



# GORDON COLLEGE

**Student Handbook  
2014-2015**

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255 Grapevine Road, Wenham MA 01984-1899  
978 927 2300

[www.gordon.edu](http://www.gordon.edu)





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The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. Policies and regulations are under continual examination and review; therefore the College reserves the right to change any provision or requirement at any time within the student's term of attendance. College officials will make every attempt to communicate changes to those affected in a timely manner.

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# From the Vice President for Student Life

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Welcome to Gordon College. On behalf of all faculty and staff, it is my privilege to welcome you to our community and to orient you to the rich array of opportunities you will have during your time as a student.

Our mission is that when you graduate you will be distinguished by intellectual maturity and Christian character, committed to a life of service and prepared for leadership worldwide. You will grow in these areas not only through your academic experience, but also by what happens in your residence halls, in student clubs, on the athletic field, on a missions trip, service outreach or musical performances. In each of these areas, you will grow in your understanding of your faith, your fellow students and the world.

We seek to be a community that models grace and truth toward each other as we grow in these areas. Thus it is important that we have a framework that helps us do life together well at Gordon College. This Student Handbook is your guide to understanding the mission and purpose of the College, the commitments and responsibilities you have as a member of this community, and the framework of policies and procedures by which we live out these ideals.

This Handbook is for you. I encourage you to read it and to ask questions when clarification is needed. While this Handbook has been carefully reviewed for correctness and completeness, the College reserves the right to correct errors and to modify as necessary. Updates will be posted on the College website and you will be made aware of any changes.

Our entire community welcomes you here and I am delighted you have chosen to be a part of Gordon College. My door is always open.

All the best,

A handwritten signature in black ink that reads "Jennifer M. Jukanovich". The signature is written in a cursive, flowing style.



## Life and Conduct at Gordon College

Gordon College is a Christian community, distinguished from other Christian communities by its primary commitment to provide a liberal arts education. As a Christian community, it seeks to maintain itself by fostering those ideals and standards that are consistent with a Christian worldview. These ideals and standards are broadly moral; they would be characteristic of any community that was self-consciously Christian. This document is an attempt to specify those ideals and standards.

Given an atmosphere of free inquiry on a college campus, it is not surprising that the legitimacy of certain standards has traditionally been discussed, debated and argued. Nor is it surprising that such debate is more intense in these days when the orientation of our society is toward freedom and self-determination. Nonetheless, the demands of community life require some mutual understandings;

neither the difficulty of the task nor the imperfection of the end result should deter us from attempting to establish reasonable, viable expectations.

A Christian approach to life and conduct seeks to promote freedom without becoming antinomian and to promote responsibility without becoming legalistic. Historically it has always been difficult to embrace at the same time both the need for rules and the role of individual freedom under the guidance of the Holy Spirit. Nonetheless, this, we believe, is the biblical model and so the course we have chosen.

This Statement on Life and Conduct at Gordon College sets forth (1) those assumptions and principles which should guide the conduct of responsible Christians and (2) the specific rules and regulations which seem most likely to require explicit statement in a community such as Gordon.

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## Assumptions and Principles

### BASIC ASSUMPTIONS

Gordon College strives to maintain its identity as a Christian academic community of students, faculty and staff. The College expects that all members of the College community:

1. Call themselves Christian by virtue of the grace of God and their personal commitment to Jesus Christ
2. Recognize the Bible to be the Word of God and, hence, fully authoritative in matters of faith and conduct
3. Have a sincere desire for that commitment to mature both in insight and behavior

### BIBLICAL PRINCIPLES

The community recognizes that biblical principles are foundational for corporate life and individual behavior. Those principles which seem most pertinent are the following:

1. Life within a Christian community must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in every activity (Matthew 22:36–38, I Corinthians 10:31, Colossians 3:9, 10, 17).
2. Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5, II Corinthians 5:10).
3. Consistent with the example and command of Jesus Christ, love and justice must be the determinative factors in the relationships of Christians with others (John 15:12–17, I John 4:7–12).
4. Christians bear responsibility for service to others. They are responsible to serve their neighbors and be involved in the process of alleviating such pressing worldwide problems as poverty, hunger, disease, illiteracy and

racism (Matthew 7:12, 25:31–46, Galatians 5:14, 6:10).

5. The actions of Christians within a community are not solely a private matter. Accordingly, members of the Gordon community must hold their neighbors accountable for the implications of their conduct when it directly affects the welfare of community living (Matthew 18:15–17).
6. The community collectively and members individually are responsible for the effective stewardship of abilities, opportunities and institutional resources (Luke 19:11–27, I Corinthians 4:2).
7. Attaining common goals and ensuring orderly community life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community (I Corinthians 8:9–13, 9:19–23, 10:23–33).
8. Certain actions are expressly prohibited in Scripture and are, therefore, wrong. Christians are responsible to avoid those practices which are called sinful in Scripture. Similarly, Scripture commends some actions which are matters of individual conviction based on the given situation. In this latter area care must be exercised in order not to judge one another or to cause another to stumble or ourselves to fall (Matthew 7:1, Romans 14:1–23).
9. Christians are not asked to live the Christian life simply on the basis of their own moral character and strength. God has provided the authoritative Word of Holy Scripture, the guiding power of the indwelling Holy Spirit and the counsel of the Church, the body of believers both past and present. Christians

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are expected to study and obey the Scriptures, to cultivate a heart attitude which allows for the guidance of the indwelling Holy Spirit and to give serious consideration to the counsel of the people of God (II Timothy 3:16, II Peter 1:19–21, I John 2:27, I Peter 5:1–6).

10. Important to an understanding of all behavioral standards is the Christian's obligation to separate himself from worldliness (Romans 12:2, I John 2:15). "Worldliness" is a subtle issue involving uncritical conformity to the prevailing spirit of the age. One's disposition concerning such matters as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

## GENERAL PRINCIPLES

We acknowledge it is impossible to create a community whose behavioral norms will be totally acceptable to every Christian. Nonetheless, we believe it is imperative for us to specify certain behavioral patterns which must be sustained in order that the objectives of the College can be met. Therefore, it is assumed that individuals who have voluntarily joined the Christian academic community at Gordon College and are striving to exhibit the behavioral characteristics of a mature person will:

1. Understand that they have become a part of an evangelical Christian tradition which is to be respected and valued but which is continuously subject to review and evaluation; have freedom to offer constructive criticism of this tradition
2. Explore the broad range of human opinion and ideas without necessarily engaging in the whole range of human behavior
3. Strive to exemplify those positive elements of Christian behavior which are taught in Scripture (Romans 12:6–21,

Galatians 5:22–23, Colossians 3:12–17, II Peter 1:5–9)

4. Be concerned about the welfare of other individuals within the community and of the community as a whole
5. Assume responsibility for their own behavior as it reflects upon their Lord, their community and themselves, particularly in the area of personal freedom, where discretion, moderation and restraint must be practiced
6. Continually assess themselves, their personal growth and their place within the Gordon community.

## BEHAVIORAL STANDARDS

In light of the above assumptions and biblical principles of Christian conduct, the specific expectations which follow are established for students, faculty and staff of Gordon College. It will be noted that these behavioral standards distinguish between practices governed by Scripture and practices governed by consent of the community for its common good. The latter, which are established to enhance the quality of community living, are not to be confused with specific God-given directives, which are required of all Christians.

## PRACTICES GOVERNED BY SCRIPTURE

The following behavioral expectations are binding on all members of the Gordon community.

1. Those acts which are expressly forbidden in Scripture, including but not limited to blasphemy, profanity, dishonesty, theft, drunkenness, sexual relations outside marriage, and homosexual practice, will not be tolerated in the lives of Gordon community members, either on or off campus.
2. Members of the Gordon community will strive to overcome "sins of the spirit," notably pride, covetousness, jealousy, lust, immodesty, as all are

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destructive to the unity of the Body of Christ. Instead, each member of the Gordon community will enable and help others to nurture the fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

3. Recognizing the Christian obligation to submit to governing authorities (Romans 13:1, I Peter 2:13), individuals related to Gordon College are expected to uphold the laws of the local community, the Commonwealth and the nation, except on those rare occasions wherein obedience to civil authorities would require behavior in conflict with the teaching and principles of Scripture (Acts 5:29).

### **PRACTICES GOVERNED BY CONSENT OF THE COMMUNITY FOR ITS COMMON GOOD**

In addition to behavioral obligations set forth in Scripture, members of this community choose to impose upon themselves the following rules for behavior out of the conviction that they serve both the long-range interests of this institution and the immediate good of its individual members. Violations, therefore, must be regarded as serious breaches of integrity with this community to which each member has voluntarily chosen to associate.

1. The principle of resting one day in seven was instituted by God for the benefit of the creatures made in God's image. Because Jesus declared Himself to be Lord of the Sabbath and because the Church celebrates His resurrection on

Sunday, the College will avoid business as usual on Sunday, particularly in terms of scheduling events and the use of facilities during the Sunday morning worship hours, unless necessary.

2. Members of the Gordon community will not use tobacco products, e-cigarettes, e-hookas, or similar electronic nicotine-delivery on campus, on adjacent properties or while attending College-related events or on College-related business. This standard is in keeping with the findings of medical authorities concerning the danger to one's health in the use of tobacco products. Further, it recognizes that Christians are responsible to be stewards of their bodies and considerate of the rights of others.

3. Members of the Gordon community will neither possess nor use alcoholic beverages on campus, nor on adjacent properties. Use of alcohol is prohibited while attending College-related events where students are present. While it is recognized that abstinence is not biblically mandated, members of this community are encouraged for reasons cited above to consider abstinence as a personal practice. This position reflects the College's concern with the physical, social and personal effects of alcohol use (see II. B. 6, 7 above). At no time will the illegal use or abuse of alcohol be tolerated by members of the Gordon community.

4. Members of the Gordon community are not to use drugs illegally. This includes the use of those drugs prohibited by law and the abuse of those drugs controlled by law.

# Academic Information

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## Academic Policies and Program

Please see the College academic policies and programs in the *Gordon College Undergraduate Academic Catalog*.

### ATTENDANCE POLICY

Gordon College is committed to a wholistic view of learning that encourages students to participate in a variety of educational opportunities both in and beyond the classroom. In fact, Gordon offers such a wide array of educational activities that occasionally schedules for various learning programs conflict with one another. When scheduling conflicts arise, classroom requirements take priority. Faculty members have jurisdiction over attendance policies in their classes, and students are required to abide by the attendance requirements described in course syllabi.

Faculty members, however, are encouraged to support the wide variety of programs at the College by exploring ways a student can make up portions of the course missed because of College-sponsored events. On occasion athletic teams, missions programs, musical groups and other College programs schedule events or tours that conflict with class times. Students will be expected to confer with faculty well in advance of such dates to discuss possible alternatives, normally before the end of the second week of the semester. (Student athletes are not allowed to seek alternatives to class sessions to attend athletic practices. Faculty members should also recognize that student athletes themselves are sometimes given short notice about playoff competitions or makeup competitions in athletics.) Students are responsible for all work missed and may be required to complete additional assignments in lieu of class attendance.

