



ROCHESTER
CHRISTIAN
UNIVERSITY

Student Handbook

2024-2025

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Welcome to Rochester Christian University

We're Glad You're Here

Whether you are a new or returning student to RCU, this student handbook is designed to be your comprehensive guide to university life, providing you with essential information, resources, and policies to help you navigate your academic journey and maximize your collegiate experience. At RCU, we are committed to fostering an inclusive, supportive, and vibrant community where every student has the opportunity to thrive.

We hope you have a rewarding and memorable year at Rochester Christian University. Embrace the opportunities before you, challenge yourself, and most importantly, enjoy the journey.

RCU Mission

Rochester Christian University prepares students for professional and personal success as they serve in God's world.

Values Statement

1. RCU calls students to discover and develop their unique gifts and abilities to participate in the redemptive work of God.
2. RCU welcomes students into a supportive community with personalized attention.
3. RCU engages students in a rigorous and holistic education for professional and personal success.

A Distinctive Christian University

Rochester Christian University exists to provide a rigorous and holistic education that prepares students for personal and professional success as they serve and participate in God's mission in the world. Such an objective entails with it (among other things) a relentless pursuit of truth, and devotion to practices of discernment that engage, involve, and respect the voices and perspectives of the entire community.

Out of this comes a foundation for our emphasis on justice, equity, diversity, and inclusion. This means we will be welcoming and inclusive of all races and ethnicities, all political persuasions, all socioeconomic statuses, all orientations, and citizens of every nation. The differences we will experience as a result will reveal a variety of perspectives, values, and practices. We will treat these differences with civility, respect, and grace. It will be this welcoming, loving, inclusivity, that will help us to establish a credible voice to speak into this polarized world. *(adapted from an excerpt of remarks by Dr. Brian Stogner, President of Rochester Christian University, delivered on January 7, 2022)*

Center for Student Life

Mission Statement

Steadfast with the mission and Christian identity of RCU, the Center for Student Life empowers our diverse student body through intentional programming to cultivate an environment and experience that nurtures personal, relational, and spiritual formation in service to God's world.

Core Values

Character

We approach our work and interaction with students and campus partners with care, trustworthiness, and integrity reflecting our commitment to faithful stewardship of God's creation and gifts.

Community

We value and honor the unique individuals, created in God's image, who make up our community. To embody this, we are committed to diversity, equity, inclusion, and collaboration.

Service

We demonstrate zeal for our work as an expression of gratitude for the ability to partner with God's work in the world and the lives of our students.

As a student at Rochester Christian University, your responsibility is to read this handbook and become familiar with our standards and policies. The personnel of the Student Life Office are here to serve you. Please feel free to contact us.

Center for Student Life Hours:

Monday–Thursday: 8:30 a.m. – 5:00 p.m.

Fridays: 8:30 a.m. - 4:00 p.m.

Staff:

Scott Samuels - Vice President of Student Life, Retention, and Marketing. Title IX Coordinator.

Katelyn Brackney - Assistant Dean of Students, Intercultural & Spiritual Life

Dustin McMillan - Director of Residence Life

Peighton Douglas – Hall Director and Student Activities Coordinator

Kierstyn Oldenburg - Hall Director

Katie Kilpatrick - Student Services Coordinator

Intercultural & Spiritual Life

The mission of Intercultural & Spiritual Life is to enhance the overall student experience through the development of, exposure to, and participation in social, cultural, spiritual, and educational programs. Through such initiatives students will advance and promote a campus culture that fosters spiritual formation, cultural engagement, and communal support. The aim is to create a campus community that produces considerate, courageous individuals who are equipped intellectually, spiritually, and culturally to be good neighbors, coworkers, managers, and partners.

Intercultural Life

Rochester Christian University is committed to continuing its efforts in creating a diverse and welcoming community for all students, staff, and faculty to find belonging and thrive in.

Intercultural life is aligned with our institutional mission and Christian identity. Students are encouraged to participate in co-curricular and extra-curricular activities to gain a broadened sense of intercultural understanding. Through collaboration with others on campus, campus leaders, non-profit organizations and area congregations, the hope is to offer educational experiences that provide cultural and systemic support for historically underrepresented students.

Spiritual Life

Spiritual Life at Rochester Christian University is exhibited on our campus through Campus Ministry initiatives, service opportunities, worship services, and chapel programming. Our hope is that each of these experiences lead to deeper spiritual formation and a greater sense of identity and activity among our students. Campus Ministry initiatives focus on creating

programs, resources, reflections, worship opportunities, and learning opportunities that encourage faith formation and exploration in our students. Service projects and community partnerships are inherent values of our institution and the example of Christ and so are also included in our ministry.

Community Life + Worship

Community, Life, + Worship (CLW) is the program that houses chapel, intercultural and spiritual life. A variety of co-curricular events, initiatives, activities as well as extracurricular options are also available through CLW as we seek to provide opportunities for holistic formation. These events include but are not limited to chapel, spiritual formation opportunities (SFO), campus ministry programs, service learning, intercultural life events, vocation focused programming, and more. CLW promotes interpersonal formation, intercultural awareness, spiritual formation, and a greater sense of vocation among our students.

Points

Full-time traditional undergraduate students are required to earn 25 CLW points every semester. CLW points can be achieved by attending designated CLW events.. Each CLW event is worth 1 point unless noted otherwise. ***A \$20 fine will be assessed for each CLW point shy of the required 25 at the end of each semester and billed to student accounts. Monies collected from fines will go toward future CLW programming.***

Chapel

Chapel is an opportunity to gather as a community two times a week to learn alongside each other through meaningful programming. Chapel meets every Tuesday and Thursday from 11:30 AM - 12:00 PM in the Fletcher Auditorium | Westside Central Chapel. There will be 28-30 chapel dates every semester. Additional chapel opportunities for CLW points will be regularly scheduled Fridays from 11:30 AM to 12:00 PM.. The Friday chapel times will be hosted by academic departments, athletics, and other areas of campus. Students are encouraged to routinely check the chapel and event calendars available through the Rochester Christian University (RCU) app and Center for Student Life social media accounts to see a complete list of weekly scheduled CLW opportunities.

Recording attendance and tracking CLW points at chapel and other events will be done through the RCU app.

Modifications & Exemptions

Potential accommodations & modifications may be made for students with unique circumstances. Examples of unique circumstances may be students who are parents of small children, are caregivers for family members, health-related issues, and other barriers that may prevent students from physically attending campus on a regular basis. As such there are three options available for students to apply for depending on their situation: A full exemption or a

modification of points, moving from a required twenty-five points to twelve or five depending on their situation.

Exemptions

Exemptions are only granted in extreme circumstances such as medical or familial constraints that would prohibit a student from participating in any CLW opportunities. Students seeking an exemption must fill out the Modification and Exemption form each semester.

Modifications

Any student seeking a modification must fill out the Modification and Exemption form for each semester they are seeking a modification to their CLW point requirements.

The modification options available to students to apply for include:

- Tier 1: 12 Point Modification
 - Students who are approved for a tier one modification must earn twelve points over the course of the semester. These points can be earned by attending any CLW opportunities throughout the semester.
 - Student situations that may qualify them for a tier one modification include:
 - Those whose registered class schedule does not overlap with Chapel days
 - Those who are involved in off-site nursing clinicals, are student teaching, or engaged in an internship required by your degree program on Chapel days
- Tier 2: 5 Point Modification
 - Students who are approved for a tier two modification must earn five points over the course of the semester. These can be earned by attending any CLW opportunities throughout the semester, but are designed to be completed online through a monthly online spiritual formation practice and reflection and a two page reflection essay at the end of the semester.
 - Student situations that may qualify for a tier two modification include:
 - Those whose course work is fully online and do not live on campus
 - Those who are in their final semester of off-site nursing clinicals, student teaching, or a full-time internship required by your degree program on Chapel days

How Do I Keep Track of My CLW Points?

- Download the Rochester Christian University App on your smartphone's app store
- Register and login the Rochester Christian University app with your RCU email address
- You can also access the RCU app through your web browser by going to warriorhub.rcu.edu

Volunteer/Service Learning Opportunities

Students may participate in pre-approved volunteer opportunities, such as Warriors Serve, which are listed on the [Chapel Calendar](#) the, Rochester Christian University App, and warriorhub.rcu.edu

Organizations, Clubs, and Athletic Team Service Learning Submissions

University sponsored organizations, clubs, and athletic teams are encouraged to spend time together by doing volunteer work. In order for any of those volunteer (service learning) opportunities to be a CLW point opportunity they must be submitted and approved through [this form](#) at least one week prior to the submitted event. Approved service opportunities are worth 1 CLW point.

The submitted service learning activity should:

- Aim to serve people/organizations outside of RCU, or be in partnership with an area of campus that needs extra assistance (like Lake Norcentra Park)
- Aim to serve those on the margins of society, those who need extra assistance
- Prioritize human interaction so that we are not just giving money or items to a cause

As each person serves they should consider the following items as a brief reflection will be required in the app:

- Community - How did this connect you to others?
- Life - How did this connect you to yourself?
- Worship - How did this connect you to God?

After the form is submitted the group will be notified by the Center for Student Life if the volunteer service as described is approved. If it is approved, once the activity is complete each person who participated will need to submit a reflection in the RCU App in order to receive your point. Once the reflection is submitted it will be reviewed and upon approval the point will be awarded. Access to the reflection will be given through a special event in the app that your group/team will be invited to.

Campus Ministry

Campus Ministry at Rochester Christian University exists to provide the campus community with opportunities for spiritual growth and reflection that lead to deeper connection with God, self, others, and the world as we seek to participate in greater service with God's world.

Outside Organizations with Religious Affiliation:

Spiritual Life at RCU values partnerships with outside organizations, and enjoys relationships with local congregations, non-profit organizations, governmental agencies, and businesses. In order to maintain an ecumenical environment of cooperation and equity, the Center for Student Life asks that all outside groups seeking to engage the RCU community spiritually be in contact

with Campus Ministry before exploring, advertising, or executing any spiritual programming. The Campus Ministry office can be reached at campusministry@rochesteru.edu.

In keeping with RCU's Christian identity, Campus Ministry does not participate in or condone aggressive, punitive, or hateful religious proselytizing, and asks all outside groups to maintain that same standard while partnering with Rochester Christian University.

Pastoral Presence

Students seeking general pastoral care should contact the Assistant Dean of Students - Intercultural & Spiritual Life, or a member of the Campus Ministry team. General pastoral care includes but is not limited to faith questions, prayer requests, emotional support, spiritual support, spiritual direction, etc.

Campus Life

Campus Life strives to be a learning community recognized for innovation and excellence while creating opportunities for all students to develop to their fullest potential. Campus Life seeks to create an educational environment for all Rochester students by offering residential living and commuter life experiences through dynamic co-curricular and extracurricular programming.

Residence Life

Living on campus is an integral part of the total university life experience. The department of Residence Life wants living on campus to be a positive experience, enabling residents to make connections and take advantage of the many great opportunities that Rochester Christian University has to offer.

Residence Life is staffed and structured to assist students in making personal adjustments and a smooth transition into the Rochester Christian University community. The goal of Residence Life is to holistically impact the lives of students by creating an environment that teaches valuable life skills, integrate academic knowledge with experiences outside of the classroom, and engages them in the Rochester Christian University community in order to instill a lifelong desire to mature intellectually and spiritually.

Resident Rights and Responsibilities

Residents in Rochester Christian University housing possess specific individual and group rights and responsibilities which guide Residence Life staff in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of campus life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other residents.

Students Have the Right...

- To study, sleep, and be free from undue interference from noise, guests, and other distractions. Residents must respect this right by not creating disturbances or causing unreasonable noise or distraction.
- To privacy. Residents must respect this right by asking permission before borrowing or using other residents' possessions (e.g., computer, clothing, food, etc.) unless such possessions have been specified as a "shared item" between roommates. Residents must also respect each other's private time. RCU reserves the right to search any room or vehicle on campus at any time as explained in the Residence Life section of this Student Handbook.
- To a clean living environment. Residents must respect this right by maintaining common areas in a clean and orderly fashion. Residents must report maintenance issues and damage to rooms, suites, or common areas as soon as such issues or damage are noticed.
- To be free from fear of intimidation, physical harm, or emotional harm. Residents must respect this right by conducting themselves as good citizens and good neighbors.

Students Have the Responsibility to...

- Adhere to rules and regulations.
- Comply with reasonable requests made by staff or RCU officials.
- Meet established payment schedules.
- Report violations of rules and regulations to appropriate staff.
- Respect the rights of others.
- Participate in conduct proceedings to determine appropriate standards of behavior.
- Positively contribute to the RCU community by participating in educational and developmental activities.
- Keep their bedroom, bathroom, lounge, and floor clean.
- Study and academically succeed.

General Residential Information

Move-In Process: Residents may move into their assigned residence hall during the designated check-in period provided to each resident during the academic year. New students must have completed the enrollment process prior to move-in. Returning students should have completed their housing process and be up-to-date on their student account with the Business Office. On move-in day, each resident must complete the provided online Room Inventory Form. It is the resident's responsibility to make sure that all pre-existing damage is noted on this inventory form. Residents are responsible for any damage to his/her bedroom, beyond normal wear and tear, that was not identified on the Room Inventory Form at move-in.

Move-Out Process: Students who are not returning for the following semester must move out by the assigned move-out date. This date is typically 24 hours after finals are completed each semester. The exact move-out date will be communicated to students each semester. Residents

must check out with a Residence Life staff member or by using the Express Check-Out option. Failure to move out by the move-out date and time will result in a \$10 charge per hour. Failure to check-out properly will result in a \$25 improper check out charge.

Housing Refunds for Residential Students: Students who live on campus and pay for room and board but subsequently choose to commute or to withdraw completely will receive a refund based on the Refund Schedule - Full Semester Courses chart. No refunds are granted for meals that were unused prior to the move-out or withdrawal date. There are no refunds on room and board after the semester census day.

Holiday Breaks: The residence halls will be closed during Christmas and Spring breaks. Only students given permission from Residence Life staff are permitted to stay in the halls over Christmas or Spring break. When the halls close, residents must leave the residence hall at the provided closing time and return no earlier than the provided opening time. International students, or students living a significant distance from the campus, needing assistance in finding local housing during the breaks must complete the provided Break Housing Request form

Quiet Hours: Quiet hours are 10pm to 8am.

Damage: Residence Life professional staff will charge residents for any damage to the room beyond normal wear and tear not described on the Room Inventory Form at move-in, including any necessary cleaning charges. Damages to common areas of the suite will be split between all residents unless RCU staff can identify the individual(s) responsible for the damage.

Fines and Special Fees: Charges and fines, which may be added to a student's account, include some of the following: excessive noise, unassembled furniture upon check out, window screen tampering or removal, improper facilities use, failure to clean, lost or improper key usage, room change fees, late check-out, improper check-out, damage, etc. Second time offenses will also result in a meeting with a Residence Life professional staff member to clarify expectations. Third time offenses will result in a meeting with Residential Life professional staff or the Dean of Students and may also result in loss of housing privileges. Damages to the facilities due to inappropriate usage will result in a fine to cover the cost of repairs to the facility. Continued misuse will result in the possible loss of housing privileges. The fine and cost of repairs may be waived at the discretion of Residence Life professional staff and/or the Dean of Students.

Open House

Rochester Christian University allows visitation privileges for its residents, enabling students to interact for academic and social purposes. Guests of any gender are permitted in residents' rooms during designated open house hours. These privileges may be revoked at any time for any part of a living area. The Residence Life professional staff in each building reserves the right to terminate open house hours in the residence halls due to excessive disruptive behavior, disrespect for others, or any other circumstance deemed an interference.

