Angi Long, Registrar VA SCO.....765-998-5330

Vincent Small, Assistant Registrar .....765-997-8124

Edwin Welch, Director of Institutional Research and Associate Registrar ...765-998-4315

## **Student Development, LaRita Boren Campus Center**

Skip Trudeau, Vice President for Student Development and IA/Chair of MAHE.....85368

Bev Guffey, Assistant to the VP for Student Development .....85379

Julia Hurlow, Dean of Campus Life.....84924

Anna Tabone, Interim Assistant Director for Residence Life Programs.....85344

Renee Walker, Res. Life Housing Coordinator/Assistant.....85364

## **Taylor World Outreach, LaRita Boren Campus Center**

TWO Main Office .....85362

Chip Bii, Director of Taylor World Outreach .....85361

Jen McKim, Community Outreach Coordinator.....84314

## TAYLOR DEPARTMENTS/OFFICES

Academic Affairs.....	84877
Academic Enrichment Center.....	85524
Academic Theatre Program.....	85255
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Archives.....	85520
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Biblical Studies, Christian Ed., Philosophy.....	85148
Biology.....	85354
Business.....	85135
Campus Pastor.....	85360
Campus Store.....	85219
Chemistry.....	85354
Communication Department.....	84696
Computer Science and Engineering.....	85162
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Accounts Payable.....	85366
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Field House (Office).....	85309, 84868
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Fire Department.....	911
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Intercultural Programs .....	85652
Inter-library Loan .....	765-998-5530
Kesler Student Activity Center	
KSAC Director.....	84331
Main Control Desk .....	84330
The Well.....	84348
Library Check-Out Desk .....	765-998-5522
Library Research Help.....	765-998-4357
Library Director.....	765-998-5241
MAHE Department.....	85368
Mathematics .....	85354
Modern Language.....	85141
Music.....	85232
Natural and Applied Sciences.....	85354
News & Information.....	84912
Off-Campus Programs.....	85106
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Residence Halls:	
Breuninger Hall Desk .....	84190
Bergwall Hall Desk .....	84100
Campbell Hall.....	84153
English Hall Desk.....	85981
Gerig Hall Desk .....	85651
Morris Hall Desk .....	85705
Olson Hall Desk .....	85500
Swallow Robin Hall Desk .....	84230

Wengatz Hall Desk.....	85800
Wolgemuth Hall .....	84154
Sociology.....	85102
Social Work.....	85102
Student Development .....	85379
Student Leadership .....	85305
Stewardship Planning .....	84886
Taylor Student Organization.....	85305
Taylor World Outreach.....	85362
Testing Office.....	85373
Theatre Box Office.....	85289
Training Room .....	84856
TV Student Manager .....	84808
University Advancement:	
Planned Giving .....	84614
WTUR Student Office.....	85263
WTUR Studio.....	84681

### **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**

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