If a student does provide adequate notification, the College expects all faculty members to make reasonable accommodation for the student. However, the faculty member has the right to determine whether or not a student should be excused from a class session to participate in another College-sponsored event, taking into consideration the student's academic performance, the nature of the subject matter covered during the class session and the number of absences either incurred or requested by the student.

Some faculty members plan field trips as part of their courses. If at all possible, such trips should be scheduled at times that do not require absences from other classes or conflict with obligations students have accepted as members of athletic teams, student development programs, musical groups, etc. If an academic field trip is scheduled during a time that conflicts with other courses or other College-sponsored events, the faculty member scheduling the field trip must allow the student an alternative way of fulfilling the requirement of the field trip.

No College events or field trips requiring class absence may be scheduled during the first five school days of the quad or semester, during final exams (quad or full-semester) or during the annual LEAD conference in the spring, unless approved during the prior semester by the Academic Programs Committee.

Division of Education's practica have priority over other College-sponsored events that occur during practica periods.

In addition to meeting classroom requirements for their courses, students must also meet chapel and convocation attendance policy requirements as defined in the *Gordon College Student Handbook*.

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## CANCELLATION OF CLASSES

Notice of a class cancellation will be posted on the classroom door. Students must wait 15 minutes before leaving if an instructor fails to appear for class. If all classes are cancelled due to bad weather or other reasons, it will be announced via email and emergency phone system, and on local radio and TV stations.

## CLASS SCHEDULE

### Monday, Wednesday and Friday

|                        |                       |
|------------------------|-----------------------|
| Period 1               | 8-9 A.M.              |
| Period 2               | 9:10-10:10 A.M.       |
| Chapel/<br>Convocation | 10:25-11:10 A.M.      |
| Period 3               | 11:25 A.M.-12:25 P.M. |
| Lunch                  | 12:25-1 P.M.          |
| Period 4               | 1-2 P.M.              |
| Period 5               | 2:10-3:10 P.M.        |
| Period 6               | 3:20-4:20 P.M.        |

### Tuesday and Thursday

|          |                      |
|----------|----------------------|
| Period 1 | 8-9:35 A.M.          |
| Period 2 | 9:45-11:20 A.M.      |
| Period 3 | 11:30 A.M.-1:05 P.M. |
| Period 4 | 1:15-2:50 P.M.       |
| Period 5 | 3-4:35 P.M.          |

## FINAL EXAM POLICY

A final examination or other appropriate in-class activity is required during scheduled quad and semester final exam periods. Faculty are not authorized to change final exam times. Quad and final exam schedules are clearly detailed on class schedules each term and on the College website. Final examinations may not be changed due to travel arrangements or outside commitments or conflicts. However, students are not required to take more than two in-class final exams on any given day; students with three or more final exams on the same day may contact the Registrar's Office to petition to have one examination time reassigned. That office cannot approve changes for

any other reason. The Academic Programs Committee will only consider petitions demonstrating severe emergency. Students failing to take final exams receive automatic zeros, which are averaged into the final course grade.

## DISHONESTY

Academic dishonesty is regarded as a major violation of both the academic and spiritual principles of this community and may result in a failing grade or suspension. Academic dishonesty includes plagiarism (see Plagiarism), cheating (whether in or out of the classroom) and abuse or misuse of library materials when such abuse or misuse can be related to course requirements.

In the event of academic dishonesty, the faculty member will:

1. Determine the nature and extent of the offense
2. Always assign an "F" for the assignment in which the dishonesty occurred and normally assign an "F" for the entire course
3. Contact the vice president for student development, who, after consultation with the faculty member, will determine if disciplinary action is necessary; disciplinary action may include suspension from the College.

Given the seriousness of academic dishonesty, students pressed by an unusual academic load are encouraged to discuss their difficulties openly with the appropriate instructor rather than feel compelled to resort to such extremes.

## PLAGIARISM

Plagiarism occurs when a sequence of ideas is transferred from a source to a paper without the process of digestion, integration and reorganization in the writer's mind, and without acknowledgment in the paper.

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Plagiarism is committed if students submit as their own work:

1. Part or all of a written or spoken assignment copied from another person's manuscript or notes
2. Part or all of an assignment copied or paraphrased from a source such as a book, magazine or pamphlet
3. The sequence of ideas, arrangement of material or pattern of thought of someone else, even though they are expressed in one's own words

A student is an accomplice in plagiarism and equally guilty if:

1. One's paper, in outline or finished form, is allowed to be copied and submitted as the work of another
2. One prepares a written assignment for another student
3. One keeps or contributes to a file of papers or speeches with the clear intent that these papers or speeches be copied and submitted as the work of anyone other than the author

## Academic Rights and Responsibilities for Students and Faculty

Gordon College has high academic standards for both faculty and students. Each student has the right to expect competence in faculty instruction and fairness in the student evaluation process. Each faculty member has the right to expect that students will complete all assignments outlined in the course syllabus.

These rights must be exercised in an atmosphere of trust which grows out of a common Christian commitment. A faculty member trusts the students to complete assignments without cheating or plagiarizing. Students trust the faculty member to provide the best instruction and to make

fair professional judgments regarding student performance.

When the trust relationship is violated by either party, the community is committed to seeking reconciliation at the lowest possible level and as quickly as possible.

Most rights and responsibilities of both faculty and students are already contained in *The Administrative-Faculty Handbook* and the College catalog. However, to focus on those aspects of the student/faculty relationship growing out of classroom interaction, the College is committed to the following:

### Faculty Members Will:

1. Receive respect from all students
2. Determine course syllabi which follow the format and standards set forth in *The Administrative-Faculty Handbook*
3. Establish reasonable course requirements and state them clearly at the beginning of the course
4. Establish the course content within the limits of the approved catalog description
5. Set forth the form and style of student evaluation to be used in each course
6. Expect students to complete all requirements outlined in the course syllabus as distributed to students at the beginning of each course
7. Expect each student to be responsible for what transpires in regular class sessions, regardless of whether the student was in attendance

### Students Will:

1. Receive respect and consideration from the faculty member teaching the course
2. Expect the faculty member to adhere to the syllabus distributed at the beginning of the course and to the course description contained in the College catalog. In some cases changes may be necessary. Minor

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changes in the syllabus must be announced well in advance. No major additions may be made to the course requirements after the first five days of classes, and major additions in the first week must be made in writing. Evaluation procedures must also be outlined via the syllabus during the first five days of the course.

3. Receive the results of tests, papers and other evaluation processes within a reasonable amount of time. Normally papers and exams should be graded and returned no later than three weeks after they are received from the student.
4. Receive a fair evaluation which uses acceptable means and which balances objective measures and subjective professional judgment whenever possible
5. Expect that all regular classes in a course will meet unless the faculty member has made alternative provisions in advance. If a faculty member plans to be absent for professional purposes, he or she is expected to arrange for classes to be covered. A student who believes a faculty member to have acted irresponsibly in this area may bring the matter to the attention of the academic dean and the Academic Programs Committee for investigation.
6. Receive a grade which will be based upon an accurate calculation of all evaluation procedures completed in the course
7. Expect freedom from discrimination based on race, color, sex, age, disability, veteran status, national or ethnic origin, philosophical position or religious affiliation

Students with concerns regarding accommodations under the Americans with Disabilities Act or Section 504 should contact

the Academic Support Center immediately. If the situation is not resolved, refer to the grievance policy in the Academic Support Center section (p. 73).

## **PROCEDURES TO BE FOLLOWED WHEN RIGHTS ARE VIOLATED**

If a faculty member feels a student has violated his or her rights, and discussion with the student proves unfruitful, he or she may seek redress through the student judiciary process (see page 32). If a student feels a faculty member has violated his or her rights, and discussion with the faculty member proves unfruitful, he or she may seek redress through the following procedure:

1. The issue should first be discussed with the student's faculty advisor in an attempt to resolve it at the lowest level.
2. If the issue cannot be thus resolved, the student may then proceed to discuss the issue with the department chair or the division chair in which the course is offered.
3. If a perceived injustice is not resolved in this manner, a student may seek formal resolution by stating the case in writing and submitting it on a petition form to the Academic Programs Committee of the faculty. (Contact the Registrar's Office.)
4. A decision of the Academic Programs Committee may be appealed to the academic dean, who will either refer the decision back to the Academic Programs Committee with any new information which may have come to light, uphold the Academic Programs Committee's original decision or overrule the Academic Programs Committee after setting forth reasons for doing so. If the problem has not been resolved after taking these steps, the student may appeal to the provost. The provost may uphold the decision

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of the Academic Programs Committee and academic dean, ask them to review the case again with reasons given for the review, or overturn the prior decision with reasons for this action.

## Career Services Office

Pamela Lazarakis, Director  
Lane Student Center (lower level)  
Phone: ext. 4275  
Hours: Academic Year  
M, W, F: 8 A.M.–4:30 P.M.  
T, Th: 8 A.M.–7 P.M.  
Summer  
M-F: 8 A.M.–4:30 P.M.

## COOPERATIVE EDUCATION

The Cooperative Education Program seeks to provide a connection between a student's academic program and workplace employment. Co-op students gain valuable work experience related to their major(s) while gaining a deeper understanding of personal strengths, employment interests and future goals. Co-op employers provide a semester-long work-learning experience which includes assistance in developing a personal learning plan for the co-op position, training, regular performance evaluation and wages appropriate to the nature of the work.

Some students build more than one work placement into their College schedules, alternating them with on-campus study. Students may pursue co-op placement for fall or spring semesters or during the summer. Because of the high level of responsibility and performance expected of co-op students, the program is best suited for seniors and juniors. In order to be considered for this program, a student should apply to the program at least one semester in advance and earlier if possible. Application forms are available

in the Career Services Office. The eligibility requirements may vary, depending upon the nature of work involved. However a minimum GPA of 2.0 is required, and each application must be approved by the Career Services Office.

Students who are accepted will receive a number of special services related to their professional career development, including help with resume and cover letter preparation, the development and application of interviewing skills and information on conducting company or employer research. Additionally, for the period of time involved in the work experience, a student may arrange to continue to receive room and board on campus, depending on room availability. Those students who choose to live on campus will be charged room fees and the comprehensive fee but are not required to be on Gordon's meal plan. Students who plan to participate in a co-op and who consequently desire to change their meal plans must make the appropriate arrangements with the Controller's Office prior to the end of the semester preceding their co-op placements. Throughout the entire pre-work and on-the-job experience, students will be supervised and supported by the cooperative education staff. Students are required to have health insurance throughout the duration of the co-op and must provide or arrange for their own transportation.

In addition to the Cooperative Education program, Career Services supports students exploring internships (for academic credit). Internship directories (online and print) are available through Career Services and staff meet with students for initial advice about finding internships. Credit bearing internships require faculty approval and involvement. More details can be found in the academic catalog.