Open house visitation hours are from 5:00 PM to 10:00 PM each day. Guests of any gender are not permitted on the wing/floor, hallways, or stairwells of a living area except during open house hours. Residents with guests during open house hours must keep their room door ajar at all times, either with a doorstop or by using the door lock. No individual is allowed to lie on any bed in rooms with guests, and there must be adequate lighting in all rooms when visitors are present. All guests must be escorted while in the building. The resident hosting a visitor is responsible for all actions of their guest. All lobbies are open for visitation at all times. Lobbies may be closed at certain times at the discretion of the Residence Life staff.

Guests of Different Genders

Residents may not have guests of different genders in their rooms except during open house hours, including family members, without permission from a Residence Life professional staff member and/or a Resident Assistant. Failure to obtain permission may result in disciplinary action, suspension, or loss of housing privileges. Single Palmer Hall residents may have non-family guests of different genders during the hours of 6:00 AM to 1:00 AM. No overnight non-family guests of different genders are permitted in the apartments.

Overnight Guests

Residents may have overnight guests of the same gender provided the guest is not of romantic interest to the resident. Guests of different genders are not allowed overnight guest privileges. Students may only host the same guest overnight once a month. Guest day visits and overnight accommodations are a privilege and may be discontinued by Residence Life professional staff and/or the Dean of Students at any time. All overnight guests must be registered no later than 24 hours before the night of their stay in case of a personal emergency that necessitates contacting the guest in a timely manner, as well as in the case of a safety emergency such as fire or natural disaster leading to an evacuation of the residence halls. The Overnight Guest Form is found on the student portal. A guest registration form for all minors should be completed and returned to a Residence Life professional staff member at least 48 hours in advance of the stay. Rochester Christian University reserves the right to refuse permission for overnight guests. Residents are responsible for their guests and are subject to disciplinary action (including payment of any damages) if their guest violates University policies. At Rochester Christian University events, students and their guests are expected to behave respectfully and in the spirit of the occasion. Guests should be at least 16 years old and comply with University guidelines. Guests may not stay more than two consecutive nights in a month without advance permission from a Residence Life professional staff member. No guests are permitted during the first week of the semester or during finals week unless granted special permission.

Housing Eligibility: Alma Gatewood Hall Barbier Hall, and Ferndale/Hoggatt Hall are reserved for residents under the age of 25 years old. Palmer Hall, which consists of single studio apartments, is reserved for married couples and/or residents 25 years old or older. Rochester Christian University staff reserves the right to make all final housing decisions. Residence Life will communicate with residents interested in living in Palmer Hall as units become available.

Academic Requirements for Residency: Students must be full time (enrolled in at least 12 credit hours) to live in the residence halls. If a student wishes to drop below 12 credits hours and desires to continue living on-campus, they must first complete a Part-Time Student Housing Appeal Form found on the Student Portal. Residence Life will review the appeal and inform the resident of their acceptance or denial via RCU email. If a student stops attending class without completing a formal withdrawal through the academic center, that student will be asked to move out of the residence halls.

Academic Dismissal: Any student who, while on academic probation, earns less than a 1.0 cumulative GPA may be removed from campus housing. Residence Life staff will terminate their housing for the next semester. Any resident who is removed due to not meeting the GPA requirement will have the option to appeal their case. The student will still be responsible for any unpaid Residence Life fees.

Hall & Floor Meetings: Meetings are mandatory and will be held at a time when most residents are naturally present in the hall. Meetings provide an opportunity for information sharing and problem solving. Absences must be approved in advance by the building Residence Life professional staff member. Residents who fail to attend without granting permission from the building Residence Life professional staff member may be subject to a fine.

Lock Out Process: If residents find themselves locked out of the residence hall and/or their rooms, they should follow the following process:

Between the hours of 9:00 AM - 10:00 PM:

1. Call their roommate
2. Call their suitemate(s)
3. Call the Resident Assistant on Call at (248) 218-2351
4. Call the Center for Student Life at (248) 218-2351

Before the hours of 9:00 AM or After the hours of 10:00 PM:

1. Call their roommate
2. Call their suitemate(s)
3. Call RCU Security at (248) 765-8013

Weapons & Hazardous Materials: For the safety of the campus community, students may not use or store any weapons or dangerous materials on themselves, in their rooms, or vehicles parked on campus. All weapons including but not limited to firearms, spear, pellet or paintball guns, ammunition, knives with blades longer than 2.5 inches, slingshots, bow and arrow, martial arts weapons, swords, toys that could be mistaken for real weapons, explosives, fireworks, flammable or hazardous materials are prohibited. Violations will result in disciplinary action.

Fire Prevention: Candles, incense, grills, toaster ovens, space heaters, halogen lamps or any open flame devices are prohibited in the halls. Residents found violating this policy will be fined and/or disciplined, including possible loss of housing privileges. Mandatory fire drills will occur

each semester in each hall. Other fire safety measures and policies will be outlined in hall meetings each semester.

Animals and Pets: For health and sanitation reasons, all pets except small fish in a 10 gallon tank are prohibited. If animals or pets are found in a resident's room the animal(s) will be removed and all the occupants of the room may be required to pay a fine.

Electrical Appliances: Residents are permitted to use light electrical appliances and electronics such as small refrigerators (4 cubic feet or less and one per room), clocks, radios/stereos, televisions, DVD/Blu-Ray players, games systems, computers, printers, etc. Other appliances such as microwaves, ovens, broilers, rice cookers, air fryers, hot plates, fryers, griddles, heaters or air conditioners are prohibited as they are potential fire hazards. Residents may not cover ventilation openings on TVs, stereos, or radios. Appliances and electronic items may only be used with proper power strips. If the cord of an appliance or electronic item is frayed or damaged, the appliance or item is no longer safe and may not be used in the suite. Residents must unplug all appliances and electronic items before leaving for an extended period of time. Residents may not overload circuits by plugging too many devices into one outlet. If Residence Life determines that a resident is overloading a circuit, a Residence Life staff member will ask the resident to remove some items from the circuit. Residents must comply with such a request, and the failure to comply with such a request may result in disciplinary action.

Right to Enter and Search: Rochester Christian University is a private institution on registered private property. RCU reserves the right to search any room or vehicle on campus at any time if there is reasonable cause to believe a violation of RCU, local, state or federal regulations or laws has occurred. An RCU administrator must approve any such searches. RCU staff also have the right to enter a room for routine safety and cleanliness inspections and maintenance.

Health, Sanitation, and Wellness Checks: The University reserves the right to enter and search any area to inspect the facility for purposes of management, health, safety, and compliance with institutional housing policies. The purpose of these inspections is to identify and address any health, safety, sanitation, and/or maintenance issues in student rooms. These checks encourage students to be engaged in maintaining a clean and safe living environment and promote a better understanding of the expectations the University has for students living on-campus.

Maintenance Inspections and Repairs: Rochester Christian University staff may enter suites and inspect common areas, bedrooms and bathrooms in the course of routine maintenance inspections. These inspections are designed to alert staff to maintenance and upkeep needs, to prevent short and long term damage to buildings, and to prevent unnecessary charges or fees to residents. RCU will attempt to provide residents with at least 24-hours' notice before conducting one of these routine inspections, but this may not always be possible. Following the submission of a work request, maintenance staff will attempt to repair the issue as soon as possible. Rochester Christian University staff will knock and announce themselves before entering the suite. If, after three attempts, no one opens the door, Rochester Christian University staff may open the door and enter the suite without a resident present. Following the inspection,

Residence Life staff will leave the residents notice that the inspection or repairs were completed and of any follow up that may be necessary.

Discovery of Violations or Contraband During Inspection: If, during an inspection, a Rochester Christian University staff member observes evidence of a violation of the Code of Conduct, Residence Life policies, RCU's rules and regulations, or of a federal, state, or local law, the staff member may contact appropriate authorities who may enter the bedroom or bathroom to further investigate. If an inspection reveals contraband or an item that is likely to cause a safety threat to the building or the community, Rochester Christian University staff may confiscate the contraband or item without the consent of the resident. If evidence of a violation of the Code of Conduct, Residence Life policies, Rochester Christian University rules, or federal, state, or local law is discovered during an inspection, the resident(s) of the suite may be subject to further investigation and discipline. If RCU staff discovers, during the course of an inspection, evidence of illegal activity, staff may refer the matter to law enforcement personnel for further investigation and possible prosecution.

Solicitation: To ensure the safety and privacy of all residents, solicitors, including students, are not permitted to post flyers, to market any product or service on campus without prior permission from The Center for Student Life. The Center for Student Life must stamp all flyers for approval in order for them to be posted.

Campus Mail: Mail for residential students is received on campus to the central mail sorting facility in the Richardson Academic Center (RAC). The Mailroom Manager sorts and distributes the mail within each residence hall. If residents are experiencing problems with the mail, please contact the Mailroom Manager.

UPS, FedEx and DHL Packages: Packages shipped by UPS, FedEx or DHL are delivered directly to the mailroom in the Richardson Academic Center by the carrier. Once received at the mailroom, packages are logged and residents should receive an email from campus mail personnel. If residents have the tracking information for a package and residents are not certain if it has been received on campus yet, they may utilize the tracking features provided by the shipping vendor. When having items shipped by the above carriers, please use the following address format.

800 W Avon Rd
Rochester Hills, MI 48307

While the campus mail office personnel take reasonable precautions with incoming packages, the mailing office and its personnel cannot be responsible for the replacement cost of missing packages, including those signed for by campus mail personnel. If this arrangement is not acceptable, residents should make alternate shipping arrangements. Because space is limited, residents should pick up packages in a timely manner. Only the person to whom the package is addressed may retrieve the package.

Media: Residents may not knowingly permit members of the media to enter Residence Life facilities without the approval of the Dean of Students.

Emergencies: In the event of an emergency on campus, call 911 if using an on-campus phone to reach local or county emergency services. Also contact Campus Security at 248.765.8013 or x2911 from any on campus phone and, if residence hall related, also contact a Resident Assistant or a Residence Life professional staff immediately

Reporting Facility Problems: Residential facilities are maintained in a cooperative effort between Residence Life and the Operations Department. Residents should assist these departments by reporting maintenance or housekeeping problems. This can be accomplished by reporting the problem via email to operations@rochesteru.edu, to Residence Life professional staff, or Resident Assistant via email. Rochester Christian University Operations personnel reserve the right to enter rooms for repairs and for safety inspections. Residents will be notified of maintenance by responding to the work order request via the Helpdesk system. In case of an emergency involving leaking water or power/electrical/outages residents should contact Operations at 248.765.8013 or x2911 from on campus and a Resident Assistant immediately.

Furniture: Furniture has been placed in rooms and common spaces with student's comfort and convenience in mind. All furniture must remain in the room to which it has been assigned. The University does not take any responsibility in storing unused room furniture. Lobby, laundry or kitchenette furniture may not be taken into individual rooms. Furniture may not be moved outside of the building. A fine will be assessed if furniture has been relocated. All room furniture must remain in the room to which it is assigned even if only one person is living in a double occupancy room. In such cases when a resident is not paying for a private room and is awaiting a possible roommate, the resident must keep all furniture assembled and ready for the new occupant. All furniture must be fully assembled upon checking out of the room.

Resident Responsibility: The housekeeping staff cleans public areas within the residence halls and throughout the campus. Residents are responsible for picking up after themselves in all areas and within their own rooms, suites, and baths. Room checks to determine cleanliness, damage and maintenance needs are done periodically. Unsatisfactory conditions will be reported and any unsatisfactory cleanliness check may result in a \$25 fine. In addition to the fine, further costs or discipline may be used for damages incurred or to encourage cleanliness or cooperation. Continued uncleanliness or room damage may result in a resident being required to move off campus. All residents are jointly responsible for the protection of the residence hall, its furnishings and its equipment. Rochester Christian University will investigate unidentified damages and costs may be passed on to the residents if responsible parties cannot be determined. Disciplinary action may be taken if appropriate.

Trash: Residents are required to dispose of their personal trash by bagging it and taking it to the dumpster behind Alma Gatewood Hall. Halls, walkways, and common spaces are to be kept clear of trash, boxes, shoes, and other obstructions. Failure to do so will result in a fine to the individual(s) responsible.

Personal Property Insurance: All personal property of residential students is solely the resident's responsibility at all times. Rochester Christian University is not liable for any property loss or damages under any circumstances, including theft, fire, water, or any other casualty loss.

It is highly recommended that residential students purchase rental insurance or a modified homeowner's policy to cover their possessions in a residence hall environment. Residents should complete an Incident Report and submit it to Residence Life professional staff if items are stolen or misplaced, in order to document the situation for insurance claims, as well as make Rochester Christian University aware of the incident. Students are also encouraged to file a report with the local authorities when theft occurs.

Room Assignments Information: RCU reserves full rights to assign and reassign residents to specific suites. Residence Life staff may move a resident to another room if staff believes such a move is in the best interest of RCU, the resident, or other residents. Students must comply with a request to change rooms. Room consolidation will occur throughout the academic year as spaces become vacant.

Returning Student housing applications open on March 1st and close August 1st. Returning students may apply for housing at their RCU student portal. Residence Life staff cannot guarantee any specific room requests. Rooms are granted on a first come, first serve basis.

New Student housing applications open December 1st and close August 1st. New Students who have completed the RCU enrollment process may apply for housing in the Student Portal. New Students will be emailed an online Housing Contract during the summer of their first enrolled semester. New Students will receive their housing assignment by late July, and only once their Housing Contract has been submitted.

Any Student who applies for housing past August 1st will be placed on a waiting list. Residence Life will email students if and/or when rooms are available.

Room Changes: No room change requests will be granted during the first two weeks of each semester except in cases of emergencies. Residence Life staff will consider all requests but requests are not guaranteed. Residence Life staff conduct a Room Change process within the first two months of each semester. During this Room Change process, residents can change rooms and/or roommates for the remainder of the semester. Residents requesting a room change will need the signatures of all parties involved and the approval of Residence Life staff before they can change rooms and/or roommates. Residence Life staff will notify all residents of the Room Change process via their RCU email address.

Private Rooms: Private rooms are not always available. Rochester Christian University reserves the right to fill private rooms with residents having specific documented physical or other medical needs prior to attempting to honor personal requests from students. Students who request a private room and do not have a documented physical or other medical need will have an extra \$835 charge per semester. Private room requests are processed on a first come, first serve basis, with priority given to returning students. Students who do not have an accommodation for a private room are only assigned after all other housing assignments have been made. Students may be added to the private room waiting list by contacting Residence Life Staff. Students will be contacted by Residence Life Staff when a private room becomes available for them. Rochester Christian University reserves the right to assign individuals to

different rooms or residence halls. These reassignments may occur if it is determined that the move would better serve the needs of all parties involved.

Roommate Conflict Resolution: Roommate conflicts are a natural part of learning how to live with someone and sharing space. When conflict occurs, Residence Life staff first want the roommates to try and resolve the conflict on their own. If this is unable to happen, residents can get Resident Life staff involved to help mediate the disagreement.

The things that Residence Life considers when addressing conflicts are outlined below. Part of this process can be done without the help of Residence Life. If residents are having problems, try these steps first, or get in touch with a Resident Assistant to help work through the conflict.

- **Talk to Each Other:** Communication is key in any conflict. Most conflicts begin from not communicating enough or clearly with each other. This means that residents should have an honest face-to-face conversation (not via electronic communication). If/when residents talk to their Resident Assistant or Residence Life professional staff about an issue, one of the first questions that staff will likely ask is whether or not the residents have talked about the issue. If the residents have, Residence Life staff will move on from there. If residents have not spoken to each other, staff will talk about how to prepare or be involved in that initial conversation. If a resident is physically injured by another resident or a guest or is fearful of another resident or guest, or if a resident knows that another resident is fearful of or has been injured by a resident or guest, the resident should notify Residence Life staff immediately.
- **Talk to Your Resident Assistant:** Resident Assistants are a great resource if residents find themselves in this situation. Resident Assistants can help residents talk through a plan for communicating so they feel prepared to have a conversation with their roommate(s). Or Resident Assistants will sit down with everyone involved to mediate a conversation covering what the issues are, how to compromise and how to live well together moving forward.
- **Talk to a Residence Life Professional Staff Member:** If residents are still having issues after meeting with their Resident Assistant, reach out to the building Residence Life professional staff and ask for assistance in mediating the conflict. Recognize, however, that it may be a couple of days before residents can schedule a meeting with the professional staff member.
- **Change Rooms (If Necessary):** Residence Life's goal is that through this process, staff members and residents can work through the conflicts and learn to respect each other on a deeper level by accommodating each member involved in the conflict. However, if through this process staff members still are not able to work through the conflicts, then a Residence Life professional staff member can help residents find a different rooming situation that is (hopefully) better for everyone involved.

Meal Plan: All students living on campus in traditional residence halls are required to purchase a Residential meal plan. Exemptions of the meal plan are accomplished by completing the Accommodation Request form located on the Student Portal. Modifications are usually only granted to students who have completed the ADA Accommodations process.

Residence Life Policies

Approved and Prohibited Items

Residents may not bring any other appliance or electronic item into the residence halls unless the item is identified below as a pre-approved item or unless the resident is granted specific approval by Residence Life staff. Under no circumstances may a resident bring or allow to be brought into a room any of the items identified below as a prohibited item.

Approved Items:

- Bedding
- Hangers
- Desk and Floor Lamps with Bulbs (Non-Halogen)
- Laundry Detergent
- Fabric Softener
- Prescription Medication
- Personal Computers and Accessories
- Power Strip with Surge Protector
- Mini Fridge (One per room, under 4 cubic feet)
- Coffee makers
- Curling Irons
- Desk fans
- Video game systems
- Bathing Supplies and Towels
- Throw Rugs
- Trash Can and Trash Can Liners
- Dryer Sheets
- Cleaning Supplies
- Alarm Clock
- Ethernet Cable
- TV
- DVD players

Prohibited Items:

- Hot Plates
- Crockpots
- Rice Cookers
- Sandwich Presses
- Appliances with exposed heating coils
- Candles and Wax Heaters
- Mug Warmers
- Weapons of Any Kind
- Water Pipes/Hookah
- Hoverboards
- Combustive Chemicals
- Live trees (e.g, holiday trees)
- Large Potted Plants
- Mattresses
- Lofts
- Microwaves
- Instant Pots
- Counter Top Grills
- Waffle Irons
- Hot Plates
- Toaster
- Subwoofers
- Alcohol
- Grills
- Halogen lamps
- Waterbeds or other water-filled furniture
- Pets (caged or uncaged)
- Air conditioners
- Incense
- Dart boards and darts

- Oil Lamps
- Space heaters
- Air Fryers
- Pressurized canisters (i.e. CO2 and scuba equipment, helium tanks, and spray paint)
- LED Light Strips
- Air Conditioner units
- Griddles
- Hookah/Tobacco

Room Decorations: Residents are encouraged to tastefully decorate their room to reflect their own personality. Nails, tacks and tape damage the walls and should not be used. Residents will be charged for such damage. Residents may use 3M Command picture hanging strips and sticky-tack/mounting tape, some of which may be available in the campus store as long as properly removed. Only spring-loaded rods may be used for curtains. Students may not paint their rooms nor use wallpaper or border trim. Décor that may be considered inappropriate must be removed. Continued violation of décor regulations may result in fines and/or discipline. Students must remove all decorations and tape or other residue upon check out.

Storage: Rochester Christian University has no space for residents to store items outside their assigned room. No University furniture or items belonging to residents may be stored outside the room. Items left or stored outside a room will be disposed of and residents will be charged and/or fined for disposal and/or violation of housing regulations. No items may be placed under the stairs or in the hallway per fire code regulations. There are companies in the area that rent storage spaces. For more information on these companies please contact The Center for Student Life.

Security: Each residence hall bedroom door has a lock and Rochester Christian University ensures that the locks are maintained in working order. Residents should report malfunctioning locks immediately to Resident Assistants or by emailing operations@rochesteru.edu. Residents may not affix any additional locks on bedroom/bathroom doors. Residents may not undermine the use of room security by disabling locks. This includes any action which prevents the bedroom lock from functioning as intended. In addition, window screens should not be removed by students for any reason. Residents may not use emergency exits or windows for entry or exit of the building except in emergency situations. Residence Life staff encourages residents to purchase small lock boxes or safes to keep in their personal bedrooms for the storage of personal valuables. Residents may not allow any other individuals to use their ID and room keys to enter the residence halls or individual rooms. Any unauthorized use will result in disciplinary actions. Rochester Christian University is not responsible for damages to personal property in a resident's suite/bedroom. Residence Life encourages residents to obtain renters insurance. Fire doors should never be propped open by residents.

Hall Sports: Sport activities are not permitted inside the residence halls. This includes, but is not limited to, throwing objects, rough-housing, and water fights.. Active use of bicycles, skateboards/longboards, rollerblades/skates, scooters, or other related equipment is prohibited to use within campus housing facilities. The use of drones or aerial vehicles is prohibited within all Residence Life facilities and surrounding areas.

Business Operation: Residents are not permitted to operate a business within any residence hall.

Windows: Hanging, climbing, or attempting to climb on/within buildings is prohibited. Throwing, shooting, or dropping any object (including liquids) within or from any residence hall is prohibited. Residents are not permitted to remove window screens.

Pranks: Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others or that cause damage or destruction to property are prohibited. Using or attempting to use University property in a manner inconsistent with its designated purpose is also prohibited. Residents who participate in pranks will be referred to Student Conduct.

Failure to Comply: Residents are expected to comply with all reasonable requests and instructions of Residence Life staff members in the performance of their duties. Residents must cooperate with staff, provide accurate information, and properly identify themselves to Residence Life staff members when those staff members are in the performance of their duties. Residents that fail to identify themselves with student ID or who are disrespectful to staff will be referred to Student Conduct.

Emergency Protocols

Safety and Security Protocols: In the event that an emergency arises, it is the goal of Rochester Christian University and Residence Life professional staff that all residents are fully prepared and know what to do and how to respond. Resident safety is of the utmost importance. Resident Assistants will meet with all students at the beginning of each contract term to review emergency protocols. Residents should be aware of all protocols and take all alarms, threats, and warnings seriously.

Severe Weather: In the case of severe weather or a tornado, residents will be directed by a Resident Assistant or a Residence Life professional staff member to the stairways and/or the building's basement. Suitemates should check to make sure other suitemates are exiting their room. Residents should take keycards and close all doors. Flashlights are not provided by Residence Life. Residents should consider obtaining flashlights for their suite in the event of a power outage or extreme weather. Candles are prohibited.

Bomb Threat: In the event a bomb threat is received:

- Students will be evacuated immediately from the building. Residents should stand at least 100 feet from all buildings.
- No one may re-enter the building until clearance is given by Rochester Christian University professional staff or the Residence Life professional staff.
- Should it be determined the threat was intentionally fraudulent and the individual responsible for the fraudulent threat is a student, the University will initiate immediate disciplinary action and refer the student for criminal prosecution.

Fire Alarm: All bedrooms and common areas are equipped with heat detectors. Should the heat detector in a resident bedroom go off, it will trigger the entire building system. When the fire alarm is triggered, residents should exit their room, pull the door to their bedroom and suite shut (to prevent the fire from spreading), and exit the building.

When a fire alarm sounds, students should always respond as if it is a real fire. They should immediately exit the building. Procedures for exiting during a fire alarm are as follows:

- Feel all doors and door knobs for heat on the other side with the back of your hand before opening them. If a door is hot, do not open it. If a door is not hot, open it cautiously and be prepared to quickly shut it if smoke or flames start to rush in. If no flames or smoke rush in, look out and check the hallway. If it is clear, close the door behind you and walk to the nearest exit. Take the stairs to the ground level and exit the building. Once students have exited the building, they should meet in the designated evacuation area. Follow all instructions of Residence Life staff and other Rochester Christian University officials. Always stay 25 feet away from the building and away from areas that firefighters need access to.
- If smoke or flames rush into a suite, close the door quickly. If there is time, place a wet towel under the door to prevent smoke from entering the suite. If possible, residents should close themselves into a bedroom with a window, again closing the door and placing a wet towel under the door. Residents should open windows and hang a towel outside for someone to see. If residents have a cell phone or there is a phone nearby, they should call 911 and tell them which room they are trapped in and the location of the fire. Remain calm and stay on the line with the operator. If residents do not have a working phone, residents should go to their open window and start yelling for help. Rochester Christian University staff and firefighters should be inspecting the outside of the building looking for anyone in distress.
- Residents should remain in the designated evacuation area with their floor group until an all-clear is sounded or they are instructed that they may return to the building. If the building remains unsafe to re-enter, residents will be relocated for the evening and given instructions by Rochester Christian University professional staff.

Knowingly or negligently causing or attempting to cause a fire in a University building and initiating or causing to be initiated any false alarm, report, warning, or threat of fire, explosion, or other emergency is prohibited and a cause for disciplinary action. Misuse or damage to fire safety equipment such as fire extinguishers, exit signs, first aid kits, or emergency supplies is also prohibited and a cause for disciplinary action. Failure to evacuate the building during fire drills or fire alarm activations is cause for disciplinary action.

Fire Extinguishers

If a fire is minor and a resident feels safe handling it, all residential buildings are equipped with fire extinguishers. To use a fire extinguisher:

- Pull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

- **Aim at the base of the fire, not the flames.** This is important--in order to put out the fire, you must extinguish the fuel.
- **Squeeze the lever slowly.** This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- **Sweep from side to side.** Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on the fire extinguisher--different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!

Once the fire is out completely, residents should call 911 and find a staff member to file a report. Firefighters should still be called to the scene to assess the cause of the problem and make sure the fire is completely out.

The improper use of fire extinguishers may result in disciplinary action. Improper use includes, but is not limited to, unnecessary discharge and using fire extinguishers for purposes other than their intended use.

Campus Lockdown: e2Campus is Rochester Christian University's emergency notification service provided free to students, faculty, and staff. This system is used to send safety alerts and advisory messages immediately to all phone numbers provided by RCU students, faculty, and staff. In the case of a campus lockdown, residents will receive notification via the e2Campus system and a campus message will be sent.

During a campus lockdown, residents are asked to remain where they are, lock doors to bedrooms, stay clear of windows, and wait until an all-clear message is sent or directions are given through the e2Campus system or by Rochester Christian University professional staff. If a resident feels that he/she is in immediate danger and is unable to relocate, the resident should call 911.

Emergency Contacts: Residence Life may contact individuals identified by a resident as emergency contacts at any time Rochester Christian University deems such contact appropriate. Students will also be asked to leave an emergency contact in case they are reported as missing. This contact will be kept confidential and will only be used for the purpose of a missing person report.

Missing Person Policy: A missing person is anyone whose absence is contrary to his/her usual pattern of behavior, and it is suspected that unusual circumstances may have caused the absence. Residence Life will ask residents to provide a missing person contact during the Housing Application process. This information will be stored separate from the emergency contact information collected and will only be used for the purpose of a missing person. Residence Life will first attempt to locate the individual. If Residence Life staff is unable to contact the individual, we will notify the missing person contact provided by the student within

24 hours of determining the student is missing. Residence Life will also contact the parent of any student under the age of 18.

Residence Halls

Alma Gatewood Hall: Alma Gatewood Hall (AG) is RCU's three-story residence hall. This building houses up to 132 students, with both male and female floors. Located on each floor of AG is a laundry room/kitchenette area with three washing machines and three dryers, one sink, one stove, and one microwave. Furnishings for each room includes two beds, with loft and bunk capabilities, a walk-in closet or wardrobe option, two desks, a dresser, and a chair for each resident.

Ferndale/Hoggatt Hall: Ferndale/Hoggatt Hall are two separate wings that house male and females. Located on the first floor of each wing is a kitchen area with one stove, one sink, and counter space. The laundry facility is located on the first floor and has five washing machines and six dryers. Furnishings in each Ferndale/Hoggatt room includes two beds, with loft and bunk capabilities, two wardrobes, two desks, two dresses, and a chair for each resident.

Barbier Hall: Barbier Hall is Rochester Christian University's second story residence hall. Each floor of Barbier Hall has a large community bathroom with private showers and individual vanities. Laundry facilities are located on the first floor with washer and dryer capabilities. Furnishings in Barbier Hall include two beds with loft and bunk capabilities, two wardrobes, two desks, and two chairs.

Palmer Hall: Palmer Hall is Rochester Christian University's one-story building with five studio apartment units. Palmer Hall is ideal of residents who are 25 years or older and married couples seeking to live on campus. The apartment units are carpeted, with a walk-in closet and a small bathroom. Four of the units offer kitchenettes with one refrigerator, one stove, counter space, and kitchen cabinets. The laundry facility is located on the first floor of Ferndale/Hoggatt Hall and has five washing machines and six dryers. Students interested in living in Palmer Hall must contact Residence Life professional staff in advance of the semester, with priority given to married couples.

Dining Services

The Fletcher Center Cafeteria, operated by Aladdin Food Management Services, LLC, is located in the lower level of the Associates Campus Center building and provides several dining concepts to cater to different diets and preferences similar to a food court. Three meals are served daily except on Saturday and Sunday where brunch and dinner are provided.

Residential Meal Plans: The basic meal plan contains 19-meals per week and \$100 credited to the students ID card. Residents requesting modification or exemption status must complete a meal modification/exemption form available on the Rochester Christian University Student Portal. Residents should include documentation to support their request. Requests for

exemption are usually approved only when medical conditions dictate that the University meal plan or any modifications of the meal plan are unable to meet the needs of the student. For more information, email accommodations@rochesteru.edu.

Commuter Meal Plans: Students who commute to campus can purchase a meal plan, a block of 15, 50 or 75 meals, or deposit money onto the ID Card declining balance feature through the Business Office. Students without a meal plan will be required to pay at the door or use available funds on their ID Card. Meal plans do not roll over to the next semester or refunded if not used.

Student Engagement

All students are encouraged to fully participate in the life of Rochester Christian University. To do so, students must use a variety of communication channels to stay informed with what is happening on campus. Announcements may be received through Chapel, campus flyers, the Rochester Christian University App, and email.

Student Organizations

Rochester Christian University recognizes and charters student organizations that reflect the diverse interests of our students. The department of Student Engagement encourages students to consider joining and forming organizations that connect students of similar interests. Students interested in forming a new student organization are required to complete the RCU Student Organization Charter Application found in the Rochester Christian University Student Portal. The following is a comprehensive, but not exhaustive, list and description of sanctioned student organizations at Rochester Christian University:

Greek Life

Greek organizations exist to support and demonstrate the mission and values of Rochester Christian University and Rochester Christian University's Center for Student Life by uniting students of common interests through the integration of faith, service, learning and living.

Greek Life offers students opportunities for spiritual, intellectual, social, physical and civic growth through a range of programs and activities with a select group of peers to enhance educational and developmental experiences. The purpose of Greek Life is accomplished through formal induction ceremonies, special events and activities, regular meetings, times of devotion, serving, and networking.

Greek Life is made of two types of fraternities/sororities: local and national. Local Greek organizations include fraternities/sororities that are unique to Rochester Christian University and are not guided by or responsible to a governing body outside of Rochester Christian University. Local Greek organizations include: Omicron Omega Zeta (sorority) and Epsilon Theta Chi (fraternity).

National Greek organizations include fraternities/sororities that are not unique to Rochester Christian University and have a national presence and governance with whom Rochester Christian University has an active charter. National Greek organizations may include common interest groups, professional and/or academic organizations and national honor societies. National Greek organizations include Psi Chi (Psychology Honor Society) and Alpha Chi (National Honor Society).