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## CAREER SERVICES

Students should take advantage of the many resources offered by the Career Services Office for assistance in selecting majors and investigating career and professional development opportunities. Some of these resources include:

1. One-to-one career advising/counseling available by appointment
2. An on-site library of books and periodicals related to the nature of numerous careers, building professional skills, identifying employers or graduate programs, help in career selection, etc.
3. Campbell Interest and Skill Survey, Strong Interest Inventory, Myers-Briggs Type Indicator and several other assessments to help students sort out personal interests and abilities, find compatible career options and develop patterns of goal-directed action for career exploration
4. Informational interviews and visits with people working in a student's field of interest can be arranged.
5. More than 45 career seminars, workshops, panels and three professional fairs (graduate school, career exploration and job fair) are offered each year.

## GRADUATE SCHOOL PLANNING

Students going on to graduate school are encouraged to first consult faculty in their academic majors. In addition, one-on-one advising and workshops concerning the best practices for choosing a graduate school, selecting a program, financing graduate school, graduate fellowship opportunities, etc., are also available at the Career Services Office. The office maintains a number of graduate school guides describing a wide variety of graduate schools and study programs.

The Career Services Office also provides information about examinations which many schools require to support applications. Informational brochures are available which describe the procedures, fees, times and locations involved and, in many cases, study booklets and practice tests for these exams: Graduate Record Exam (GRE), Miller Analogy Test (MAT), Graduate Management Admission Test (GMAT), Law School Admission Test/Law School Data Assembly Service (LSAT and LSDAS), Medical College Admission Test (MCAT) and others.

## JOB SEARCH SERVICES

A number of services are available to help graduating seniors and alumni locate and secure employment.

Workshops are offered to help with the preparation of resumes and cover letters and the development of interviewing skills. Dates and locations are announced in the College's Campus Events Calendar, Student News email and at [www.gordon.edu/careerservices](http://www.gordon.edu/careerservices). In addition, students and alumni can access job postings via <http://gordon.experience.com>, a Web-based career module. Other web sources are available at [www.gordon.edu/careerservices](http://www.gordon.edu/careerservices).

## Credentials Files

For those seniors and alumni who request it, the Career Services Office will maintain credential files containing academic transcripts and letters of recommendation which may be used to supplement employment applications or graduate school admission applications. Those who wish to have copies of their credentials files sent to potential employers or graduate schools must notify the office in writing. Persons certified to teach should also include the final reports of student teaching from both cooperating teachers and College supervisors. A complete set

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of instructions, forms, and statements explaining legal rights of access and confidentiality, is available in the Career Services Office.

## Recruitment and Interviewing

Each year the College receives requests from recruiters to assist them in locating and interviewing likely candidates for employment in their organizations. Ongoing opportunities to meet with these recruiters will be announced in the Student News email and via student email. In addition, Career Services sponsors a Graduate School and Corporate Recruitment Fair in the fall and a Job and Internship Fair in the spring.

## Jenks Library

Phone: ext. 4339  
Hours: M-Th: 7:45 A.M.–12 MIDNIGHT  
Fri: 7:45 A.M.–9 P.M.  
Sat: 10 A.M.–9 P.M.  
Sun: 1 P.M.–12 MIDNIGHT  
Web: [www.gordon.edu/library](http://www.gordon.edu/library)

The Jenks Library provides information resources, research assistance, and a welcoming environment for individual and collaborative learning in support of the curriculum and mission of Gordon College. The library has a collection of over 190,000 items including books, periodicals, CDs, videos, DVDs, specialized collections, and selected U.S. government publications. The library provides online access to the library's catalog, over 60 electronic databases, online access to the full text of over 41,000 journals, e-books, downloadable audio books, and a listing of periodicals in all available formats. Most electronic resources can be accessed both on and off campus.

## CIRCULATION POLICY

**Checkout:** A current Gordon ID card is needed to check out material from the library.

**Due Date:** Circulation policies are posted at the circulation desk in the library and on the library's website. Books circulate for 21 days. Curriculum materials, videos, DVDs and CDs circulate for seven days.

**Overdue Books:** Overdue fines per item are:

- Books, 10 cents per day
- Non-book items and materials from the Curriculum Library, 50 cents per day
- For the two categories above, fines will not exceed \$5 per item.
- Reserves, 50 cents per hour
- There is **NO** maximum fine for reserves.

**Replacement:** If borrowed materials are not returned, the library will charge the replacement cost of the item, with a minimum of \$25, plus a processing fee of \$15.

**Recall:** All materials checked out are subject to recall after the original due date with the exception of materials needed for reserve, which are subject to immediate recall.

**Notices:** It is the student's responsibility to respond to all recall and overdue notices in person, Monday through Friday from 8 A.M. to 4:30 P.M.

**Special Collections:** Materials in the Vining, Special, Temperance Collections, or College Archives do not circulate outside of the library. Please see the reference librarian for access to these materials.

**Reserves:** Materials on reserve can be located using the library's online catalog. A student must present a current Gordon ID card in order to check out materials on reserve. Most reserves circulate for two hours. Renewal of reserve materials is subject to availability and demand.

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## LIBRARY PIN

Your temporary library PIN is based on your birth date (mmddyyyy). Your PIN together with the barcode number from the back of your student ID card will allow you to:

- View list of items you have checked out
- Renew items you have checked out
- Place holds
- View list of items you have on hold
- Cancel your holds
- Request material from Gordon's remote storage, other NOBLE libraries, and from the Massachusetts Virtual Catalog

## NOBLE

NOBLE (The North of Boston Library Exchange) is a cooperative effort of 28 area libraries founded to improve library service through the use of technology. Ten academic libraries, 17 public libraries, and one special library are members of NOBLE. Gordon students may borrow materials from all of the NOBLE libraries, subject to the circulation policy of the loaning library.

## INTERLIBRARY LOAN

Gordon students may request materials from other libraries through Interlibrary Loan (ILL). Students will be notified by email when their requested ILL material has arrived and are responsible for returning the material to the Jenks Library by the due date. ILL request forms may be found on the library's website.

## REFERENCE ROOM

The library's reference collection is located in the Reference Room, adjacent to the library lobby. Reference Room computers provide access to the library's electronic resources, the Internet and productivity software. A reference librarian is available to assist students with research assignments seven days a week:

Monday–Friday, 8 A.M. to 4:30 P.M.

Sunday to Thursday, 6 P.M. to 10 P.M.

Saturdays, 1 P.M. to 4:30 P.M.

A self-service coffee bar is also available in the Reference Room.

## LIBRARY INSTRUCTION

Librarians are available to provide individual guidance and group seminars in library research.

## GROUP STUDY ROOMS

The library has six group study rooms for collaborative group work. Room 406A has a VHS and DVD player with television. Room 311, the Library Multimedia Group Study Room, is equipped with a large LCD monitor that can be used with the VHS and DVD player or as a monitor for a laptop.

## GODDARD LIBRARY

Gordon students have borrowing privileges at the Goddard Library of Gordon-Conwell Theological Seminary.



# Spiritual Life

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## Chapel

Tom Haugen, Chaplain

Amanda Lane, Administrative Assistant

Chapel Office

A. J. Gordon Memorial Chapel,  
2<sup>nd</sup> floor

Phone: ext. 4213

### CHAPEL MISSION STATEMENT

The Gordon College chapel program seeks to advance the mission of the College by providing programs that contribute to its educational and spiritual formation aims. As a mandatory part of a student's Gordon education, the chapel program fills a central part of the cocurricular experience. Because of its nature as a public gathering of the entire student body and, on occasion, the entire College community, the chapel program contributes to the institutional, educational and spiritual formation goals of the community in unique ways. These contributions may be summarized under the headings of Inspirational Objectives, Instructional Objectives and Institutional Objectives.

### INSPIRATIONAL OBJECTIVES

#### Worship That Honors God and Empowers Christian Living

The chapel program seeks to provide community members with experiences of worship which rightly ascribe the glory to God due Him and orients worshipers in proper relationship to God and others through:

- Occasional opportunities for community members to worship in a language and liturgy that is most comfortable for them
- Preaching that encourages the process of spiritual transformation of the believer into greater conformity to the image of Christ

### Exposure to Role Models Worthy of Imitation

The chapel program seeks to provide students with exposure to individuals and groups who are embodying the transformative truth of the Gospel in responsible and relevant ways by:

- Creating opportunities for Gordon faculty, staff and students to address the community on issues of their personal journey of faith and current steps of obedience
- Bringing guests to campus whose testimonies, lives and messages inspire faithful and creative exploration and expression of Christian vocation.

### INSTRUCTIONAL OBJECTIVES

#### Exposure to a Wide Variety of Christian Practices

The chapel program seeks to serve students' understanding of and appreciation for the diversity of practices of Christian worship as they have found expression throughout history and across cultures and locations by:

- Introducing, explaining and practicing a variety of worship practices from a wide range of Christian traditions
- Offering special worship services employing the format of different major traditions.

#### Teaching in Basic Tenets of the Christian Faith

The chapel program seeks to increase the students' understanding and appreciation for the basic doctrines of the Christian faith through:

- Teaching that is consistent with historic Christian orthodoxy and relevant to the contemporary context
- Attention to the elements of the College's Statement of Faith.

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## Instruction in Personal Integrity and Health

The chapel program seeks to assist the Center for Student Development in addressing issues relevant to students' maturation as responsible persons of Christian character by:

- Addressing issues of personal health and integrity through the chapel program
- Offering supplemental evening programs on topics such as human sexuality, self-image and spiritual disciplines.

## INSTITUTIONAL OBJECTIVES

### Mission Interpretation

The chapel program aims to serve the community by articulating and interpreting the mission of Gordon College through:

- Special services which remember, mark and celebrate the nature of our corporate undertaking as a Christian liberal arts institution
- Making explicit the coherence which exists among the many diverse programs and activities of the College
- Interpreting and contextualizing the College's mission statement

### Institutional Identity Formation

The chapel program seeks to provide occasions in which the institutional identity of the College is strengthened and affirmed by:

- Explicitly and symbolically underscoring the values and commitments of the College
- Providing for public acknowledgment of the community's celebrations and concerns
- Encouraging participation by a wide range of the College community's constituents

## Convocation

Greg Carmer, Dean of Christian Life  
Convocation Committee  
Phone: ext. 4012

### CONVOCATION MISSION STATEMENT

The liberal arts program of Gordon College is accentuated in Friday convocations, where the entire academic community assembles to celebrate God's good gifts of intellect. Under the direction of the Convocation Committee, the convocation forum provides a unique ceremonial opportunity to celebrate persons whose scholarship, art or public service embodies the ideals of the liberal arts.

The mission of the convocation program is to enhance the academic program of the College by celebrating and honoring academic achievement and presenting programs which enrich the classroom experience (or the formal curriculum). Speakers bring a variety of perspectives on topics and issues drawn from across the spectrum of liberal arts disciplines in the arts, sciences and humanities.