Community Programming Board

The purpose of the Community Programming Board is to support the mission of Community Life by shaping and enhancing the student experience for all Rochester Christian University students through intentional and inclusive co-curricular programming.

The Community Programming Board is led by the Student Activities Coordinator and includes student leaders representing a variety of student groups and interests. The members of the Community Programming Board oversee student focused programming from creation to execution and assessment.

Academic Organizations

Alpha Chi

Alpha Chi is a national college honor society founded in 1922 to recognize and promote academic excellence among college and university students of all disciplines. Membership to the Michigan Eta chapter is by invitation to enrolled Rochester Christian University juniors and seniors who have completed at least 24 graded semester hours at RCU and are in the top 10% of their class as determined by cumulative GPA. Alpha Chi is a member of the Association of College Honor Societies.

National Society of Leadership and Success

The National Society of Leadership and Success is a leadership program that helps students achieve personal growth, career success, and empowers them to have a positive impact in their communities. Membership is by invitation; induction requires student participation in several leadership and networking initiatives.

Psi Chi - The International Honor Society in Psychology

Psi Chi is an international honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology. The Rochester Christian University chapter promotes communication, ingenuity, and collaboration among students and faculty alike.

RCUSNA - Rochester Christian University Chapter of the National Student Nurses Association

The Rochester Christian University Chapter (RCUSNA) of the National Student Nurses Association (NSNA) is open to all nursing students at Rochester Christian University. NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

RCU Pre-med/STEM Club

The RCU Pre-med/STEM club exists to connect and support students interested in sciences and/or in the medical fields. Membership is open to all students regardless of major or career plans. Goals include fun science exploration, facilitating volunteer opportunities and MCAT/GRE/etc prep, academic and mental health support, and general camaraderie. Contact Kaylee Gorial to be added to the email list.

RCU Student Business Senate

The RCU Student Business Senate is an academic student organization meant to provide leadership opportunities and professional development to RCU business and technology students. Members plan and participate in professional development and networking events, represent student voices to the faculty and administration, and operate the professional wardrobe closet on campus. The SBS is meant to help students form a professional identity and to have confidence in business settings while serving and engaging with the local community. Membership is open to all students majoring in a business and technology program or taking business and technology courses during the current academic year.

Sigma Theta Tau - Theta Psi - Honor Society of Nursing

The nursing students have the opportunity to belong to a nursing honor society to which they are selected based on specific criteria. Potential members who meet our eligibility criteria are invited to join Sigma – baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Sigma Theta Tau International's vision is to be the global organization of choice for nursing.

Sigma Tau Delta - Alpha Iota Phi - International English Honor Society

Sigma Tau Delta is the International English Honor Society. Rochester Christian University's local chapter is named Alpha Iota Phi, and the sponsors for it are full-time faculty in the Department of English. Students invited to join Sigma Tau Delta at RCU are required to meet the following qualifications:

- Must have completed a minimum of two college courses in English language and literature beyond the usual requirements in freshman English
- Must have a minimum of a B or equivalent average in English and in general scholarship (a 3.0 on a 4.0 scale)
- Must have completed at least three semesters or five quarters of college course work

The Honors Program

The Honors Program at Rochester Christian University provides academically gifted and motivated students with specially designated courses to prepare for a lifetime of leadership and achievement in professional, academic, community, and social arenas. Students achieving and maintaining a cumulative GPA of 3.5 or higher are eligible, and, depending on the number of Honors credits earned, may receive recognition as Honors Scholar or Distinguished Honors Scholar at graduation.

Student Events

Rochester Christian University provides student focused events across campus throughout the academic year. Those seeking to host an event on campus are required to submit an [event request form](#) through the Rochester Christian University student and/or faculty portal. Depending on the event, additional documentation may be required. Events must be approved prior to any event marketing, expenditures or facility usage. All event promotion and marketing must be consistent with all institutional event marketing and communication guidelines.

Study Away

All Rochester Christian University sanctioned study abroad programs are offered through Rochester Christian University's Global Educational Opportunities (GEO) program. The GEO program provides opportunities for experiential learning through multiple trips designed for students to broaden their global knowledge and cultural awareness. GEO sites are continually assessed and new sites are given consideration each year. The trips vary in their timing and length, from two weeks to a full semester. The current GEO sites include Costa Rica, England, Uganda (Sustainable Development Course), the Western US (Earth Science Field Study Course) and the semester-long Vienna, Austria trip.

Student Leadership

The purpose of Rochester Christian University's Student Leadership program is to engage students in the exploration of leadership theory and practice. Through meaningful leadership experiences, students will make a positive impact on the campus and the greater Rochester community while gaining knowledge and the skills that will launch them into their post-graduation pursuits.

Students participating in the Student Leadership program embody the best of Rochester Christian University and gain valuable experience in such areas as public relations and

marketing, pastoral care, oral and written communication, event planning, team building and personnel management.

Students interested in participating in the Student Leadership program must meet all eligibility requirements and meet all responsibilities and expectations for the desired position. Student Leaders are selected through a rigorous application and interview process that is conducted from January through March. Students may learn more about the Student Leadership program and specific leadership roles by contacting the Center for Student Life via email at studentlife@rochesteru.edu.

Student Code of Conduct

Core Values of Student Conduct at Rochester Christian University

- **Integrity:** Students exemplify honesty, honor and respect for the truth in all of their dealings.
- **Community:** Students build and enhance their community.
- **Social Justice:** Students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** Students show positive regard for each other, for property and for the community.
- **Responsibility:** Students are given and accept a high level of responsibility to self, to others and to the community.

Rochester Christian University students are responsible for knowing the information, policies and procedures outlined in this document. Rochester Christian University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

Section 1: Philosophy Statement

The Rochester Christian University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program within the Center for Student Life is committed to an educational and developmental process that balances the interests of individual students with the interests of the RCU community.

A community exists on the basis of shared values and principles. At Rochester Christian University, students are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, community, social justice, respect, and responsibility.

The student conduct process at Rochester Christian University exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. The student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of Rochester Christian University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Section 2: Jurisdiction

Students at Rochester Christian University are provided a copy of the Student Code of Conduct annually in the form of a link on the RCU website. Students are responsible to read and abide by the provisions of the Student Code of Conduct.

The Student Code of Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all organizations affiliated with Rochester Christian University. For the purposes of student conduct, Rochester Christian University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in Rochester Christian University.

The Student Code of Conduct applies to behaviors that take place on the campus, at Rochester Christian University-sponsored events and may also apply off-campus when the Chief Conduct Officer (Dean of Students) or designee determines that the off-campus conduct affects a substantial Rochester Christian University interest. A substantial Rochester Christian University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or

- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the institution;

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic mediums. Students should also be aware that online postings to blogs, websites, chat rooms, social networking sites, and/or other digital media are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. The University does not regularly search for conduct violations in the online setting, but may take action if such information is brought to the attention of University officials.

The Student Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors and guests of Rochester Christian University may seek resolution of violations of the Student Code of Conduct committed against them by members of the Rochester Christian University community.

There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for RCU officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit Rochester Christian University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Center for Student Life and/or to Campus Security.

Rochester Christian University email is our primary means of communication with students. Students are responsible for all communication delivered to their Rochester Christian University email address.

Section 3: Violations of the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which Rochester Christian University has jurisdiction, RCU's conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Students accused of crimes may request to take a leave from Rochester Christian University until the criminal charges are resolved. In such situations, Rochester Christian University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Rochester Christian University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Chief Conduct Officer to show cause of why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and Rochester Christian University may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, Rochester Christian University will only delay its hearing until it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the Rochester Christian University process continues.

Section 4: Definitions

The term “**University,**” “**Institution,**” or “**RCU**” means Rochester Christian University.

The term “**student**” includes all persons enrolled in courses at Rochester Christian University, both full-time and part-time, pursuing undergraduate, graduate, and those who attend post-secondary educational institutions other than Rochester Christian University and who reside in the Rochester Christian University residence halls. A person who is not officially enrolled for a particular term but has a continuing relationship with Rochester Christian University is considered a “student.”

The term “**faculty member**” means any person assigned by the University to conduct classroom activities.

The term “**University official**” includes any person performing assigned administrative or professional responsibilities on behalf of Rochester Christian University.

The term “**member of the University community**” includes any person who is a student, faculty member, University official or any other person employed by Rochester Christian

University. A person's status in a particular situation relative to this code shall be determined by the Chief Conduct Officer.

The term "**University premises**" includes all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by Rochester Christian University including adjacent streets and sidewalks.

The term "**organization**" means any number of persons who have complied with the formal requirements for recognition of an organization at Rochester Christian University.

The term "**Chief Conduct Officer**" means a Rochester Christian University official authorized by the President, usually the Vice President for Student Life or Dean of Students, to be responsible for the ongoing or temporary administration of the Rochester Christian University Student Code of Conduct.

The term "**Student Conduct Body**" means any person or persons authorized by the Chief Conduct Officer to determine whether a student has violated the Rochester Christian University Student Code of Conduct and recommend imposition of sanctions.

The term "**Conduct Officer**" means a Rochester Christian University official authorized on a case-by-case basis by the Chief Conduct Officer to impose sanctions upon students found to have violated the Rochester Christian University Student Code of Conduct. The Chief Conduct Officer may authorize a conduct officer to serve simultaneously as a conduct officer and the sole member or one of the members of a student conduct body. Nothing shall prevent the Chief Conduct Officer (Dean of Students) from serving as conduct officer or authorizing the same conduct officer to impose sanctions in all cases.

The term "**shall**" is used in the imperative sense.

The term "**may**" is used in the permissive sense.

The term "**policy**" is defined as the written regulations of Rochester Christian University as found in, but not limited to, the Rochester Christian University Student Code of Conduct and the Student Handbook.

The term "**complainant**" refers to the individual or individuals who bring forth a complaint against another student. A complainant could be any member of the Rochester Christian University community, including, but not limited to Residence Life professionals and Campus Security.

The term "**respondent**" refers to the student or students accused of a violation of the Rochester Christian University Student Code of Conduct.

The term “**information**” includes, but is not limited to, any and all pertinent records, exhibits and written statements relating to an incident and/or violations of the Rochester Christian University Student Code of Conduct.

The term “**proceedings**” refers to all activities related to a non-criminal resolution of an institutional conduct complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

The term “**results**” refers to any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

The term “**advisor**” refers to an individual who provides the accuser or accused support, guidance, or advice. An advisor may not participate directly in an administrative hearing and/or hearing process nor may an advisor address any participant in the administrative hearing and/or hearing process other than the student the advisor represents. An attorney will not be allowed to serve as an advisor.

Section 5: Standards of conduct

Core Values and Behavioral Expectations

Rochester Christian University considers the behavior described in the following subsections as inappropriate for the Rochester Christian University community and in opposition to the core values set forth in this document. These expectations and policies apply to all students, whether undergraduate, graduate, doctoral, or professional. Rochester Christian University encourages community members to report to Rochester Christian University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

1. **Integrity:** Rochester Christian University students exemplify honesty, honor and respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1.1 Dishonest Actions: including but not limited to the following:

- a) Cheating, plagiarism, or other forms of academic dishonesty. Acts of academic dishonesty are outlined in the Course Catalog;
- b) Furnishing false information to any Rochester Christian University official, faculty member or office;
- c) Forgery, alteration, or misuse of any Rochester Christian University Document, record or instrument of identification;
- d) Tampering with the election of any Rochester Christian University-recognized student organization

1.2 Unauthorized Access: Unauthorized access to any Rochester Christian University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any Rochester Christian University building or failing to report a lost Rochester Christian University identification card or key;

1.3 Collusion: Action or inaction with another or others to violate the Student Code of Conduct;

1.4 Property Violations:

- a) Attempted or actual theft of property of the University or property of other individuals on Rochester Christian University premises, or other personal or public property.
- b) Possession of stolen property.

2. Community: Rochester Christian University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

2.1 Disruptive / Disrespectful Behavior:

- a) Disruption or obstruction of teaching, research, administration, student conduct proceedings, or other University activities, including its public-service functions on or off campus, or other authorized non-Rochester Christian University activities, when the act occurs on Rochester Christian University premises.
- b) Flagrant disrespect for a member of the Rochester Christian University community or one of its guests.

2.2 Disorderly Conduct:

- a) Participation in a campus demonstration which disrupts the normal operations of Rochester Christian University and infringes on the rights of other members of the Rochester Christian University community
- b) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- c) Conduct which is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on Rochester Christian University premises or at functions sponsored by, or participated in by, Rochester Christian University.

2.3 Unauthorized Entry: Misuse of access privileges to Rochester Christian University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a Rochester Christian University building;

2.4 Trademark: Unauthorized use (including misuse) of Rochester Christian University or organizational names, images, marks, or logos;

2.5 Damage and Destruction: Intentional, reckless and/or unauthorized tampering, damage, or destruction of Rochester Christian University property or the personal property of another;

2.6 Technology Violations: The following is a list that includes, but is not limited to; unacceptable uses of information, technology or information systems.

- a) Transmitting any material, or engaging in any other activity in violation of any federal, state, or local laws, including copyright law.
- b) Transmitting or accessing information containing harassing material.
Computer harassment includes, but is not limited to:
 - i. Text images with the intent to harass, terrify, intimidate, threaten or offend another person
 - ii. Intentionally using a computer to contact another person repeatedly with the intent to harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease
 - iii. Intentionally using a computer to disrupt or damage the academic, research, administrative or related pursuits of another
 - iv. Intentionally using a computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.
- c) Transmitting, receiving, displaying, or viewing offensive content, which includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone based on their age, sex, national origin or disability. Displaying, sending, printing, or storing sexually explicit, graphically disturbing, obscene, pornographic, fraudulent, harassing, threatening, abusive, racist, or discriminatory images, files or messages in any campus computing facility or any campus location
- d) Possession and distribution of copyrighted materials, including computer files, music, video materials, articles, and software, in violation of copyright laws.
- e) Attempted forgery of email messages.
- f) Physical or electronic interference with other computer systems users.
- g) Any other practice or user activity that, in the opinion of technology management constitutes irresponsible behavior, promotes illegal activities, results in the misuse of computer resources or jeopardizes the operation of a computer or network systems.

2.7 Gambling: Engaging in any game of chance or betting whether on campus or at a Rochester Christian University related function in which the participants commit money,

or anything of value, in order to participate in play. (Gambling may include raffles, lotteries, sports pools and online betting activities).

2.8 Weapons: Unauthorized possession, use, storing, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as slingshots, bows and arrows, axes, machetes, nunchucks, throwing stars, metal knuckles, hunting equipment and knives with a blade longer than 2.5 inches is prohibited. In addition, storage of any of these items in a vehicle parked on Rochester Christian University property is prohibited. Items used aggressively or for violent purposes are prohibited and may constitute a violation of this policy.

2.9 Smoking & Tobacco Use: Rochester Christian University is a tobacco-free campus. The use of all tobacco and smoking products, which includes all electronic cigarettes and vapor products, is not permitted.

2.10 Life/Safety Code Violations: Jeopardizing the public safety of others by tampering with safety equipment or safety features on campus such as, but not limited to, alarms, cameras, entry systems, fire extinguishers, and Blue Light emergency units. Specifically included is the propping open of residence hall doors or other secured doors on campus. In addition, the creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

2.11 Animals: Animals, with the exception of animals that provide assistance (e.g. service dogs or approved Emotional Support Animals), are not permitted on campus except as permitted by law.

2.12 Residential Policies: These additional policies are applicable only to students who reside in on campus housing at Rochester Christian University

- a) Visitation: A student found to be in any residence hall room or any unauthorized area with a member(s) of the opposite sex, except at times approved by the Residence Life staff, as well as any violation of the Residence Life open house/visitation policy.
- b) Guest Behavior: Failure to monitor guest behavior. Students are responsible for the actions of their guests. This may also include allowing another individual to utilize your school ID or room key.
- c) Overnight guests: Having guests stay overnight longer than the approved Residence Life overnight guest policy.
- d) Horseplay: Use of bicycles, skateboards, rollerblades, scooters, and similar items are prohibited inside Rochester Christian University residential facilities. In addition, residents may not play any type of sport or throw anything inside the facilities which might harm or injure others or damage property.

- e) Possession of Prohibited Items: Possessing any items on the prohibited items list (listed in the residence life section of the Student Handbook)
- f) Quiet Hours: Failure to maintain a reasonable level of noise during designated quiet hours.
- g) Unauthorized Pets: Having any animal in the residence hall besides a fish. All fish must be kept in a 10 gallon tank or smaller.

2.13 Solicitation: Solicitation of any kind, including but not limited to commercial, political, or religious activities, is not permitted on university property without prior written authorization from the Center for Student Life. Solicitation includes, but is not limited to, the distribution of literature, flyers, or promotional materials; sale of goods or services; and the request for donations or signatures.

3. Social Justice: Students recognize that respect for the dignity of every person is essential to creating and sustaining a flourishing University community. They understand and appreciate how their decisions and actions affect others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

3.1 Discrimination: Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from Rochester Christian University's educational program or activities.

3.2 Bystanding:

- a) Complicity with or failure of any student to [appropriately] address known or obvious violations of the Student Code of Conduct or law;
- b) Complicity with or failure of any organized group to [appropriately] address known or obvious violations of the Student Code of Conduct or law by its members.

3.3 Abuse of Conduct Process: Abuse or interference with, or failure to comply in, Rochester Christian University processes including conduct and academic integrity hearings including, but not limited to:

- a) Failure to obey the notice from a Student Conduct officer or Rochester Christian University official for a meeting or hearing as part of the student conduct process system
- b) Falsification, distortion, or misrepresentation of information before a student conduct body
- c) Making a false complaint(s) against another member or members of the Rochester Christian University community

- d) Disruption or interference with the orderly execution of a student conduct proceeding
- e) Knowingly initiating a student conduct proceeding without cause
- f) Attempting to discourage an individual's proper participation in, or use of, the student conduct system
- g) Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of the student conduct proceeding
- h) Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a conduct proceeding
- i) Failure to comply with sanctions imposed under Rochester Christian University's Student Code of Conduct.

4. Respect: Rochester Christian University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

4.1 Harm to Persons: Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

4.2 Abuse Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, bullying, cyberbullying and/or other conduct which threatens or endangers the health or safety of any person.

4.3 Hazing: Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

4.4 Sexual and Gender Based Harassment and Interpersonal Violence:

- a) Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, and stalking, and/or interpersonal violence.
- b) As a recipient of federal funding, the University is required to comply with Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy discrimination and Sexual Harassment — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.
 - i. Members of the University community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence,

dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

- ii. Accusations of sexual impropriety may also constitute a violation of Title IX. If the Chief Conduct Office believes an accusation of sexual impropriety is also a violation of Title IX, they will refer the matter to the Title IX Coordinator for the university to adjudicate the case based on the university's [Sexual and Gender-Based Harassment and Interpersonal Violence Policy](#)

4.5 Sexual Impropriety:

- a) Engaging in public displays of affection which is not in keeping with good taste and high moral standards
- b) Consensual Sexual Activity: Consensual sexual activity includes, but is not limited to engaging in premarital sex, extramarital sex, or other sexual expression that may conflict with the Christian identity or faith mission of Rochester Christian University
- c) Possession, distribution, use or manufacture of pornographic materials including pornographic paraphernalia.

4.6 Dress Code: In keeping with the ideals of Rochester Christian University, each student is expected to dress neatly and appropriately at all times.

- a) Shoes should be worn at all times in academic areas, offices, and dining facilities
- b) Regardless of intent, display of the following is inappropriate on campus:
 - i. Undergarments
 - ii. Clothing displaying alcohol, drugs, tobacco products, inappropriate language, or related graphics, descriptions or logos inconsistent with the Christian mission of Rochester Christian University
 - iii. Clothing that is lewd, derogatory, and/or suggestive

4.7 Inappropriate Language: Violations include, but are not limited to: lewd, obscene or vulgar language or expression that is contrary to the Christian values and principles Rochester Christian University strives to uphold.

5. Responsibility: Rochester Christian University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

5.1 Alcohol: Students are expected to comply with all state and local laws.

- 1) No student, regardless of age may possess, store, or consume alcoholic beverages on campus or while engaged in any Rochester Christian University related functions, including on and off campus co-curricular programs

- 2) Excessive alcohol consumption is prohibited. University officials will determine what is excessive based on the physical and mental impairments exhibited
- 3) Possession or consumption of alcohol by anyone under the age of 21 is prohibited
- 4) Violating any provision of the Code of Conduct while under the influence of alcohol constitutes a violation of this policy.
- 5) The possession or use of empty alcohol containers for decorative purposes is not prohibited on campus.
- 6) Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited

5.2 Drugs: Students are expected to comply with all federal, state and local laws.

- 1) The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug, including misuse of prescribed medication, use of marijuana, or use of any substance with the intent of becoming impaired/intoxicated is prohibited.
- 2) Violating any other provision of the Code of Student Conduct while under the influence of any legal or illegal drug is also a violation of this policy.
- 3) The possession of drug paraphernalia is prohibited.
- 4) Federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of any recipient of federal funds. Therefore, the use, possession, or cultivation of marijuana for any purposes, including medicinal, is not permitted.
- 5) This policy may address drug-related offenses which occur on and off campus.
- 6) In cases where drug use is suspected, Rochester Christian University reserves the right to require students, at their expense, to submit to a screen or test for the presence of illegal substances. This decision to administer a screen or test will be made by the Vice President for Student Life or Dean of Students. A positive result will serve as evidence of possession and use. Students will be informed that failure to comply with the administration of a drug screen or test will also be considered a positive drug test and make the student subject to the conduct process, including dismissal from the University.

5.3 Failure to Comply: Failure to comply with the reasonable directives of Rochester Christian University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so is considered a violation of the Student Code of Conduct.

5.4 Conduct Unbecoming a Rochester Christian University Student: Conduct on or off campus which reflects poorly on the mission of Rochester Christian University, or other conduct which is not in the best interests of Rochester Christian University and/or

members of the Rochester Christian University campus community is considered a violation of the Student Code of Conduct.

5.5 Violation of Published Rochester Christian University Policies, Rules, and Regulations: Violation of other published university rules, policies, standards, and/or guidelines. University rules, policies, standards, or guidelines include, but are not limited to, those which prohibit the misuse of technology, health and safety guidelines, rules for student groups or organizations, and residence hall rules and regulations.

5.6 Violation of Local, State, or Federal Law: Violation of federal, state, or local law on or off Rochester Christian University premises or at Rochester Christian University sponsored or supervised activities may be considered a violation of the Code of Conduct.

5.7 Passive Participation in Code of Conduct Violations: Any student present during a violation of the Code of Conduct may be found responsible for the violation even if they were not actively violating the policy. A student present in a room where alcohol or drugs are being consumed may still be found responsible even if they were not consuming alcohol or drugs.

Section 6: Student Conduct Authority

Authority

The Chief Conduct Officer (Vice President for Student Life or Dean of Students) is vested with the authority over student conduct by the President of RCU. The Chief Conduct Officer oversees and manages the student conduct process. The Chief Conduct Officer may appoint administrative conduct officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Chief Conduct Officer (or a designated conduct officer) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

Interpretation and Revision

Material deviation from these policies will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Chief Conduct Officer may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Chief Conduct Officer may make modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Student Code of Conduct will be referred to the Chief Conduct Officer whose interpretation is final. The Student Code of Conduct will be updated annually under the direction of the Vice President for Student Life or Dean of Students with a comprehensive revision process being conducted every 3-5 years.

Section 7: Conduct Procedures

Reporting

Any member of the University community may report any student for misconduct using the [INSERT LINK TO INCIDENT REPORT](#) or by emailing the Vice President for Student Life or Dean of Students. Reports should be prepared in writing and directed to the Chief Conduct Officer or their designee. Reports should be submitted as soon as possible after the event takes place, preferably within five (5) working days of the incident. The report should include:

1. Full name, local address and phone numbers of the complainant(s), respondent(s), witnesses and student ID# of all individuals involved whenever possible;
2. The specific policy and/or rule allegedly violated (this may be determined by the Conduct Officer);
3. The date, time, location and persons involved in the incident under investigation;
4. A narrative of the incident describing what occurred;
5. Copies of pertinent witness statements, police and/or housing reports, along with a list of any other physical information (photographs, written documents, items, etc.)

Rights of the Complainant

Rochester Christian University provides the following rights to complainants. Complainants must notify the Chief Conduct Officer, or their designee, at least two (2) business days before any scheduled meeting or hearing if they wish to exercise any of the following rights:

1. **Exclusion of Unrelated Past Behavior:** Complainants can request that their unrelated past behavior be excluded from the hearing. The Chief Conduct Officer, or designee, will determine if the information is unrelated. The complainant's past sexual history is not relevant unless deemed essential by the Chief Conduct Officer, or designee, to protect fundamental due process.
2. **Information Session:** Complainants have the right to attend an information session to review all information related to the case and receive instruction regarding the conduct

process and the rights of those involved. The university shall provide notice of these rights at least five (5) business days prior to a student conduct hearing.

3. **Advisor:** Complainants may have one advisor accompany them when presenting information to the Chief Conduct Officer, hearing board, or at any relevant meetings during the student conduct process. Advisors may not directly participate or address any participant in the conduct process, except for the student they represent. An attorney may serve as an advisor only in cases involving violations of the Sexual and Gender-Based Harassment and Interpersonal Violence Policy or when criminal or civil actions are filed, pending, or potential. If charges or actions are not filed, the Chief Conduct Officer will determine if they are pending or potential.
4. **Presentation of Information:** Complainants have the right to present witnesses, signed written statements, and other relevant reports and documentary information.
5. **Questioning Respondent and Witnesses:** Complainants may question the respondent and witnesses during the hearing. Questions to the respondent must be submitted to the hearing board, which will then pose the questions to the respondent.
6. **Impact Statement:** Complainants may submit an impact statement to the Chief Conduct Officer or designee, which will be used only during the sanctioning phase if the respondent is found responsible. The respondent may request to view the impact statement, subject to the decision of the Chief Conduct Officer or designee, in consultation with the complainant.
7. **Separate Room Request:** Complainants may request to speak in a separate room from the respondent during the hearing, provided it does not unduly compromise the respondent's due process right to question the witness.
8. **Presence at the Hearing:** Complainants may request to be present throughout the entire hearing or portions of it. The Chief Conduct Officer or designee will consider this request, and their decision will be final and not subject to appeal.

Rights of the Respondent

Rochester Christian University affirms the following rights and privileges for students involved in conduct proceedings:

1. **Notification of Policies:** Respondents have the right to be informed of the Rochester Christian University Student Code of Conduct and its procedures.
2. **Request for Review:** Respondents can request a review of any violation of the University's Standards of Conduct or any incident that violates University policy or the Student Code of Conduct.
3. **Notice of Alleged Violations:** Respondents are entitled to receive notice of any alleged violations of University policy or breaches of the Student Code of Conduct.
4. **Fair Hearing:** Respondents have the right to be heard by an impartial Hearing Board or Conduct Officer regarding any allegations.
5. **Advisor:** Respondents may have one advisor accompany them when presenting information during the conduct process. The advisor may not directly participate or address others in the process, except for the student they represent. An attorney may

serve as an advisor only in cases involving violations of the Sexual and Gender-Based Harassment and Interpersonal Violence Policy or where criminal charges or civil actions are filed, pending, or potential. If charges or actions are not filed, the Chief Conduct Officer will determine if they are pending or potential.

6. **Witness List:** Respondents have the right to view the list of witnesses against them before an Administrative or Board Hearing.
7. **Access to Information:** Respondents can examine any information, incident reports, or pertinent records to be used against them in the conduct proceeding. Incident reports document incidents involving students and are considered valid for review when they involve alleged misconduct, potentially harmful actions, or damage to personal or University property.
 - **Right to Contest Information:** Respondents can contest information pertaining to them in the incident report.
 - **Right to Present Information:** Respondents can present or provide information regarding their alleged conduct as stated in the report.
 - **Right to Submit Contesting Information:** Respondents can submit information to contest their alleged actions or involvement.

Investigation

Allegation/Report and Preliminary Investigation: Upon receiving an allegation of a violation of the Student Code of Conduct or University policy, the Chief Conduct Officer or their designee will conduct a preliminary investigation to determine if there are sufficient grounds to believe a violation occurred. This investigation involves reviewing the circumstances and facts of the report and identifying individuals with relevant knowledge, which may include discussions with faculty, staff, or students. Interim actions or restrictions (see "Interim Actions" section) may be imposed at this stage. A student may be charged with additional policy violations beyond those stated in the initial notification letter based on information gathered during the investigation. The University aims to resolve all cases within 60 calendar days of the notice of allegation, except in cases of exigent circumstances. If such circumstances arise, the Chief Conduct Officer or designee will notify the respondent and the reporting party (if appropriate) of any delays or extensions.

The University may briefly delay proceedings to allow for evidence collection if criminal charges related to the same behavior are being investigated.

Interim Actions/Restrictions: Under the Student Code of Conduct, the Chief Conduct Officer or their designee may impose restrictions or temporarily separate a student from the community pending a campus hearing on alleged violations. This action is taken when a student poses a threat to themselves or others, faces serious criminal allegations, to preserve the integrity of an investigation, protect University property, or prevent disruption of University operations. Interim actions can include separation from the institution or restrictions on participation in the community for up to ten (10) business days, pending a hearing.

The subject of interim restrictions will have an opportunity to be heard by the Chief Conduct Officer or their designee within three (3) business days of the restrictions being issued. Interim actions may include, but are not limited to:

- **Interim Suspension:** A student suspended on an interim basis may be denied access to University facilities, student housing, campus events, athletic activities, classroom activities, or other privileges. The Chief Conduct Officer, in collaboration with the appropriate Dean(s), may allow alternative coursework options to minimize the impact on the student. Note: The University will not pay for or arrange housing for students removed from campus housing on an interim basis, nor will it refund tuition or fees for lost time, services, or privileges due to interim suspension.
- **Modification of Restrictions:** Changes to these restrictions may require a psychological assessment, drug/alcohol testing, or interviews, at the discretion of the Chief Conduct Officer.

Notice of Allegations/Notice of Disciplinary Hearing

Once a determination is made that reasonable cause exists for the Dean of Students (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Students (or designee); mailed to the local or permanent address of the student as indicated in official Rochester Christian University records; or emailed to the student's Rochester Christian University issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

Notice will include the following:

1. Specific alleged violations of policy(s); and
2. The place and time of the hearing, or a request that the student arrange a time within a specified period.

Student Conduct Hearing

Administrative Hearing

An administrative hearing, conducted by a single conduct officer, is the standard procedure for adjudicating student conduct cases. The conduct officer, who may also conduct the preliminary investigation, allows the student to hear and present information related to the disciplinary process and the allegations. The officer determines responsibility and assigns sanctions if necessary.

The purpose of the Administrative Hearing is to allow the student to review the alleged violations with the Conduct Officer, examine information and reports, and discuss the Student Code of Conduct and the conduct process. Students who do not have a copy of the Student Code of Conduct will be provided one or directed to an online version.