This Gordon College program is intended to promote broad discussion and active response from the academic community, extending beyond the convocation setting to classrooms and residence halls.

The goal is to broaden and deepen our appreciation of creation and culture and to equip us to become discerning agents of redemption. Consistent with the College's mission, the ultimate goal of convocation is to foster the development and application of a Christian worldview, though individual speakers need not endorse this goal.

Other purposes of convocation include:

1. To present programs that will reinforce and/or challenge perspectives expressed elsewhere in the academic program
2. To encourage students to listen respectfully and learn graciously both from those with whom we agree and disagree
3. To have the opportunity to meet and understand those outside the community and to provide them opportunity to meet and understand us (i.e., the purposes of the program extend beyond just the period of formal presentation)
4. To provide some common experiences as an academic community, which can serve as points of reference for illustration in other academic activities

## Christian Life and Worship Requirement

Chapel Office

A. J. Gordon Memorial Chapel, 2<sup>nd</sup> floor

Phone: ext. 4213

### ATTENDANCE REQUIREMENT

All full-time students living on campus must receive 30 Christian Life and Worship credits each semester regardless of work schedule. Commuters are required to receive 20 Christian Life and Worship credits. Seniors in their last semester before graduating do not have a Christian Life and Worship requirement, but are encouraged to attend Chapel and Convocation and take advantage of the many Christian Life and Worship events offered.

### CHRISTIAN LIFE AND WORSHIP OPPORTUNITIES

Students receive Christian Life and Worship credit for attendance at any

of the following events (see chapel and convocation schedules for details):

- Chapel services in A. J. Gordon Memorial Chapel at 10:25 A.M. every Monday and Wednesday that classes are in session (about 30 per semester)
- Convocations in A. J. Gordon Memorial Chapel at 10:25 A.M. on alternate Fridays
- Christian Life and Worship credit-bearing events held at various locations around campus, usually in the late afternoon or evening (about 30 per semester)
- Gordon College Symposium held every April, providing a wide variety of venues for which students may receive up to six chapel/convocation credits

## RECORDS AND ACCOUNTABILITY

Records of attendance are kept in the Chapel Office. All students are expected to remain in good-standing with their Christian Life and Worship requirement. After one semester of non-compliance, offending students will be placed on probation; parents of dependent students will be notified and a record is kept in the student's file. A second semester of non-compliance may result in suspension from the College for one semester. Following a semester of suspension, students will be eligible to re-apply to the College. Students returning from suspension will be required to meet the chapel requirement each semester until their last semester as a graduating senior. Any attempt to falsely represent one's attendance record will result in disciplinary action.

### SPECIAL CASES

Married students and parents of young children may apply to have their Christian Life and Worship requirements reduced to 15 credits per semester if they return a petition to the Chapel Office by the

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second week of the semester. Participants in off-campus academic internships and/or student teaching which directly conflict with morning chapel and convocation times must notify the Chapel Office. An academic internship/student teaching form may be obtained from the Chapel Office. This form must be completed by the student, the faculty advisor and internship supervisor, and returned to the Chapel Office by the second week of the semester. Students who miss a week or more of classes due to a serious illness may file for two credits per each week of missed classes by having a medical notification sent to the Chapel Office.

## Gordon College Student Ministries

Lauren Becker, Director of  
Discipleship  
Chapel, 3<sup>rd</sup> floor

Phone: ext. 4707

Laura Carmer, Director of Missions  
and Service Learning

Chapel, 2<sup>nd</sup> floor

Phone: ext.4029

Bil Mooney-McCoy, Director of Christian  
Life and Worship

Chapel, 2<sup>nd</sup> floor

Phone: ext. 4016

GCSM is an association of student-led, staff-advised programs administered by the Chapel Office. Student Ministries seek to promote spiritual growth through service, study, prayer and relationships. Each ministry is unique in its activity, but all exist to serve the Kingdom of God by encouraging students to grow in Christ-likeness and to share His life with others. GCSM consists of three branches: Worship Cabinet, Discipleship Ministries, and Missions and Service Learning.

## WORSHIP OPPORTUNITIES

*Serving the Gordon community by enriching our times of public worship.*

**Catacombs**—A weekly Sunday night student-led time of worship through song and prayer.

**Chapel Praise Bands**—Lead the community in worship through song during chapel gatherings.

**Dance Ministry**—Gathers to practice dance in all genres as an expression of worship.

## DISCIPLESHIP OPPORTUNITIES

*Opportunities for prayer, Bible study, mentoring, discussion and fellowship.*

**Barnabas**—Students intentionally encourage members of the campus community through unexpected gestures of thoughtfulness.

**Spiritual Life Groups**—Small groups meeting for intentional spiritual growth and community.

**Companions for the Journey**—One-on-one mentor relationships between students and faculty/staff members. Time is spent discussing practical issues and questions of life and faith.

**IRON**—Opportunity for underclassmen to be mentored by upperclassmen in peer relationships.

**Men's Ministry**—Small-group prayer, Bible study and accountability opportunities for the men of Gordon College.

**Open Doors**—A student group that meets to pray for the persecuted church.

**Catholic Student Fellowship**—Provides support for Catholic students as well as helps non-Catholic students better understand the Catholic faith.

**Women's Ministry**—Small-group prayer, Bible study and accountability opportunities for the women of Gordon College.

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## MISSIONS AND SERVICE LEARNING OPPORTUNITIES

*Serving around the world.*

The Missions and Service Learning branch of GCSM provides opportunities for students to serve on short-term missions and service learning trips across the U.S. and around the world. All trips are student led and last one to five weeks. Trips happen during all of the school breaks—winter, spring and summer.

Christmas break trips include Guatemala, North Ireland and Mexico. Over Spring break, trips go overseas to Haiti, the Dominican Republic and Nicaragua. Through the **U.S. Exposure** program, students also serve in five or six locations in the U.S., including Detroit, Mississippi, San Diego, and Reading, PA. Longer trips take place during the summer through the **Summer Missions Program**. Summer trips include locations like Swaziland, China, India, and Uganda.



# Residence Life

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Gordon College residence life is an integral part of the total college life experience. Residence halls provide a community living and learning experience which allows students to integrate biblical principles with daily living as they interact with peers. The residence hall experience is designed to enhance and complement the classroom in promoting the growth and development of each student at Gordon.

## Residence Hall Staff

The residence hall staff plays an important part in Gordon's effort to offer supportive, challenging living environments. Each residence hall has a resident director and resident advisors.

### RESIDENT DIRECTOR

The resident director (RD) is a professional who is responsible for the overall administration of the residence hall. Available for counseling, leadership training, college-life information, crisis intervention and other

residence hall needs, resident directors also provide the structure and limits necessary to maintain healthy community life.

### RESIDENT ADVISORS & APARTMENT COORDINATORS

Resident advisors (RAs) and apartment coordinators (ACs) are Gordon students who are selected for their leadership and maturity. The RA/AC's primary responsibilities are to be available to students and to assist the resident director in cultivating an environment that will help students grow in understanding, experience community, and serve faithfully.

### FEES

Throughout the semester resident students may desire services and equipment best provided through the residence hall staff. To provide for various hall needs, a residence fee of \$15 is assessed to each resident per semester. These fees go into a fund which is administered by the residence hall staff. Ten dollars per

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resident is used for floor and hall activities. The remaining \$5 is placed in a contingency fund to pay for hall common-area damages for which a responsible person cannot be identified. Money remaining in this contingency fund at the end of each semester is used for the benefit of the residence life program or to purchase items to upgrade the hall.

## Housing

### OFF-CAMPUS HOUSING

Students who are married, are 23 years of age or older, are living with relatives, have part-time status or are on a special program, are normally allowed to live off campus. All other students are required to live on campus unless granted special permission by the director of housing. Mid-year petitions will only be considered in cases where there are extraordinary circumstances. Off-campus students are expected to comply with all aspects of the Gordon College Life and Conduct Statement and are never permitted to live unmarried with a member of the opposite gender.

### APARTMENT HOUSING

The following provisions apply to the Bromley and Tavilla Hall apartment units:

1. Only juniors, seniors or students at least 20 years of age may be residents of an apartment.
2. Visitors of the opposite gender will be permitted in the living rooms and kitchen areas, and the bedrooms with bedroom doors fully open, during the following hours: Sunday through Thursday, 11 A.M.–11 P.M.; Friday and Saturday, 11 A.M.–midnight. No individual, student or nonstudent is to be in an apartment of members of the opposite gender at hours other than these.
3. All expectations regarding on-campus behavior will apply to the apartment building, including provisions regarding alcoholic beverages, dances and tobacco products.
4. Normal disciplinary procedures will be utilized when behavioral expectations are violated by residents. Anyone violating those expectations may be required to move from the apartment building.
5. There will be a thorough inspection of each apartment at least once a year with appropriate follow-up by Physical Plant and Center for Student Development (CSD). Costs of cleaning or repairs necessitated by excessive wear and tear will be charged to the occupants.
6. Guests will be permitted on campus no more than three consecutive nights for a maximum of two stays per month.
7. Apartment residents who follow normal semester-break housing guidelines may petition to stay in their apartments during semester breaks if their particular apartment building is being kept open. Apartment residents are expected to cooperate with the need to house other students in their apartments during Christmas break.
8. When a resident moves out of an apartment, students may be assigned to empty spaces at the discretion of CSD.

### NON-APARTMENT HOUSING

The following provisions apply to the non-apartment residence halls:

**Behavior:** All expectations regarding on-campus behavior as enumerated in this handbook will apply to the non-apartment halls and their residents. Violations of these expectations will result in normal disciplinary action and may include loss of housing privileges.

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**Common Areas:** The lounge, lobby and laundry areas are common areas, open to any member of the residence on a 24-hour basis (unless members of the hall voluntarily decide to impose specific restrictions). Because these are public areas, it is expected that students will conduct themselves with discretion and respect for the rights of others.

**Living Areas:** Except during visitation hours, residents and nonresidents are not to be in the wings, floors or stairways of the opposite gender.

## HOUSING DURING VACATION PERIODS

All students are required to leave the residence halls during official College breaks unless they have extenuating circumstances (e.g., residence in another country, participation in Gordon athletic events during break, or student teaching). Students may apply to stay on campus in the designated residence hall. Students who are not required to stay on campus during break will be charged a daily fee. Housing during summer vacation is available for a limited number of current students at a weekly rate that includes one meal per day. (See Availability of Rooms.)

## GUEST HOUSING

Guests may stay overnight in the residence hall when the College is in session. The appropriate resident advisor must be notified of guest name(s) and visiting dates. Guests using residents' rooms must have permission of the residents whose beds they use. Under no circumstances may guests sleep in common areas. Guests may stay a maximum of three consecutive nights on campus and may do so no more than twice each month. Guests are under the same residence hall and campus policies as residents. Hosts are responsible for the actions of guests. A guest failing to comply with regulations will be asked to leave the campus.

## Housing Procedures

### ROOM ASSIGNMENTS

Resident students must be full-time registered students at Gordon College. Any exceptions must be approved by the vice president of student development. The College reserves the right to make room and roommate assignments while allowing students as much freedom of choice in this matter as possible. Prospective roommates are not subject to any preconditions or approval that would deny them access to any room. The College also reserves the right to change room assignments or terminate a housing contract whenever this seems to be in the best interest of the community. For billing purposes a single room is defined as a room with one occupant; a double room is a room with two occupants; and a triple room is a room with three occupants, regardless of room size or possible occupancy.

### AVAILABILITY OF ROOMS

The residence halls will be open for occupancy when the College is in session. Opening dates are posted in the academic calendar; opening time is 2 P.M. on those dates. Students requesting access to their rooms before official residence hall opening dates may petition CSD for permission to arrive early. Students who arrive earlier than the opening dates without prior permission will be charged \$30 per night.

Students should vacate their rooms within 24 hours of their last exam at the end of the fall semester and check out of their rooms within 24 hours of their last exam at the end of the year.

### CHECK-IN

When checking into a residence hall at the beginning of the year, each student must report to the appropriate staff member, who will issue the residence hall and/

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or residence room key(s) or encode the resident's ID card. At that time the student will complete a check-in form indicating the condition of the room (Room Condition Inventory) and acknowledging receipt of the key(s).

## CHANGING OF ROOMS

Any student wishing to change his/her room assignment must first gain the approval of his/her resident director. Gordon's residence philosophy considers alterations of living arrangements during the year counterproductive to the development of the residence community. Every effort will be made to resolve any conflicts or issues between students and their roommates and neighbors before a room change will be approved. As a last resort, and at the consideration of all involved, approval to leave the current room may be granted by the resident director. The student may then seek out additional assistance from the RD and CSD to locate another room. Room-Change Request forms may be obtained from the resident director. Students not following this procedure may be fined.

In extreme situations a mid-semester room change may be granted if all other courses have been exhausted, but no mid-semester room change may be made before the end of quad 1 or the end of quad 3. All room-change requests for spring term must be submitted by **November 26**.

## CHECK-OUT

Each resident must check out in person with the appropriate staff member in the event of a room change or withdrawal as well as at the end of the year. The student should schedule a time to inventory the condition of the room, sign the checkout form in the appropriate manner, return the key(s) and vacate the room, unless specifically excused by the resident director. Students not following this procedure

will be assessed a \$30 fine. Students will be held responsible for any damages or custodial requirements not reported on the Room Condition Inventory during the check-in procedure.

## KEYS

Residents are expected to carry keys or key cards for their halls and rooms with them when they leave their rooms. A resident advisor (RA) should be available in emergencies to open the door of a student who is locked out of his/her room. If a student is locked out of a residence hall at night, he or she should immediately contact Public Safety. Residents in a hall at night should not open doors for non-resident students wishing to enter the hall.

If a resident loses his/her room or hall key during the semester, he/she must notify the resident director immediately. The resident director will assess a fee of \$25 for a new room key and \$50 for a new hall key; replacement of both keys is mandatory. Any student found with an unauthorized or duplicated key will be subject to a fine of \$100 and disciplinary action.

## Room Selection Process

In order to participate in any aspect of the room selection process, you must be registered as a full-time student for fall semester classes and pay a housing deposit. Housing selection information is distributed at the beginning of quad 4.

The housing options listed below are available in the housing selection process.

## LIVING/LEARNING CENTERS

Living/learning centers are theme-focused intentional living environments which require a specific commitment to the theme of the community. Students who desire to live in one of the designated living/learning centers must submit an application to the center's contact through CSD.

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## APARTMENT HOUSING

Groups of students (three for a Ferrin apartment, four or six for a Bromley apartment, and four, five, six or seven for a Tavilla apartment) desiring to live in an apartment must submit a group application. The selection process consists of a point system based on eligibility and class, and is open only to students 20 years of age or older, or at least junior status. Students on disciplinary probation are not eligible to apply for apartments unless approved by the director of residence life.

## CURRENT ROOM RESERVATION

You may reserve your current room with a roommate of your choice. Two people must reserve a double room, and three people a triple room. If you do not want to reserve your current room, it will be reserved for new students or will be open in the room trade or housing lottery. Apartments, singles, suites other than Fulton or Chase, any room in a living/learning center, or quiet rooms may not be reserved.

## ROOM TRADE

You may request a new room in your current residence hall with a roommate of your choice. Apartments, singles, any room in a living/learning center, or quiet rooms are not open in the room trade.

NOTE: Room trade takes place after current rooms are reserved and after new student rooms have been reserved, so not all empty rooms in your hall will be available.

## HOUSING LOTTERY

Those who do not participate in any of the above options will need to attend the housing lottery. During the housing lottery, students will draw a random number that will indicate the order in which they may choose one of the remaining open rooms/spots. Priority in the lottery will be determined by the number of credits achieved

at the end of the previous fall semester. During the lottery, students will be able to sign up themselves and a roommate for an open room or sign up individually in any open spot remaining (not including the living/learning centers or apartment buildings). Students without a roommate who sign up for a double or triple room will have other student(s) assigned to the open space(s).

## Residence Hall Facilities

All residence halls are equipped with a kitchen for the use of residents within that hall. It is the residents' responsibility to keep the kitchen clean and to respect the property of others (e.g., food, utensils, etc.). Kitchens may be closed off or fines levied if respectful use is not demonstrated.

## LAUNDRY AND VENDING MACHINES

Washers and dryers are available in the residence halls for resident student use. Vending machines are also available in most residence halls. All problems with the laundry or vending machines, or need for a refund of money lost in the vending machines, should be reported to Auxiliary Services, ext. 4532.

## BUILDING ROOFS AND EXTERIORS

Students are never permitted to be on a campus building roof or to climb the exterior of a campus building (unless such access is work-related and by the explicit permission of the Physical Plant Department).

## STORAGE

Each of the halls has space available for baggage storage during the school year and between semesters. During vacation periods and for the length of the summer recess, each resident of a hall is entitled

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to keep two clearly labeled items in the designated storage areas. Unclaimed or unlabeled items will be donated to charity by the College. Tires, bicycles, furniture, motorcycles or flammable items may never be stored in residence halls. Exception: See Bicycle Storage.

**Bicycle Storage:** Bicycles may not be kept in student rooms or anywhere else in residence halls. They may be stored only in designated bike storage areas (in Chase, Fulton, Ferrin, Nyland and Gedney Halls). Outside, bikes must be parked on bicycle racks only. All bicycles on campus must be registered with Public Safety and display a registration sticker (for which there is no charge). Improperly parked bicycles may be confiscated and the owners fined. To prevent theft, bicycles should be locked with U-bolt or other heavy-duty locks. The Center for Student Development does not guarantee indoor storage space for all bicycles brought to campus. Students should weigh the necessity for having a bicycle and the frequency of use when deciding to bring bicycles to campus.

**Financial Liability:** The College assumes no responsibility and does not provide insurance or any other financial protection for the personal property stored by students. It is recommended that students obtain insurance protection against loss, damage or theft of personal property.

## Furnishings

College equipment, furniture or plants must not be dismantled, removed from the building or moved from one room to another without authorization. Equipment attached to the walls must not be removed by students. A fine of at least \$25 will be levied against individuals who remove such items without permission.

Waterbeds are not allowed in residence halls due to their size and weight.

Upholstered furniture is not permitted in non-apartment residence halls. Upholstered furniture in Bromley, Tavilla and the Ferrin apartments must comply with California Technical Bulletin 117 fire code. Furniture must have an attached tag with the appropriate fire code listed. Personal nonupholstered furniture made of bamboo or rattan is not permitted. Futons may be used as long as the mattress has an attached tag showing it complies with California Technical Bulletin 129 or BFD 1x-11.

Ordinary incandescent bulbs and halogen lamps are not permitted in residence halls. All lamps must be equipped with CFL or LED bulbs.

## CLOSING HOURS

To maintain security of the buildings, each hall is locked 24 hours per day. Nonresidents must leave the building at 10 P.M. unless escorted by a resident of the hall.

## NIGHT LOBBY AND LOUNGE POLICY

1. The lobby and lounge will be available to nonresident students on an escort basis only. Nonresidents will be allowed to enter and/or remain in the lobby or lounge only while they are guests of and in the presence of a resident of the hall.
2. Students are reminded that lobbies and lounges are public areas. It is assumed that students will conduct themselves with discretion and respect for the rights of others.
3. Students or their guests are never permitted to sleep in common areas.

## Community Guidelines

### VISITATION HOURS

Visitation hours provide resident students opportunities for informal social interaction and interpersonal growth

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within the context of the residence hall atmosphere. Additionally, they are seen in some instances as social events which can provide students the opportunity to meet other students. Visitation hours are not intended to provide complete privacy.

As always, but particularly during visitation hours, it is expected that students will conduct themselves with discretion and a respect for the rights of others. They must be careful to maintain a biblical standard of morality and be sensitive to community standards of good taste and decency.

1. There are campus-wide visitation hours on the following schedule: Monday–Thursday, 5 P.M.–10 P.M.; Friday, 5 P.M.–midnight; Saturday, 1 P.M.–midnight; and Sunday, 1 P.M.–10 P.M.
2. The resident director or an appointed RA is responsible for supervision of visitation hours.
3. Visitation hours are not intended to provide complete privacy. Therefore, in order to maintain a suitable environment during visitation hours, doors must remain fully open and lights left on while entertaining guests, and excessive or offensive displays of affection will not be acceptable.
4. Because Gordon is a Christian community, it is expected that students will take mutual responsibility for one another, committing themselves to an active role in the maintenance of both the spirit and the letter of this policy. If the policy is not upheld, students may lose their visitation privileges.

Except during visitation hours, individuals are not to enter the stairwell or living areas of the opposite gender in residence halls without prior, explicit permission of the resident director or RA.

## **QUIET HOURS**

All residents are required to refrain from causing any disturbing sound or

disruption. A disturbing sound is defined as that which interferes with study, sleep or any other legitimate educational/residential activity, regardless of the time. This requires residents to be considerate of one another 24 hours a day and especially from 11 P.M. to 9 A.M. (designated quiet hours). Residents are encouraged to confront one another when their rights to study or sleep are being violated and to respect the residence life staff in their discretionary enforcement of the policy.

Campus-wide 24-hour quiet hours are in effect during final exam weeks. It is expected that all residents will especially respect the rights of others to study and sleep during these times.

## **AUDIO, VIDEO AND MUSIC EQUIPMENT**

According to federal law, no individual or group may publicly show a film that is copyrighted unless the appropriate royalty fees have been paid. Videos that have been rented from local establishments or purchased are covered by this law. Individual students may rent and show video movies to a small group of relatives or friends in the privacy of a residence hall room or lounge. The showing may not be publicly advertised nor open to the public.