During the hearing, the student and the Conduct Officer may reach a mutual agreement, including dismissing the charges or the student signing an "Administrative Hearing Agreement," assuming responsibility for the violation(s) and waiving further proceedings and appeals. If no agreement is reached, the matter is referred to a Board Hearing involving the Disciplinary and Appeals Committee.

Conduct Board Hearing

The Dean of Students or designee may decide that the Discipline and Appeals Committee will conduct the hearing, determine responsibility, and recommend sanctions. This committee comprises trained University faculty and staff selected by the Provost and Dean of Students or designee. The student's right to present information related to the disciplinary process and allegations is upheld in front of the committee.

If the case cannot be resolved in an Administrative Hearing or involves serious consequences like suspension or expulsion, it is referred to the Discipline and Appeals Committee. The committee hearings allow both the complainant and respondent to present their accounts of the incident.

The respondent receives written notice of the hearing, including specific charges, rights, and the date, time, and location. Students are generally given at least five (5) business days' notice, but this may be adjusted for academic schedules or other circumstances.

Hearing Guidelines:

1. Hearings are conducted in private.
2. Admission to the hearing is at the discretion of the Chief Conduct Officer or designee.
3. In cases with multiple respondents, hearings may be conducted separately.
4. Both complainant and respondent may have an advisor present, per guidelines in the Student Code of Conduct.
5. Cross-examination questions are submitted to the hearing board chair, not directly asked between parties.
6. Witnesses may be presented by both sides, subject to cross-examination.
7. Relevant records, exhibits, and written statements may be considered at the discretion of the Chief Conduct Officer or designee.
8. Procedural questions are decided by the presiding Conduct Officer.
9. The Discipline and Appeals Committee determines if a violation occurred based on a preponderance of the evidence.
10. A verbatim record of the hearings is kept as part of disciplinary records.
11. If a student does not appear for the hearing, the case proceeds based on the available evidence.

Hearing Process:

1. Introductions

2. Reading of the complaint/charges
3. Respondents enter pleas: Responsible, Not Responsible, or No Plea.
4. Statements from the complainant and presentation of information and witnesses.
5. Questioning of complainant and witnesses.
6. Statements from respondent and presentation of information and witnesses.
7. Questioning of respondent and witnesses.
8. Final questions from the hearing board, complainant, and respondent.
9. Closing statements, starting with the complainant, followed by the respondent.
10. Deliberation of the hearing board.
11. Recommendation to the Student Conduct Officer.

Sanctions Only Hearing

If a student pleads "Responsible" before a Board Hearing, a "Sanctions Only" hearing may be held to recommend appropriate sanctions. The process mirrors the standard hearing but focuses on determining sanctions.

Failure to schedule or attend a hearing results in a decision without the student's input, forfeiting the right to appeal. During final exams, the disciplinary process is expedited to ensure timely adjudication, while maintaining fairness in terms of notice, hearing, decision, and appeal options.

Findings

After the hearing, the conduct officer or the Discipline and Appeals Committee will submit their findings and, if applicable, recommend sanctions. The University aims to reach a decision within 60 business days of receiving an allegation. The student will be notified of the decision in writing via Rochester Christian University email, campus mailbox, or hand delivery.

1. **No Finding:** The conduct officer or Discipline and Appeals Committee has determined that the Respondent was not involved in any violation. The Respondent's name will be cleared for third-party reporting, but the investigation record will be retained. This finding is not subject to appeal.
2. **Not Responsible:** The conduct officer or Discipline and Appeals Committee has found insufficient evidence to support the allegations. This finding may be appealed following the procedure outlined below. After an appeal decision or the expiration of the appeal period, the case is closed, and a record of the decision is retained.
3. **Responsible:** The conduct officer or Discipline and Appeals Committee has determined there is sufficient evidence for a finding of "Responsible" for a policy violation. This finding may be appealed as outlined below. After an appeal decision or the expiration of the appeal period, the case is closed, and a record of the decision is retained.

Group Violations

A student group or organization, including its officers and members, may be held collectively and individually responsible for violations of the code if:

- The violation occurs at an organization-sponsored or co-sponsored event, whether formal or tacit.
- The violation is condoned or encouraged by the organization or its leaders.
- The violation was known or should have been known by the organization's membership or officers.

Hearings for groups follow the same procedures as individual student conduct cases. Responsibility will be determined individually and collectively, with sanctions assigned proportionally to each individual's involvement and the organization as a whole.

Amnesty

1. **For Victims:** Victims hesitant to report due to fear of minor policy violations (e.g., underage drinking) may be granted amnesty. Educational options will be explored, but no conduct proceedings or records will result from the amnesty.
2. **For Those Who Offer Assistance:** To encourage helping others, students who assist in emergencies may receive amnesty for minor violations. The Dean of Students or designee may also grant amnesty to those receiving assistance. Educational options will be explored, with no conduct proceedings or records resulting from the amnesty.
3. **For Those Who Report Serious Violations:** Students involved in minor violations who report serious violations by others may receive amnesty for their minor violations. Educational options will be explored, with no conduct proceedings or records resulting from the amnesty.

Repeated abuse of amnesty requests may lead the Dean of Students or designee to deny amnesty in future cases.

Safe Harbor

Rochester Christian University supports students with drug or addiction issues. Students who voluntarily disclose their use, addiction, or dependency to University officials and seek help, without being subject to drug tests or conduct sanctions, will not face conduct complaints. A written action plan may be used to monitor participation in the Safe Harbor program. Failure to comply with the action plan will nullify Safe Harbor protection and initiate campus conduct processes.

Section 8: Conduct Sanctions

The following sanctions may be imposed on a student for any single violation of the Student Code of Conduct:

1. **Warning:** An official written notice that the student has violated University policies. Further violations may result in more severe conduct actions.
2. **Restitution:** Compensation for damage to University property or personal property. This includes repayment for labor costs or the value of property damaged, consumed, or stolen.
3. **Fines:** Reasonable fines may be imposed.
4. **Community/University Service:** Required service in the University or local community.
5. **Loss of Privileges:** Denial of specified privileges for a set period.
6. **Confiscation of Prohibited Property:** Items violating University policy will be confiscated and may be returned at the discretion of the Dean of Students or designee.
7. **Behavioral Requirement:** Required activities such as counseling, substance abuse screening, or writing a letter of apology.
8. **Educational Program:** Requirement to attend or participate in a program related to the violation. May also involve sponsoring or assisting with a program for others on campus.
9. **Restriction of Open House Privileges:** Restrictions imposed on a student's access to certain areas or events.
10. **Housing Probation:** Notice that further violations may lead to immediate removal from University housing. Regular meetings may be required.
11. **Housing Reassignment:** Reassignment to another University housing facility.
12. **Housing Suspension:** Removal from University housing for a specified period, after which the student may be eligible to return. Conditions for readmission may apply. The student must vacate housing within 24 hours of notification, though this may be extended upon request. The University will not refund any tuition or fees.
13. **Housing Expulsion:** Permanent revocation of the privilege to live in or visit any University housing. The University will not refund any tuition or fees.
14. **Probation:** Official notice that further violations may lead to suspension or expulsion. Regular meetings may be required.
15. **Eligibility Restriction:** Deemed "not in good standing," with specific limitations on holding office, representing the University, or participating in certain programs.
16. **Suspension:** Separation from the University for a specified period. The student must vacate the campus within 24 hours, though this deadline may be extended. The student is banned from University property and activities. The University will not refund any tuition or fees.
17. **Expulsion:** Permanent separation from the University, including a ban from University property and events. The University will not refund any tuition or fees.
18. **No Contact Order:** Prohibits any communication or physical contact between students involved in cases of abuse or harassment. All parties must agree to the terms.
19. **Other Sanctions:** Additional sanctions may be created as deemed appropriate by the Dean of Students or designee.

Sanctions for Groups or Organizations

Groups or organizations found in violation may receive:

- Any of the above sanctions.
- Deactivation or de-recognition, including loss of all privileges for a specified time.

Parental Notification

The University may notify parents/guardians of dependent students about conduct situations, particularly alcohol and drug violations. Notification may also be extended to non-dependent students under 21 for such violations. Notification may be used at the discretion of administrators when permitted by FERPA or with the student's consent.

Notification of Outcomes

The outcome of a hearing is part of the student's education record and protected under FERPA. If a policy violation constitutes a crime of violence or a sex offense, the University will inform the complainant of the final results, including the respondent's name, the violation, and any sanctions. This information may be released publicly or to third parties.

Failure to Complete Conduct Sanctions

Students must comply with conduct sanctions within the specified timeframe. Failure to do so may result in additional sanctions, suspension, or a note on the student's transcript. Residential students must vacate housing within 24 hours of notification, with possible extensions upon request. Suspension will be lifted only upon satisfactory compliance with sanctions, as determined by the Dean of Students.

Section 9: Appeals Procedures

General Guidelines

1. Any party to a complaint (the Complainant or Respondent) may submit an appeal to the Dean of Students. The Dean of Students will assign an Appeal Officer that was not involved in the original investigation and hearing.
2. All sanctions instituted by the original Conduct Officer or Discipline and Appeals Committee are to be implemented while an appeal is pending, unless a request for a stay of sanctions, or postponement, has been requested in writing and that request has been granted. Submit a request for a stay of sanctions to the Dean of Students.
3. The presumptive stance of the Appeal Officer is to be that the original hearing body was correct in its initial findings. The burden is on the appellant to show error as outlined below in the Grounds for Appeal.
4. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or notes from the original hearing, and pertinent documentation regarding the grounds for appeal.
5. The Appeal Officer may at his/her discretion, request information from the original Conduct Officer or board. In rare cases, the Appeal Officer will interview persons involved in the original hearing and investigation.

Grounds for Appeal

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included. Refusal to provide responses during a hearing precludes use of this ground for appeal.
3. The sanctions fall outside the parameters of institutional norms.

Procedures for Appeal

Students should submit a typed letter of appeal to the Dean of Students or their designee within two (2) business days of the date on the decision letter. Students will have only one opportunity to appeal. Students who did not schedule and attend the original hearing forfeit the right to appeal a decision.

The appointed Appeals Officer, or his/her designee, reserves the right to determine if an appeal will be presented to the Discipline and Appeals Committee or remain an administrative appeal.

Upon review of the case, the appeals officer or appeals board may:

1. Affirm, modify, or reverse the findings of responsibility.
2. Affirm or modify, either to increase or decrease, the sanctions imposed.

Administrative Appeals

Administrative appeal hearings are most common and are adjudicated by one Appeal Officer. The Appeal Officer will endeavor to provide the student with a decision within 30 days of receipt of the filing of the appeal. The decision will be communicated to the student via RC email, letter in campus mailbox, hand-delivered letter, phone or a combination of these means. The decision of the Appeal Officer is final.

Discipline and Appeals Committee

The Discipline and Appeals Committee consists of a represented group of University faculty, staff selected by the Provost and Dean of Students. The Discipline and Appeals Committee may establish rules and guidelines, as appropriate, for any given hearing but does not have the authority to interpret or modify University policy or the Student Code of Conduct. The decision of the Discipline and Appeals Committee is final.

Disciplinary Records

All conduct records are maintained by Rochester Christian University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

Approval and Implementation

This *Student Code of Conduct* was approved on August 20, 2018 by Rochester Christian University Senior Leadership Team, and implemented on August 27, 2018.

General Information

Academic Information

All Academic related content can be found in the Rochester Christian University [Catalog](#) for that Academic year.

Campus Employment

Students interested in campus employment may contact the Executive Office for current job openings. The site my.rcu.edu also allows students to view openings and apply online. Preference is given to students who qualify for federal work study funds. Students who are hired to work on campus must complete all required payroll paperwork prior to starting work.

International students must have an U.S. Social Security Number. Any student who needs assistance obtaining a Social Security Number for Work Study purposes should contact Allyson Stinnett. No student may be paid until this regulation is completed

On Campus Marketing and Promotion

Rochester Christian University supports the marketing and promotion of events, programs, activities and services offered by internal or external entities that benefit the Rochester Christian University community and align with the mission, ethos and identity of the University. Marketing and promotional opportunities include, but are not limited to: the use of the Rochester Christian University App, chapel announcements, painting of the rock, chalking sidewalks, and posting and distributing print marketing materials.

RCU Mobile App

The RCU mobile app is a tool designed to keep Rochester Christian University students connected to involvement opportunities, inform students of CLW opportunities and attendance records, provide students an avenue for communication and more. The app can be downloaded

through any app store by searching “Rochester Christian University” and logging into the app using their RCU email address. You can also access the app on a web browser by visiting warriorhub.rochesteru.edu . Access is given by logging in with your RCU email information.

Weekly Warrior

Any person or department in the RCU community wishing to submit information to be shared in the Weekly Warrior, a Student focused weekly email newsletter to the campus community, should submit their request through the “Submit News” button at my.rcu.edu . Content submitted should include the dates you would like the information shared, an image or logo you would like included with the post, and a brief description of what you are trying to advertise or communicate. This email newsletter is managed by Marketing & Communications.

Chapel Announcements

If anyone in the Rochester Christian University community has an announcement they would like to have announced in chapel, or something they would like to personally announce in chapel they will need to complete the "Announcement Request Form" located on the portal under the "Online Forms and Documents" tab of the Student Portal (my.rcu.edu). The only instance in which someone will email an announcement request is when they are sending in a PowerPoint slide (or similar) in addition to your announcement request. These emails should be sent to announcements@rochesteru.edu

All announcement requests should be submitted a minimum of 1 week prior to the requested chapel date, including any special announcements that you are requesting to present. Any special announcements requested to present during chapel will be reviewed, and approved. In order to better serve the limited time for chapel, only select announcements upon approval will be presented. The Campus Ministry team will promote and display all announcements on the main screens in the auditorium. For additional questions on chapel announcements, email Katelyn Brackney at khargrave@rochesteru.edu

Painting of the Rock

All artwork on Rochester Christian University’s rock must be for the purpose of the promotion of a Rochester Christian University community event, program or organization. The rock may also be painted for awareness days, but priority is given to campus events. No personal postings are permitted. Artwork must not contain abusive or discriminatory language or images, messages or images directed at specific individuals or images or messages disparaging the institution, offices, organizations or identity. Requests to paint to the rock can be submitted via form on my.rcu.edu or in the RCU App. Submissions are approved on a first come first serve basis and the Center for Student Life reserves the right to approve, deny, or request edits of any submission.

Chalking Sidewalks

Chalking the sidewalk, with sidewalk chalk, is acceptable no earlier than 48 hours prior to an event and restricted to a maximum of three locations. All artwork on Rochester Christian University's sidewalks must be for the purpose of the promotion of a Rochester Christian University community event, program or organization. No personal postings are permitted. Artwork must not contain abusive or discriminatory language or images, messages or images directed at specific individuals or images or messages disparaging the institution, offices, organizations or identity.

Posting and Distributing Printed Materials

All printed materials posted or distributed on campus by students and guests must receive approval from the Center for Student Life. Printed materials include flyers, posters, banners, announcements and advertisements. Bring the copies you would like posted to the Student Life office for stamped approval and allow a minimum of 2 business days for approval. Review and approval of printed materials will be based on the time, place, manner and content of the printed material. Postings must be for the purpose of the promotion of a Rochester Christian University community event, program or organization. Artwork must not contain abusive or discriminatory language or images, messages or images directed at specific individuals or images or messages disparaging the institution, offices, organizations or identity.

Postings may remain for a maximum of 30 days or until the day after the event, whichever is sooner.. Approved posting locations include the following bulletin boards:

- Associates Campus Center (CC) between CC2 and CC4
- Associates Campus Center (CC) by Auditorium East
- Ham Library classroom hallway
- Residence Hall Lobbies

A member of the sponsoring organization sanctioned by Rochester Christian University must be present while materials are distributed. The sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant. In addition, organizations may not drop off and leave print marketing materials on campus without the permission of the Center for Student Life and absolutely no printed materials may be placed on automobiles parked on Rochester Christian University property

Marketing and Promotion Violations

Violations of Rochester Christian University's marketing and promotion guidelines include, but are not limited to:

- Posting materials without proper approval
- Posting materials in unapproved areas
- Tampering with or covering an approved announcement
- Distributing flyers on parked cars
- Inviting outside organizations to distribute materials without prior consent
- Leaving print materials on campus without permission
- Placing print materials on automobiles parked on Rochester Christian University property

Failure to adhere to the marketing and promotion guidelines may result in the loss of the privilege to distribute or post printed materials on campus for a period of time to be specified by the Center for Student Life.

Student ID

Each student is issued an official identification card, which must be carried at all times. It is required for chapel attendance, library services, dining hall privileges, and entry to various University facilities. The ID card is designed to last the duration of a student's uninterrupted academic years here at Rochester Christian University.

If a card is lost, the student will be charged a \$30 fee which will be placed on their student account. The old card will be deactivated and the student will be given a new card. If the student finds the old/lost card and brings it back into the Life office within two weeks of receiving the new ID card, the student will receive a refund of all but \$5.00, also placed on the student's account. If a student's card has been stolen, they may provide a police report documenting the theft to receive a refund of all but \$5.00.

A worn card that is fully intact or cracked but is not reading successfully in the card readers will be replaced at no cost. Student Life reserves the right to waive ID card replacement fees when warranted.

Parking Policy

Vehicle Owners

All faculty, staff, and students with vehicles on campus must register them and receive a parking permit. This can be done during registration or at any time through The Center for Student Life. Students will need their license plate number and vehicle specifications (i.e. color, year, make, and model). There is no extra fee for parking permits.

The vehicle rules and regulations which follow are to be used as guidelines by students, visitors, faculty, and staff. The following rules and regulations are administered and enforced by the Director of Operations and should be followed unless otherwise directed by the Director of Operations.

All Rochester Christian University students, staff and faculty motor vehicles, possessed or used, on campus must be registered within the Center for Student Life. You will need your vehicle's license plate when registering the vehicle. Upon registration, a parking permit will be issued for each registered vehicle. The Rochester Christian University window permit is to have the window completely affixed and displayed at all times on the bottom left corner (driver's side) of the front windshield. Permits should not be altered or defaced in any way.

Any vehicle without a valid parking permit found in the parking lots will be ticketed and is also subject to being towed at the vehicle owner's expense.

Permits may only be placed on the vehicle that the permit is registered to. Altered, forged, or stolen permits may result in judicial actions against the student responsible, as well as revoked parking privileges. If the student changes or replaces the vehicle for any amount of time, the student must notify the Center for Student Life to obtain a temporary permit. If the student does not contact the Center for Student Life, the student is subject to being ticketed.

Permits may not be passed between students under any circumstances.

Vehicle Parking

Rochester Christian University does not assume responsibility for the care or protection of any vehicle or its contents while operated or parked on campus property. Vehicles should be locked when unattended and must be parked within the boundaries of a defined parking space.

Students are authorized to park in the Campus Center lot, East lot, and the Palmer parking lot according to the parking permit displayed on the windshield. Employees may also use these parking lots.

Any parking space that is posted for a specific title is reserved exclusively for that person 24 hours a day and no student parking is allowed.

Students and visitors must not drive their vehicles on lawns or walkways at any time; including but not restricted to, all unpaved or paved areas on campus where vehicles are NOT authorized to be driven, i.e. on any lawn or grassy areas, sidewalks, walkways, and roundabouts, and when loading or unloading personal property to and from the residence halls. If the students need to park in an unauthorized area to load or unload the vehicle, contact the Director of Operations.

All parking violations are subject to monetary fines and/or towing.

Loading/Unloading Zones

All loading and unloading shall be done from the curb area of the streets and parking lots. Students and/or guests are not allowed to drive on sidewalks or grass areas.

Towing

If the vehicle is towed, a towing charge will be the responsibility of the owner. The University also reserves the right to tow any vehicle parked in such a manner as to create a hazard to other vehicles or persons. Vehicles towed from campus are done so at the owner's risk and expense.

REASONS FOR TOWING:

1. If a vehicle is unregistered through the Center for Student Life, it may be towed.
2. If parked in a No Parking Zone, Fire Lane, or Handicap space, or in a hazardous way, the vehicle may be towed.
3. If a vehicle is displaying an altered, forged, lost or stolen permit.

Guests and Visitor Parking

All guests who wish to park on campus during the day may do so once the vehicle is registered in the Center for Student Life. The student and guest must both be present with proper identification to obtain a permit. The permit is free of charge and must be placed on the bottom left hand side of the windshield facing out. The student that is being visited by the visitor will be held responsible for any fines and their student account charged for any violation fees. It is the responsibility of the student(s) to see that their visitors abide by all parking regulations.

Abandoned Vehicles

Rochester Christian University prohibits partially dismantled or otherwise inoperable motor vehicles, or any parts of a motor vehicle on any parcel of land belonging to Rochester Christian University. This also includes any vehicle, operable or inoperable, that does not have a valid license plate displayed. Any vehicles in these categories will be towed at the owner's expense and in addition, may be charged a storage fee.

All motor vehicle's operating on campus should abide by the following guidelines:

1. Vehicles should be driven at a safe operating speed. This speed should be reduced when weather conditions or pedestrian traffic affects the driving conditions.
2. Vehicle use is restricted to the main driveways and paved parking areas.
3. Off-road motorized vehicles (dirt bikes, quads, etc.) must be operated on approved roadways and parking areas at all times.
4. All vehicles operated or parked on campus must be operable, licensed, and insured.

Snow Emergency Parking Policy

Rochester Christian University has a residential population of students and facilities that are open to accommodate students living on campus. As a result, cars are parked in campus parking lots twenty-four hours a day. In order to properly maintain roads and parking lots during hazardous winter weather conditions, the cooperation of all those who drive and park on campus is required. This policy communicates how the University will clear parking lots of vehicles to allow for snow plowing, and what steps are required by campus community members in order to comply with this policy.

Policy

A Snow Emergency may be declared by the University when winter weather conditions require that parking lots and/or roads be plowed. During Snow Emergencies, vehicles in parking lots (except Designated Snow Emergency Parking Lots), must be removed for the period of the Snow Emergency so that parking lots and/or roads can be cleared. A Snow Emergency is separate from a University closing due to hazardous weather conditions. Declaring a Snow Emergency, typically in effect from 10:00 PM to 6:00 AM, does not affect the status of classes or other University operations.

Scope and Acceptability

This policy applies to all University students, faculty, staff, and guests, as well as vendors doing work or making deliveries to the campus.

Definitions

Snow Emergency: A Snow Emergency may be declared when 3 or more inches of snow is expected, as reported by the National Weather Service and/or other law enforcement weather resources. Typically, a snow emergency will be in effect from 10:00 PM the day it is declared until 7:00 AM the following day, unless extended, canceled or otherwise announced. During a Snow Emergency, all vehicles must be cleared from all parking lots except Designated Snow Emergency Parking Areas.

Designated Snow Emergency Parking Area: During a Snow Emergency, parking is allowed in the Garth Pleasant Arena parking lot only.

Procedures

Snow Emergency status will be determined by a core team of University officials. The team will review campus conditions and weather reports to determine what action is required, and make every effort to announce a Snow Emergency well in advance of the deadline to remove vehicles from the lots. If a snow emergency is declared: The Director of Operations or a designee will broadcast the Snow Emergency utilizing various communication mediums, including the University's email, emergency broadcast system, the University's website, and the mobile app.

All parking lots including parking spaces except those identified as Designated Snow Emergency Parking Areas should be vacated by the start time of the declared Snow Emergency. When a Snow Emergency is declared, students and staff are responsible for moving their vehicles to one of the designated areas so that parking lots and/or roads can be plowed. When community members plan travel which involves overnight parking during the

winter months, they should park their vehicles in a Designated Snow Emergency Parking Area before commencing travel.

Vehicles located in non-designated parking areas during a declared snow emergency will be assessed a ticket at the owner's expense.

Bicycle Owners

Students bringing bicycles should register them with The Center for Student Life and obtain a registration sticker in order for them to be allowed on campus. Registration stickers should be affixed to the bicycle appropriately. Bicycles must be stored in your room or at a bike rack located behind one of the residence halls. It is recommended that all bicycles be locked or otherwise secured when stored outside of the student's room to avoid theft or "unapproved borrowing." No bicycles may be stored in stairwells or hallways unless on specific designated bike racks in the stairwells.

Communication

Rochester Christian University is dependent on successful communication with its students primarily through email. All RCU students are assigned a RCU email address and are expected to read and respond as requested by Rochester Christian University employees.

Students not responding to official University communications are subject to fines and possible disciplinary action for lack of reading and responding to "Response Required" official University business and associated important University issues.

General Computer and Technology Use on Campus

Coursework often assumes that students have access to a laptop, computer or tablet. Students have the option of completing coursework using RCU computers in the library, ACE lab, or computer lab. Students may also check out a chromebook from the RCU Ham Library for a designated period of time. Students who use personal technology should be aware that devices more than 4 years old may not work on the Rochester Christian University network. Students are responsible for the function, updating, and security of their own personal devices at all times. Never leave a device unattended while on campus.

Wireless internet services on campus are provided for academic purposes at no additional charge for all students who are actively attending Rochester Christian University. RCU provides a username and password to the student which is required for accessing the network. All internet traffic on the network is monitored, filtered and inspected. Users should never activate a device on the network they do not personally own. Students will be accountable for all activity observed under their username. Violations of the Acceptable Use Policy are reported directly to the Dean of Students for evaluation.

Ethernet ports in Residential rooms are off but can be activated by contacting the helpdesk. Personal “Routers” or “Wireless Access Points” are not prohibited on Rochester Christian University’s campus. Any devices found will be confiscated and recycled. The use of VPN’s is prohibited on RCU’s campus network.

Students may report problems they experience by emailing the RCU helpdesk at helpdesk@rochesteru.edu or by calling 248.218.2080.

The Rochester Christian University IT Department is responsible for school owned hardware and assumes no responsibility for lost or damaged files on personal devices. All files located on University-owned computers may be subject to inspection, review, or removal at any time. These computers are provided for student use in the HAM Library and ACE Lab.

All students will receive a Rochester Christian University username and password that can be used to further academic goals. Students are allowed to print 250 pages a semester and will be charged for each page over the limit. Additional policy guidelines and the Acceptable Use Policy are available on the Student Portal.

Student Photo Policy

Rochester Christian University does not attempt to collect photo release forms from members of its faculty, staff, or student body. Instead, we make the assumption that faculty, staff, and students are our best resource for marketing the University and its constituencies and they will welcome involvement in these activities.

All photographs taken for Rochester Christian University are the property of Rochester Christian University and may be used for Rochester Christian University promotional purposes (e.g. electronic and printed publications, websites including photos.rcu.edu , classroom use, university ads, etc.). The University reserves the right to take photographs of campus facilities and scenes, events, faculty, staff, and students for University use in any areas on campus where subjects do not have an expectation of privacy and provided the photos do not violate the privacy of the subject.

Student Grievance Policy

Rochester Christian University strives to maintain open communication and create an atmosphere of trust. In any community, there are times when the need arises to express concerns or complaints in a formal manner. It is always our choice that prior to a formal grievance being filed, students attempt to reconcile any problem in a manner befitting Christian values and standards. The University recognizes the importance of providing an opportunity for its students to express concerns and for the University to have a consistent way of resolving those concerns in a fair and just manner.

To submit a grievance, please complete the [Rochester Christian University Student Grievance Form](#). The purpose of this form is to provide information, accountability, and a method for student grievances to be expressed and heard by appropriate administration and relevant parties involved. It is the first step in an important process aimed to ensure that student voices are heard and appropriate attention given to their grievances.

Non Grievable Matters

A student may not use this procedure for grievances related to the following matters:

- [Academic regulations](#) (including grade appeals and curricular requests)
- [Access to educational records](#) (FERPA policy)
- [Student Code of Conduct](#) (student handbook)
- [Disability services](#) (student disability grievance procedure)
- [Discrimination and Harassment](#) (Non-Discrimination and Non-Harassment Policy)
- [Parking citation appeals](#) (Public Safety parking regulations)
- [Public Safety complaints](#) (Community input form)
- [Sexual misconduct](#) (student sexual misconduct policy)
- [Student employment](#) (employee grievance procedure)
- [Billing](#)

Refer to each specific grievance procedure for deadlines and complaint procedures.

Informal Resolution of General Complaints

Students are strongly encouraged to resolve concerns or complaints by directly discussing the matter with the person or department in which the issue originated. If the complaint is not resolved, the next contact will be with the supervisor or responsible administrator to conduct an inquiry into the issue. The student should attempt to resolve the complaint informally as soon as possible but at least within **30 days** of the occurrence. Upon request from any student, the Dean of Students Office will provide guidance about the appropriate way to address a complaint informally.

Formal Resolution of General Complaints

If the matter is unresolved after following the informal complaint resolution process or the student chooses not to use the informal process, the student may submit a formal written complaint to the head of the department where the issue originated. If the complaint is about the head of the department, the student may submit a formal written complaint to the head of the division. If the student is not certain where to direct the complaint, or in cases where the student submits the complaint to the wrong department, the complaint shall be routed to the Dean of Students Office, and someone from that office will provide guidance on where to file the complaint.

Formal written complaints should be submitted by the later of **ten (10) days** following the conclusion of the informal resolution process, or **30 days** following the occurrence giving rise to the complaint. The formal written complaint must contain the following information:

1. A statement indicating the student is filing a formal complaint pursuant to the Student Grievance Policy and Procedure
2. Name of the student filing the formal complaint
3. Name of the employee or department the complaint concerns
4. Date(s) of the incident(s)
5. The specific complaint or concern
6. Any facts or additional information which could be useful in evaluation of the complaint
7. The specific resolution being sought.

Upon receiving a formal written complaint, the administrator will conduct an informal inquiry as warranted to resolve any factual disputes. Depending on the nature of the complaint, the administrator may call together involved parties to mediate the situation and determine a solution or decision. The administrator usually will respond within **ten (10) working days** of receipt of the complaint with a written decision resolving the complaint.

Appeal of Formal Resolution

If the resolution is unsatisfactory to the student, the student may send a written letter of appeal to the Discipline and Appeals Committee at academicappeals@rochesteru.edu within **ten (10) days** of receipt of the administrator's written decision. The Discipline and Appeals Committee may conduct additional inquiries, and usually will respond within **fifteen (15) working days** of receipt of the complaint with a written decision on the appeal. Decisions and resolutions made by the Discipline and Appeals Committee are final.

Additional Information

No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting a complaint. Complaints about retaliation may be reported to the Dean of Students Office.

If you are not satisfied with the outcome of the complaint, you may choose to file a complaint with the following outside resources.

State Resources

If you are not satisfied with the outcome of Rochester Christian University internal complaint resolution processes, you may contact the responsible state agency. Please note:

- Many, if not all, external agencies will not hear a complaint if the options available through the university have not been exhausted.
- Grade disputes and student conduct issues are typically not reviewed by external or state agencies.

In accordance with regulations issued by the US Department of Education, institutions offering distance education must provide enrolled students with contact information for filing complaints.

State Authorization Reciprocity Agreement (SARA) States

Participating SARA states as of January 1, 2017: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming. States that are not yet members of SARA are: California, Florida, and Massachusetts.

How to File a Complaint

Out-of-state online students enrolled in Rochester Christian University online courses or degree programs should attempt to resolve any issues or complaints internally using the process outlined above. If after following the University complaint process, the issue or complaint is not reasonably resolved, it is appropriate to file a complaint concerning Rochester Christian University with the state agency for handling complaints in the student's state (MI LARA for all SARA states, or direct links provided for California, Florida, or Massachusetts). Complaints may also be directed to the accrediting agency, [the Higher Learning Commission \(HLC\)](#).