The use of small practice musical amplifiers is permitted in the residence hall if used within the quiet hours/courtesy hours guidelines. Large amplifiers are permitted only for special events with approval of the resident director. At the discretion of the resident director, stereo/TV/VCR/musical instruments or equipment privileges will be rescinded temporarily for those students who consistently disregard the requests of others to turn down such equipment, or for students found broadcasting music or sound out of windows, from patios, etc., or for students who broadcast lyrics of a morally offensive nature. If audio abuse remains a pattern,

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this equipment may be removed at the discretion of the resident director for a specified period of time.

## **PRANKS**

Any prank must be respectful and courteous, and adhere to the following guidelines:

1. It must not be in violation of any College behavioral standard or community guideline (e.g., visitation, quiet hours).
2. It must not jeopardize anyone's health or safety.
3. Destruction or unauthorized use of property is never permitted.

Consequences may be assessed for inappropriate pranks and/or damages.

## **WINDOWS AND SCREENS**

The College reserves the right to limit the quantity and types of items displayed in or on room windows so as to maintain the attractive appearance of the building.

Screens are not to be removed from residence hall windows. Under no circumstances are the fasteners to be broken, bent or removed. Student(s) in a room where a screen has been removed will be charged \$25 each, plus damages if appropriate.

Under no circumstances are windows to be used for entering or leaving the residence hall or for transferring items in or out of the residence hall. A minimum \$25 fine will be assessed.

## **WATER, SNOW, ETC.**

Anyone involved in throwing or spraying water, snow, shaving cream, etc., into, out of, at, or within a residence hall will be fined a minimum of \$25 each, be held responsible for any damages or custodial problems and face disciplinary action for jeopardizing the safety and welfare of the community.

## **SPORTS**

Sports in the residence hall are not permitted. Recreational facilities are available elsewhere. Students participating in any sports in the hall without the direct approval of the resident director for special events will be fined a minimum of \$25 each, be held responsible for any damages or custodial problems, and face disciplinary action for their disturbance to the safety and welfare of the community.

## **Room and Hallway Policies**

### **ENTRY AND INSPECTION OF ROOMS**

The College reserves the right to have authorized personnel enter any unit for the purposes of periodic inspection, repair, or when there is reason to believe that the health and safety of residents is in jeopardy. A College staff member may also search a student's room, accompanied by a staff member from the Center for Student Development, when there is reasonable cause to believe that College regulations are being violated.

### **CLEANLINESS OF ROOMS**

Students are responsible for minimum standards of cleanliness in their rooms. Vacuum cleaners are available in each residence hall for use by students.

### **RECYCLING**

Students are expected to adhere to the rules and regulations of the campus waste recycling policy. Students consistently disregarding recycling efforts or found disposing of trash inappropriately will be fined and/or face disciplinary action.

### **ROOM DECORATION LIMITATIONS**

1. **Means of Attachment:** Students are not permitted to use nails (even if preexisting) or tacks anywhere in their

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rooms. Putty may be used to hang posters, etc. Other types of adhesives such as tape, picture hangers, decals, etc., may not be used as they are potentially damaging to most surfaces. Plant hooks or other items that penetrate the ceiling in any hall are not permitted. Removal of ceiling tiles is never permitted.

2. **Types of Items:** No alcoholic beverage containers are permitted in the residence hall. Only flame-retardant products and other materials may be used for decorating in residence halls. No decorations made from dried plant matter or from evergreens may be used (e.g., Christmas trees, wreaths, etc.). Upholstered furniture is not permitted in non-apartment residence halls. Upholstered furniture in the Bromley, Tavilla and Ferrin apartments must comply with California Technical Bulletin 117. Personal non-upholstered furniture may not be used in any residence hall if it is made of bamboo or rattan. Futons with solid wood or metal frames may be used if the mattress complies with California Technical Bulletin 129 or BFD 1x-11. Students must prove through attached fire code tags that a particular furnishing complies with the required fire code. Falsifying fire code tags on upholstered furniture, futons, or any decoration is cause for disciplinary action. Furnishings must not cause an obstruction that limits easy access into and out of the room. No lit candles, incense, or other combustible items will be permitted in residence halls; any violation will result in a \$100 fine and disciplinary action. Any fabric/tapestry material that is used as a room decoration must be listed as fire-retardant on an attached label. This material may only be hung against a wall and may not be used in

any way to divide the room or cover windows/doors/furniture. At no time are fire alarms, detectors, extinguishers, electrical outlets, room lights, etc., to be covered by decorations. Nothing may be hung from ceilings. Nothing may be hung on any sprinkler pipes or sprinkler heads. Strings of UL-approved rope-style Christmas lights may be hung only along the perimeter of the room near the ceiling. They may never be hung across, through or over doorways, windows, any walking space, or wrapped around furniture, under mattresses or bedding, or strung into closets. Extension cords, phone cords and computer cables may not be strung across floors, ceilings or windows—only along the perimeter of the room. They may be strung across doorways where permanent support fixtures have been installed. Nothing may be hung on doors. Hallway or room wall decorations must not exceed 50 percent of the surface area in sprinklered buildings and 10 percent of the surface area in non-sprinklered buildings. Doorways, hallways and stairwells must be kept clear of decorations and furnishings that may cause obstructions of any kind. Floor or desk lamps with halogen bulbs or paper lampshades (such as the popular decorative oriental lamps) are not permitted.

Municipal or state-issued road signs may not be displayed in residence halls or rooms. Since most such signs are “found” items and not legally possessed, they will be confiscated unless the student presents proof of ownership (receipt, bill of sale, or letter from the original owner verifying transfer).

3. **The College reserves the right to require removal** of decorations (posters, etc.) deemed to be in excessively

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poor taste. Examples of decorations or posters considered to be unacceptable are those that encourage or support violation of Gordon's Life and Conduct Statement (lust, abuse of alcohol, etc.), page 4.

## **ELECTRICAL APPLIANCES AND EXTENSION CORDS**

In student rooms appliances such as hair dryers, steam irons, etc., must bear the American UL or Canadian SA Underwriter's Laboratory seal of approval. Appliances of this type must be unplugged when not in use. Because of their potential fire hazards, no open-coiled appliances, hot plates or toasters are allowed in student rooms. Coffee makers must have an auto shutoff feature. No microwaves are permitted in student rooms. Use of any non-UL listed items is not permitted.

Students must use UL-listed circuit-protected power strips. Extension cords must be UL-listed and constructed of 14-gauge or larger wire and may only be plugged into power strips. If a power strip needs to be longer it may be plugged into a 14-gauge extension cord, which must be plugged directly into any outlet.

Space heaters, heating fans, etc., are not permitted in residence halls or in student rooms unless placed in the room by authorized Physical Plant personnel.

Refrigerators must not exceed 3.6 cubic feet, should be of a modern, compact style, and must be plugged directly into a wall outlet. Refrigerators should be checked with an appropriate residence staff member before installation.

## **FOOD IN ROOMS**

The preparation or cooking of food is not permitted in student rooms. In order to guard against insects, any food such as cookies, crackers, etc., should be kept in sealed hard plastic, metal or glass containers.

## **PETS**

Resident students are not permitted to have pets in residence halls. Exception: goldfish and tropical fish or aquatic turtles in an aquarium are permitted with the agreement of roommates. Aquariums are limited in size to under 20 gallons and should have their own stands.

## **Damages and Repairs**

Students are liable for damages to College property. Damages should be reported to a residence staff member immediately so repairs may be made. The repair costs for any damages in a student room will be shared by the occupants of that room unless an individual or individuals assume responsibility for the repairs. An itemized list of damage charges is provided on the Room Condition Inventory (RCI).

Damages occurring in other areas for which a responsible person cannot be determined may be billed to the hall account (see Fees, page 21). If this account is exhausted, damages will be billed in the following manner: (1) those within a specific floor will be billed equally to all residents of that floor; (2) those occurring in public areas such as lobbies and lounges will be billed equally to all residents of that hall.

## **Fines**

In addition to paying for any damages, students may also be fined for behavior that is judged to be disruptive to or inconsiderate of others in the community. The sanction of a fine is a disciplinary response to the behavior, and fine receipts are placed in the residence hall account for use in programming for all residents of the hall. Fines are separate from making restitution for direct damages.

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## Telephone Service

All student campus residences have a campus extension phone provided in the main lobby or entry. Campus, local and 8XX calls can be made from these phones. Toll calls could be made using a calling card with an 8XX access. Dorm room phone service is being discontinued this year since most students have switched to using cell phones.

### **ON CAMPUS EMERGENCY CALLS AND 911**

If you require emergency assistance on campus:

- Dial ext. 3333 from any campus phone;
- Dial 978.867.3333 from your cell phone.

NOTE: If you dial 911 from a campus phone extension, you will be connected with the Public Safety emergency line. If you dial 911 from your cell phone, you will be connected with the Massachusetts State Police dispatch center in Framingham (they will connect you with the Wenham Police). For the fastest response, contact Public Safety directly as indicated above.

# Discipline

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Accountability and discipline serve an important purpose in the growth of the individual and the well-being of the community at Gordon College. Each member of the community has committed himself or herself to live within the College's expectations of life and conduct which are included in this handbook. When an individual fails to meet the responsibilities that are inherent in membership in this community, there is a need for accountability. The purpose, therefore, for accountability and discipline at Gordon is to create an opportunity for change and growth in the life of the individual, and to create an environment that is conducive to learning and is distinctively Christian.

## Accountability

Any discussion of accountability begins, of course, with self-discipline. One of Gordon's primary goals is to help students become less dependent on rules to govern their behavior and more dependent on their own ability to discern what is right, independent of peer pressure and external props. The highest objectives of self-discipline at Gordon are consistent with the biblical principles that are foundational to our community and are emphasized in the College's Life and Conduct Statement: "Life within a Christian community must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in every activity." Members of the Gordon community are called to "assume responsibility for their own behavior as it reflects upon their Lord, their community and themselves, particularly in the area of personal freedom, . . ." (see Life and Conduct, General Principles, number 5, page 5). It is with these goals in mind that members of the Gordon community are expected to hold themselves accountable for their own behavior.

When self-discipline breaks down, peer accountability becomes necessary. Members of the Gordon community are expected to share responsibility for each other's growth, to willingly express concern and to caringly confront one another. This type of accountability is a necessary element of responsible biblical relationships in our community, including those among students, faculty and staff. Gordon's expectations for life and conduct call us to become a community where our actions "are not solely a private matter." We are called to "be concerned about the welfare of other individuals within the community and of the community as a whole" (see page 5). This level of concern and accountability is essential to produce the support and impetus that enables an individual to change inappropriate behavior and to effect significant growth in a person's life and in the life of the community. Because of this strong belief in peer accountability, Gordon students who assist or encourage other students to violate the behavioral standards of the community also may be subject to the disciplinary action outlined below.

Failure to comply with the directions of College officials or being uncooperative or disrespectful to College officials in the performance of their duties will not be tolerated. This includes, but is not limited to, resident directors, resident advisors, public safety officers and any faculty or staff member.

## COMMUNITY ACCOUNTABILITY AND DISCIPLINE

If behavioral change does not occur as a result of peer accountability and behavior continues that is inappropriate to community life at Gordon, community accountability will take place. Community accountability entails confrontation from an RA, resident director, dean, or the vice president for student life. It is

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usually desirable that this accountability occur at the level closest to the infraction. Consequently, inappropriate behavior may first be confronted by the RA. In instances where an RA's involvement does not bring the appropriate change in behavior, the RA will take the situation to the resident director. Issues unresolved at that level may be taken to the Center for Student Development.

At any point in the process of community accountability, a disciplinary response may occur. RAs and resident directors may administer some disciplinary sanctions. Certain behaviors which have been judged by the community to be of a more serious nature may be confronted by an RA, resident director, dean, or vice president for student life. However, the disciplinary response to these more serious behaviors will be determined by a disciplinary hearing in the Center for Student Development.

## Disciplinary Procedures

Cases which are referred to the Center for Student Development (CSD) will be heard, depending on the nature of the violation, by the Judicial Board, a staff hearing panel, or the sexual assault hearing panel. The dean of student life or vice president for student life will determine the appropriate hearing venue of all hearings. All records and outcomes of cases are forwarded to the vice president for student life.

### PRELIMINARY PROCEDURES

#### Reporting and Investigation

- Any member of the Gordon community may report information regarding an alleged incident of misconduct to resident directors or other staff members in CSD.
- CSD shall assume responsibility for the preliminary investigation of the

incident, and the matter will be discussed with the accused.

- The dean of student life and/or the vice president for student life will decide whether to dismiss the matter without action or refer the matter for a hearing.
- If in the judgment of the dean of student life and/or the vice president for student life a matter merits some action but not referral for a formal hearing, the dean of student life/vice president for student life may hear the case and impose sanctions.

#### Hearing Membership

- A staff hearing will normally be composed of the vice president for student life and/or dean of student life. Other staff members of the Center for Student Development may also participate as determined by the vice president for student life or dean of student life.
- The board is composed of two faculty members named by the Nominating Committee of the Faculty, three students named by the president of the Gordon College Student Association, an at-large member of the College staff and the dean of student life, who serves as chair of the board. A quorum will consist of four members with at least one faculty member and one student.
- The sexual assault hearing panel consists of four Gordon College staff members trained specifically in the adjudication of sexual assault cases.

#### Hearing Procedures

- If a hearing is to be held, the accused student shall be notified of the date, time and place of the hearing by the dean of student life.
- A member of the CSD staff, usually a resident director or a complainant, will

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present the case against the accused student.

- Evidence will be presented to the hearing officers verbally, in writing or through witnesses at the hearing. The **Standard of Proof** will be the *Preponderance of the Evidence*. This means that such evidence, when considered and compared with that opposed to it, has more convincing force and produces in the minds of those hearing the evidence the belief that the alleged misconduct more likely occurred than not.
- The hearing will be an informal give-and-take between the accused student and those hearing the case.
- Hearings shall be open only to the hearing officers, the accused student, and the presenter or complainant.
- Witnesses may be present only while giving testimony. The accused may be accompanied by his/her advisor, but the advisor may not question witnesses. Lawyers representing the accused or the College are specifically prohibited from attending the hearing.
- The hearing officers shall raise questions pertinent to the alleged incident, the attitude of the accused and to his/her previous behavior.
- The accused student may question all witnesses.
- After the hearing is concluded, the chair shall excuse the student and the presenter/complainant from the meeting. The hearing officers shall then discuss the issues and reach a decision. A simple majority will determine whether the preponderance of the evidence supports the allegation.

## Report of Decision

- The dean of student life/vice president for student life shall prepare a summary of the hearing, including the decision.

- The dean of student life/vice president for student life shall report the decision and the sanctions to the accused student.

## Appeal of Decision

- If the accused student feels there is substantial evidence that the decision rendered was arbitrary or capricious, or has new evidence with a bearing on the case, he or she may appeal in writing to the vice president for student life.
- After review of the record of the hearing and evidence by the accused, the vice president for student life shall reverse or affirm the decision.

## Automatic Appeal

- In the case of a suspension of one term or longer, or expulsion, an appeal to the vice president for student life will be automatically available. If the student elects to appeal such a sanction, he/she must follow the normal appeal process.

## Impositions of Sanctions Prior to a Hearing

- The College may, subject to a subsequent hearing, impose immediate sanctions against a student including suspension if, in the sole opinion of the vice president for student life, the student's continued presence on the campus might 1) create a danger of physical or mental harm to the student or another person or 2) disrupt the educational process of the College.
- A hearing subsequent to the imposition of immediate sanctions must be conducted in accordance with the procedures outlined above.

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## DISCIPLINARY SANCTIONS

There are a variety of sanctions which may be invoked as disciplinary responses. They include: fines, letters of contract, counseling and educational programs, disciplinary probation, community work hours, restriction of housing and other privileges, leaves of absence and suspension. Suspensions may be administered only in disciplinary hearings. Parents of dependent students will be notified that disciplinary sanctions have been assessed.

Suspension normally follows continued violations of the College's policies, compromises to personal integrity, disruptions to community life, and threats to the health and safety of others. Although suspension is normally reserved for multiple infractions, it can be used after a first offense if the violation is considered particularly egregious or involves concerns over the health and safety of others.

Suspension is separation of the student from the College for a period ranging from a short time to a full academic semester or more. Returning to the College after suspension (for the remainder of a semester or longer) is conditional upon application and readmission to Gordon; and a student's readmission is at the discretion of the College. Parents of dependent students are notified and a record is kept in the student's file. Absences from classes and chapel are not excused, and academic work that is missed may not be made up. No refunds are made.

Expulsion is a permanent suspension and will only be used as a last resort.

## PROCEDURES FOR INVOLUNTARY WITHDRAWAL/ LEAVE OF ABSENCE

Gordon College may initiate an involuntary withdrawal/leave of absence when a student exhibits behavior that could disrupt the academic process or present a danger to other members of the College

community. This policy may also apply to any student returning from a hospital confinement who needs extended observation or supervision. The following are some situations in which such action would be appropriate:

1. The student's behavior appears to pose a danger to the life, health or safety of other members of the College community, or to the College, its property, or to the property of another member of the College community.
2. The student's behavior impedes or disrupts the educational process or the legitimate activities of other members of the College community.
3. The student refuses or is unable to cooperate with a recommended evaluation or treatment procedure, and the student acts or threatens to act in a manner that would interfere with or disrupt the educational process or the legitimate activities of other members of the College community.

When the College has evidence of the behavioral problems listed above, a medical/psychological evaluation may be required, the results of which will be provided to the vice president for student life. In addition, the vice president for student life or his designee may consult with the student about his/her behavior and to the extent permitted by law may also notify the student's parent, guardian or other appropriate adult. The vice president for student life will make the final decision regarding approval of an involuntary withdrawal/leave of absence.

1. The student has the right to be informed of all pertinent information leading to the withdrawal/leave of absence decision.
2. The length of the withdrawal/leave of absence will be determined on a case-by-case basis.
3. The conditions under which a student may return to the College will be

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identified at the time of the withdrawal/leave of absence.

### **AMNESTY POLICY**

Students who are struggling with issues that violate the Gordon College Life and Conduct Statement are encouraged to seek appropriate support and help. Issues of special concern may include such things as use of drugs, abuse of alcohol, use of pornography, or certain inappropriate sexual behaviors. Knowing that many Gordon students struggling with these issues may be fearful of asking for help because

of potential consequences, Gordon has established an amnesty policy. This policy allows students who want to receive help to work through these issues without going through the disciplinary process. Requests for amnesty must precede any disciplinary confrontation resulting from violations of the Life and Conduct Statement. Students who seek help from the Center for Student Development will be given appropriate confidential assistance. Please contact CSD at ext. 4072 for more information.



# Business and Finance

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## Bill Payment

An estimated student bill will be mailed prior to the start of each semester (mid-June and mid-November). This bill will be based on course registrations processed by the Registrar's Office, financial aid awarded, housing assigned by the Center for Student Development. Bills are sent to the person responsible for payment as indicated by the student on the payment contract. Bills are due mid-July for the fall and mid-December for the spring.

Payment by the due date will allow time for processing and ensure financial clearance during the semester finalization registration process. Payment for the full amount indicated on the estimated bill is expected. If the full semester payment cannot be made by the due date, an alternative payment plan must be arranged and approved in advance by Student Financial Services. Families may also apply for alternative loans to cover their bill. Families applying for loans should do so well in advance of the semester to allow time for processing.

A payment plan with four installments per semester is available. This plan is subject to a \$50 administrative fee per semester.

Two weeks after the start of each semester, final bills will be processed which will reflect any changes in course load, financial aid awards, room and board charges, payments, other fees or adjustments. Any additional amounts due should be paid at that time. Any balance due on October 15 and March 15 will be subject to a late payment fee. Balances less than \$1,000 will be charged \$50 while balances greater than \$1,000 will be charged \$100.

## FINANCIAL CLEARANCE

All students must receive financial clearance from Student Financial Services before finalizing their registration. Students without clearance will be unable to

finalize their course schedule and will not be able to access their meal plan. In order to receive financial clearance, students must have completed a Billing Contract and meet one of the following criteria: (a) semester balance paid in full (b) participation in the payment plan and have made the first two payments (c) completed all requirements to borrow a loan to cover the balance.

**Note:** If a check for payment on the student's account is refused for payment for any reason, the student's account will be charged a \$10 returned check fee fine plus any bank charges incurred. If a second such check is refused for payment, all remaining payments to the student's account must be made by means of a bank, cashier's or certified check for the duration of the academic year.

The student's transcripts or diploma will not be released until the student's account is paid in full. Also, anyone with a Gordon College Perkins Loan must have completed an exit Interview and be current with payments.

## CASHIER

MacDonald

Phone: ext. 4254

Hours: M-F: 9:30 A.M.-3 P.M.

The cashier receives and receipts payments, distributes and cashes students' paychecks and cashes personal checks (up to \$200 per person per day). In the Lane Student Center, the College has ATM machines that dispense cash only.

## DAMAGE DEPOSIT

Of the initial \$250 deposit paid by each new student, \$50 is held as a damage deposit until graduation or withdrawal from the College. Graduating or withdrawing students who do not owe an outstanding balance to the College and who properly complete the withdrawal process will receive any remaining portion of the

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\$50 deposit approximately one month after the end of the academic semester in which they are graduating or withdrawing.

## Withdrawal and Deferral

### WITHDRAWAL

Students wishing to withdraw from school must complete a withdrawal form and an exit interview with the dean of student life, CSD, Lane Student Center, or for resident students with their resident director.