Michigan Department of Licensing and Regulatory Affairs (LARA)

If a student residing in a SARA state is not satisfied with the institutional resolution of a complaint related to a Rochester Christian University online course the institutional decision may be appealed to:

http://www.michigan.gov/lara/0,4601,7-154-61343_35414_60647_2739--,00.html

Agencies for Non-SARA States

Students who reside in California, Florida, or Massachusetts and wish to file a complaint may do so using the appropriate link:

- California – California Bureau for Private Postsecondary Education; 916.431.6959
<http://www.bppe.ca.gov/enforcement/complaint.shtml>
- Florida – Florida Department of Education; 850.245.0407
<http://www.fldoe.org/schools/higher-ed/fl-University-system/about-us/complaints.stml>
- Massachusetts – Massachusetts Department of Higher Education; 617.994.6950
<http://www.mass.edu/forstufam/complaints/complaints.asp>

Accrediting Agency

The Higher Learning Commission accredits Rochester Christian University. Students may directly register complaints with HLC by e-mailing complaints@hlcommission.org

Resources

Student Services and Resources

The purpose of student services is to enhance the overall student experience in supporting and empowering students to become self-reliant members of the Rochester Christian University community and maximize their educational experience while pursuing their degree. Through the use of targeted programming and services, and collaboration with on and off-campus partners, the office will cultivate a positive transition, instill productive habits, and equip students for success. The student services coordinator can assist students to address non-academic needs that impact their ability to complete their degree and function in campus life

Accommodations

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Rochester Christian University provides reasonable accommodation(s) to qualified students with disabilities.

A qualified student with a disability is a person who meets the academic and nonacademic admission criteria essential to participate in the program in question and who, with or without reasonable accommodation(s), can perform the essential functions of the program or course requirements.

The Accommodation Officer through Rochester Christian University facilitates reasonable accommodation(s) and support services for qualified students with a properly documented disability. A disability is a physical or mental impairment substantially limiting one or more major life activities. Written documentation, current within three years, from an appropriate professional is required.

No qualified individual with a disability will, because of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of Rochester Christian University, or be subjected to discrimination by Rochester Christian University. Rochester Christian University will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination based on disability unless Rochester Christian University can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Receiving Accommodations

To receive accommodations, students must register with the Accommodation Officer. The Accommodation officer can be reached at accommodations@rochesteru.edu. Follow these steps:

1. The student completes the **Accommodation Request Form** for all academic, housing, dietary, and auxiliary requests and/or **Assistive Animal Request Form** depending on their needs
2. Provide written documentation (see Guidelines for Documentation) detailing the disability underlying the request, including the specific accommodation requests.
3. After reasonable accommodations are determined, the Accommodation Officer will prepare an email memo that lists accommodations approved by the Accommodation Officer. The Accommodation Officer will email the memo to the appropriate faculty and staff, with the student copied on the communication.
4. Students are responsible for communicating with faculty and staff about how accommodations will be implemented in class. Students should schedule an appointment with their professors and discuss specific arrangements for reasonable accommodations. Revealing your diagnosis to faculty is not required but sharing information about how the disability impacts your learning can give the professor insight into teaching methods helpful to you.
5. A student must renew his/her academic accommodations every semester with the Accommodation Officer, this may be done by completing the Accommodation Request Form each semester. This is to ensure a student's instructors are informed as courses change. If a student would like to add to their accommodations, additional documentation may be necessary.

Guidelines for Documentation of a Specific Disability

The student bears the responsibility to request accommodation(s) and provide documentation of his/her disability including a **specific diagnosis** with evidence to support and identify specific limitations. After acceptance to Rochester Christian University or immediately following an injury or a diagnosis of a disorder, the student should contact the Accommodation Officer to report the disability as soon as possible. Reporting the disability to any other representative of the University will not initiate the official procedure needed to establish eligibility for support services.

Documentation must be current (within the last three years; however, exceptions are sometimes necessary depending upon the individual case) and in writing from a licensed/certified professional and must provide the following information:

- Date of evaluation.
- Diagnosis - specific with International Classification of Diseases (ICD) classification.
- Method of the evaluation/examination.
- The specific limitation with respect to the disability's current impact on the University and educational environment.
- Medication - expectation in results of functioning or cognitive impairment.

Documentation must be based on an evaluation from an appropriately credentialed professional. More information regarding documentation requirements can be found in the RCU Services & Accommodation Policy. Please visit <https://rcu.edu/ada-accommodations/>

Conflict Resolution Procedure for Academic Accommodations

If a specific accommodation request requires conflict resolution, the Accommodation Officer and the Rochester Christian University Students with Disability Accommodation Policy are the official University agents in such matters. Students must provide relevant documentation of the disability from an appropriate professional source in order to verify eligibility for accommodation(s). This documentation is confidential and shared with University personnel on a need-to-know basis only.

Rochester Christian University has established an Academic Appeals Committee (academicappeals@rochesteru.edu) under the jurisdiction of the University's chief academic officer. The purpose of this Committee is to assist the chief academic officer in resolving disagreements that arise concerning specific requests for academic accommodations on a case-by-case basis. The Committee serves as a resource for all University entities including faculty, academic administrators, and students for a final review of disagreements concerning specific academic accommodation requests.

1. In instances where there is disagreement concerning the appropriateness of the requested accommodation, the student, instructor teaching the course for which the accommodation has been requested, and Accommodation Officer will make every effort to resolve the disagreement in a timely manner.
2. If agreement cannot be reached, the student, instructor, or University administrative staff may file a petition with the Academic Appeals Committee.
3. The Committee reviews the petition and any additional relevant information from University personnel in order to render a decision within ten (10) days from the date of the petition. The decision of this Committee is final.

The decision of the Committee will be communicated to the student, faculty named in the appeal, and Accommodation Officer through the Academic Appeals Committee chairperson.

Procedure for Housing & Dietary Accommodations

Rochester Christian University is committed to the full participation of students in all aspects of university life including housing and dining experiences. In certain situations, students may need to request special housing and/or dietary accommodations. Reasonable accommodations are developed on an individual basis, based on the documentation provided. Students seeking special housing and/or dietary accommodations should complete the following steps:

1. When requesting housing and/or dietary accommodations, students are expected to have already completed all Rochester Christian University housing applications and payment deadlines.
2. The student must provide appropriate documentation, which must come from a licensed professional to establish that the student has a disability that necessitates a special accommodation. (If the request is a special diet, a diet prescription must be included). Please note that the Accommodation Officer may ask for additional information from the student and/or the practitioner.
3. For students seeking dietary accommodations, students must complete the Accommodation Request Form.
4. For students requesting housing accommodations, please do not make a building-specific request, but, instead request the accommodation needed (i.e. first floor, etc.) A building-specific request is not considered a reasonable accommodation and cannot be evaluated by the Accommodation Officer in concert with the Student Life staff. The following priority deadline for students seeking disability housing accommodations are:
 - a. **New Students: July 1st**
 - b. **Current Students: Before Housing Selection Process**
5. For housing and dietary accommodations, the student must renew accommodation(s) **every academic year** in which he/she is enrolled; this may be done by completing the Accommodation Request Form.

Service Animals & Emotional Support Animals

Rochester Christian University complies with the Americans with Disabilities Act (ADA) in allowing use of service animals for students, employees, and visitors. Emotional Support Animals (ESA) are also addressed in this policy, but ESAs are not considered service animals under the ADA. An Emotional Support Animal is a type of assistance animal that is recognized as a “reasonable accommodation” for a person with a disability under the federal Fair Housing Act (FHAct, 42 U.S.C.A. 3601 et seq.). The assistance animal is not a pet according to the U.S. Department of Housing and Urban Development (HUD).

Qualifications

1. Student must have a disability as defined by the ADA or have been diagnosed by a medical professional as having a verifiable disability that is not transitory or minor;
2. There is an identifiable and documented nexus between the disability and the assistance that the animal provides;
3. The animal must be officially registered by the Accommodation Office.

Once your assistive animal has been approved by the Accommodations office, you will also meet with the Director of Community Life to discuss housing arrangements. If you have a roommate, further documentation will be required. For more information regarding assistance animals, please visit <https://rcu.edu/ada-accommodations/>

ACE

The Academic Center for Excellence (ACE) at Rochester Christian University (RCU) is a valuable academic support and resource center aimed at fostering independent and successful learners. Here are some of the services and resources provided by ACE:

- **One-on-One In-Person Peer Tutoring:** Available for foundational courses, helping students understand and master course material.
- **Online Tutoring Support:** Accessible through the ACE's online platform, offering flexible academic assistance.
- **Textbook and Calculator Checkout:** Providing essential learning tools for students.
- **Study Skills Support:** Assisting students in developing effective study habits and strategies.
- **Computer and Printer Stations:** Available for student use to support their academic work.

The ACE is conveniently located near the cafeteria and cafe, making it easy for students to access academic resources and assistance while studying. Tutoring services are offered both on a walk-in basis and by appointment during the traditional school year. Additionally, online support and academic resources can be accessed at » [ACE Lab – Academic Center for Excellence \(rcu.edu\)](https://rcu.edu/ace).

For more information, students can contact the ACE at 248.218.2173 or via email at acelab@rochesteru.edu.

Mental Health and Wellbeing

MacKinnon Psychology and Counseling Clinic

The MacKinnon Psychology and Counseling Clinic plays a vital role in addressing the psychological and developmental needs of young adults navigating major life transitions and

adjustments during their time at university. By providing counseling, the clinic aims to equip students with coping mechanisms that helps students thrive in their personal lives and enhance their academic experience.

Location and Oversight

The clinic is situated in the Muirhead Center on the west end of campus and is overseen by the Center for Student Life.

Appointments

- To schedule an appointment, students can email Melissa Schroeder, Director of the MacKinnon Psychology and Counseling Clinic, at mschroeder@rochesteru.edu.
- Students are allowed up to 8 visits with the counseling center over an academic year.

The clinic's services are designed to support students in managing the challenges they face, ensuring they have the resources needed to thrive both academically and personally during their university experience.

Community Resources and Referral

Rochester Christian University (RCU) is committed to enriching the holistic experience of its students, both on and off campus. Understanding that student needs extend beyond academics, the university has designated the Student Services Coordinator to enhance the overall student experience. This role involves supporting and empowering students to become self-reliant and engaged members of the RCU community. Through the academic year, students will have access to various programs and services designed to facilitate positive career transitions and reduce barriers that impact student engagement and success. The Student Services Coordinator will work closely with students to assess their immediate needs and help them access the necessary resources to address those needs effectively. By doing so, RCU aims to ensure that all students have the support they need to thrive during their time at the university.

Health Services and Medical Treatment

Rochester Christian University/Rochester University has no on-campus health or medical facilities. The medical facilities listed accept most insurance plans. Some facilities may arrange to bill parents/legal guardians directly. However, students should verify this when they make an appointment. Students wanting the bill sent to their parents/legal guardians should receive a letter from their parents/legal guardians to the clinic giving the clinic permission to bill.

Ascension Providence Hospital 1101 W. University Dr. Rochester, Michigan 48307	North Oakland Urgent Care 2840 Crooks Rd. Suite. 100 Rochester Hills, MI 48307
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248.652.5311	248.852.9290
Graham Health Center Oakland University 248.370.2341	Rochester Urgent Care 215 E. Auburn Rd. Rochester Hills, MI 48307 248.853.2009
Henry Ford Medical Center Lakeside Medical Center 14500 Hall Rd. Sterling Heights, Michigan 48313 248.242.2700 ; 800-HENRYFORD Open 24 hours	Oakland Urgent Care 2251 N Squirrel Rd. Suite 125, Auburn Hills, MI 48326 248.340.1600
Oakland County Health Services Health Division: North County Service Center 1200 N. Telegraph, Bldg 36 East, Pontiac, MI 48341 248.858.1280 Fax: 248.858.0178	Health Division: South 27725 Greenfield Rd. Southfield, MI 48076 248.424.7000 Fax: 248.424.7144
Health Division: West 1010 E. West Maple, Walled Lake, MI 48390 248.926.3300 Fax: 248.960.7444	Health Division: Oakland Pointe 250 Elizabeth Lake Rd. Suite 1520, Pontiac, MI 48341 248.858.1280 or 248.452.8672

Crisis Services

In any life-threatening situation, such as a suicide attempt, alcohol, drug overdose, or serious mental health crisis, call 911. There are also other mental health crisis response resources available.

Lifeline (Suicide Hotline): Call or Text 988	Common Ground (Oakland County Crisis Response): 1-800-231-1127
Crisis Hotline: 1-800-273-TALK	Haven (Sexual assault, domestic violence): Crisis Support Line: 1-248-334-1274

Student Emergency Needs Grant

RCU is dedicated to addressing the unique needs of every student. If you are facing financial hardship due to an unforeseen or emergency situation, the Student Emergency

Grant may offer the assistance you need. Our goal is to provide flexible financial support to help students achieve their educational objectives. Before submitting a request, please review the criteria and process outlined below.

Step 1: Initial Meeting/Request

- Students must meet with the Student Services Coordinator in Student Life before submitting a request for assistance. This step is required regardless of whether the student is currently using financial aid funds.
- Contact Katie Kilpatrick at kkilpatrick@rochesteru.edu to schedule your meeting.

Step 2: Assessment and Resource Linking

- The Student Services Coordinator will conduct an assessment and review the request with the Grant Team.
- Priority will be given to utilizing community resources, and assistance will be provided to connect students with these resources.
- If community resources cannot meet the needs, the Grant Team will review the request.

Step 3: Grant Review and Award

- The Grant Team will review and process the requests. If eligible, the Student Services Coordinator will award a one-time grant of up to \$500 per calendar year, subject to fund availability.

Eligibility Requirements

- *Enrollment*: Must be a degree-seeking student currently enrolled at Rochester Christian University.
- *Financial Hardship*: Must provide documentation of financial hardship, if available.
- *Exhaustion of Resources*: Must demonstrate that all other resources, including Student Financial Aid, have been exhausted.
- *Previous Funding*: Must not have received emergency relief funding within one calendar year prior to the request.
- *Additional Documentation*: May be required to provide private insurance information, financial information, and possible diagnosis as it may relate to community resources. Confidentiality and FERPA rules apply.

- *Summer Assistance*: Students seeking assistance during summer sessions and who are not enrolled but are registered for fall courses may qualify for alternative forms of assistance.

Campus Security

Campus security is managed by the Director of Operations. Campus Security can be contacted at security@rochesteru.edu or 248.765.8013. Details for Campus Security information and procedures can be found on the Rochester Christian University [website](#).

Timely Warning and Emergency Notification

Timely Warnings shall be issued whenever a crime that is considered to represent a serious or continuing threat to students and employees is reported to campus security, Student Life Office, or a local police agency and has occurred within the university's geography. Whenever a timely warning is sent it may be sent to the entire Campus Community or to the relevant population if technology allows.

Emergency Notifications shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Provost or designee of the Provost in conjunction with the Dean of Students and/or other campus and non-campus officials as appropriate shall confirm the existence of a situation that may warrant a warning or notification and determine if a timely warning or emergency notification is warranted and the extent of the notification as appropriate. In addition to criminal incidents, emergency notifications may be issued in situations such as, but not limited to:

Safety Related Issues Include (but not limited to):

- An incident that occurs on any of our campuses that affects the personal safety and security of our population.
- An incident that occurs in close proximity to the campus that may potentially affect the personal safety and security of our student, faculty and staff population.

Health Related Issues (but not limited to):

- Diagnosis of a serious or life threatening communicable/infectious disease.
- Evidence of bioterrorism.