### LEAVE OF ABSENCE

Students wishing to take some time off from school must complete a leave of absence (LOA) form and interview with the dean of student life, CSD, Lane Student Center, or for resident students with their resident director. Students taking a LOA who do not return to Gordon after their LOA period will lose their Gordon student status and will be required to reapply to the College if they wish to return.

### BALANCE DUE

When students withdraw or take a leave of absence and their account has a balance due, it must be paid in full. If full payment cannot be made at that time, the student must sign a promissory note for the unpaid balance. Payment under the promissory note will include interest at the rate of 1.25 percent per month (15 percent annually). Any student who fails to keep the promissory note agreement may be placed with an outside collections company. The collections and/or legal fees incurred in this placement will be charged to the student. The absence of a signed promissory note will not release the student from incurring the interest charges or the collection and/or legal charges.

If the student withdraws or takes a leave of absence during the first four weeks of a semester, the established refund percentage will apply as stated in

the College catalog. Processing a credit refund takes approximately two weeks.

**Important Note:** Students leaving school without completing a leave of absence or withdrawal form will be considered automatically withdrawn. Such students will be required to reapply to the College if they wish to return.

## Financial Responsibility

### CHECK CASHING

Gordon students, upon presentation of a valid ID card, may cash up to \$200 in checks each day during posted hours at the cashier's window.

If a check is returned unpaid for any reason, the student's account will be assessed a \$10 returned check fee plus any bank charges incurred. If a second check is returned unpaid, the student will lose check-cashing privileges on campus for the duration of the academic year.

Money orders may be purchased from the cashier, and third-party checks may be cashed as well.

Withdrawal of monies from the student's account will not be permitted unless living expenses are specifically provided for in the financial aid package and there is a credit balance on the student's account. It is recommended that students open accounts with local banks for books and personal expenses.

### FINANCIAL AID

Gordon College is committed to assisting its students financially to the fullest extent possible. Gordon participates in federal (Title IV) and state financial aid programs in addition to providing institutional assistance.

For all types of financial aid, whether need-based aid (grants, loans and work eligibility) or merit awards (scholarships), the student must apply each year. Returning students applying for need-based aid

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must submit the Free Application for Federal Student Aid (FAFSA) and a Scholarship and Aid Renewal Application by April 15. Other information will be requested as needed. Applications completed after April 15 will be considered, but funds might be reduced for late applicants. Merit-based scholarship renewal criteria is distributed with award letters or available from Student Financial Services.

In order to be considered for financial aid, a student must be enrolled or accepted for enrollment on a full-time basis and must be maintaining satisfactory academic progress. Aid is limited to a maximum of 10 semesters. Note that all aid, both need-based and merit, is prorated by term over the academic year. An award will be adjusted if a student does not attend any term or drops below full-time status (12 credits) for any semester.

If the Department of Education selects a student's FAFSA for verification, income tax returns and other supporting documentation will be requested from the student and his or her family. Adjustments may be made to award amounts if there are discrepancies with earlier data submitted. Adjustments can also occur if a student receives new financial assistance beyond the scope of an initial aid award, if federal or state funding levels decline or other circumstances change. The student will be notified of any change made to their award.

It is important to note that the student is responsible for meeting all published deadlines and submitting all requested documentation. Student Financial Services will assist students in all ways possible to finance their education. However, we encourage each student to be aware of the status of their application and/or award and to be diligent in meeting all requirements.

Financial aid, in many cases, is available for use on approved off-campus

programs. Students who are considering any program should meet with a Student Financial Services counselor early in the planning stages to determine what types of aid may be available to them. Institutional aid may be used (on approved programs) for **one** semester only.

## MERIT AWARD RENEWAL

Special scholarships are based on achievement, not need. The annual renewal criteria for these awards are as follows:

- **Gordon Scholarship of Merit:** Achieve and maintain a cumulative GPA of 3.5.\*
- **A. J. Gordon Scholar:** Perform according to program guidelines as set by the dean of student life; this includes academic, leadership and character components.
- **Dean's Scholar:** Achieve and maintain a cumulative GPA of 3.25.\*
- **Challenge Scholar:** Achieve and maintain a cumulative GPA of 3.15.\*
- **Discipleship Award:** Achieve and maintain the cumulative GPA of 3.00\*
- **Music Leadership Award:** Awards are made annually for the following year based on recommendation of Music Department faculty.

Scholarships for Incoming students Fall 2012 and beyond:

- **President's Scholar:** Achieve and maintain a cumulative GPA of 3.25.\*
- **Provost's Scholar:** Achieve and maintain a cumulative GPA of 3.15.\*
- **Dean's Scholar:** Achieve and maintain a cumulative GPA of 3.15.\*

**Note:** Students whose cumulative GPAs drop below the stated requirements may lose their scholarships. If in subsequent terms their cumulative GPAs improve to the levels required, students must appeal to have awards renewed.

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## **HEALTH AND ACCIDENT INSURANCE**

All enrolled Gordon students are required by state law to have health and accident insurance coverage while at Gordon. The College offers an insurance policy that provides the required level of coverage for the entire year.

All new and returning students must confirm enrollment or waive participation by going to [www.universityhealthplans.com](http://www.universityhealthplans.com) by September 6. If the student's own coverage should terminate during the year, contact Student Financial Services at 978.867.4246.

## **TUITION INSURANCE**

Tuition insurance is a mandatory requirement for all students unless a signed waiver is submitted online at [www.gordon.edu/tuitionrefundplan](http://www.gordon.edu/tuitionrefundplan) prior to the first day

of classes each semester. Tuition insurance provides valuable protection against academic withdrawal due to medical, psychological or emotional reasons.

## **ORGANIZATIONAL FUNDS**

The controller will hold deposit funds for all authorized student organizations. Disbursements may be made only with the signature of the treasurer; she/he is responsible for keeping all records and reconciling the organization's accounts with monthly departmental reports. These reports are provided to the president of the student government association by the Controller's Office.

No person is at any time authorized to commit the College for payment of a bill for goods or services without a purchase order or contract approved by the vice president for finance or the controller.

# Drug-Free Schools and Communities Act

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## Policy

The health and safety of Gordon College employees and students are matters of serious concern. Gordon College seeks to protect the public health and environment of all members of the College by promoting a drug-free environment in compliance with the Drug-Free Schools and Communities Act of 1989. Gordon College has developed this comprehensive statement about Gordon College's programs designed to prevent the illicit use of drugs and abuse of alcohol by students and employees.

## POSSESSION, USE AND DISTRIBUTION

Gordon College prohibits (see Life and Conduct, page 3, and *Staff Handbook*) the possession, use or distribution of alcohol or illegal drugs on Gordon College property. Use of alcohol by underage students or abuse of alcohol by any student on or off campus is also a sanctionable offense since underage drinking is a violation of state law, and abuse of alcohol is considered conduct unbecoming of a Gordon student. Violations of these policies will result in discipline for students with a variety of sanctions up to and including expulsion (see Disciplinary Sanctions, page 35). Violations by faculty and staff may be deemed grounds for immediate dismissal (*Staff Handbook*).

## RATIONALE

Our Christian faith/beliefs include(s) redemption and the commands to be compassionate and bear each other's burdens. The College reflects these beliefs in its policies: to be accountable for stewardship of our bodies, resources and abilities; to practice Christian forbearance to others' sensitivities in exercising our freedoms; and to submit to the laws of our governments. Furthermore, we are concerned

with the physical, social and personal effects of abuse of alcohol and drugs.

## Assistance in Overcoming Drug and Alcohol Abuse

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, for economic return to the College, and for reduced personal, family and social disruption. Gordon College encourages the earliest possible diagnosis of and treatment for drug or alcohol abuse.

## STUDENTS

Students who express the need for help in dealing with drug or alcohol dependencies are encouraged to use counselors in our Counseling Center who have training and experience in that area. In addition, off-campus agencies and self-help organizations can be contacted through the Counseling Center or the residence hall staff. Most discipline cases involving alcohol or drug-related behavior result in counseling referral.

## EMPLOYEES

Whenever feasible, Gordon College will assist employees in overcoming drug or alcohol abuse. Staff or faculty will be supported in dealing with dependency problems through release time and our health insurance, which includes coverage for counseling and therapy. However, the decision to seek diagnosis and accept treatment is primarily the individual employee's responsibility. Employees with drug or alcohol-related problems should contact the director of personnel, their supervisors or the Center for Student Development.

## EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low

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doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

## **Summary of Legal Sanctions Covering Alcohol and Drug Abuse**

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Courts do not reduce prison sentences in order

for convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts, specifically Wenham, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks around Boston.

Massachusetts laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to \$2,000 and six months of imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. First conviction of driving under the influence of alcohol has a \$1,000 fine, one-year revocation of driver's license, up to two years in prison and mandatory alcohol rehabilitation.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic drugs, addictive drugs and drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence

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of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.

Though Massachusetts has decriminalized possession of less than one ounce of marijuana, such possession is still illegal and carries a civil penalty. Gordon College does not allow possession or use for any reason of marijuana, no matter how small. Violators are subject to campus, judicial, and legal sanctions.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, permanently after the third conviction.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substance.

## **DRUNK-DRIVING LAW**

In 1994 Massachusetts enacted a new drunk-driving law with major penalties for underage drunk drivers. The law establishes what is known as “zero tolerance” for blood alcohol level (in drivers aged 16 to 21). For such drivers, any alcohol level greater than .02 will result in automatic on-the-spot revocation of the driver’s license. The .02 amount is roughly equivalent to one drink or one beer. For adults over 21 the maximum permitted level in the blood is .08.

## **RULES FOR YOUNG DRIVERS**

- A .02 blood alcohol concentration (BAC) earns an under-21 driver a three-month license suspension.
- Drivers under 21 who refuse a breath test face automatic three-year loss of license.

## **ALSO, IF A DRIVER IS UNDER 21:**

- It is illegal to purchase alcohol or to have another individual buy alcohol for you.
- It is illegal to knowingly possess, transport or carry alcohol—unless accompanied by a parent or legal guardian or if transported during the course of employment for individuals 18–21.
- It is illegal to alter or falsify a driver’s license.

An under-21 driver who violates any of these three laws now earns a mandatory three-month license suspension per violation.

# Federal Trafficking Penalties

| PENALTY |  | DRUG  |  |   | PENALTY                                |  |
|---------|--|---|--|---|--|--|
| CSA     | 2nd Offense  | 1st Offense   | Quantity   | DRUG  | Quantity                               | 2nd Offense  |
|         | Not less than 10 year. Not more than life.                                       | Not less than 5 years. Not more than 40 years.                                  | 10-99 gm or 100-999 gm mixture   | Methamphetamine   | 100 gm or more or 1 kg or more mixture | Not less than 10 years. Not more than life.                                      |
| I       | If death or serious injury, not less than life.                                  | If death or serious injury, not less than 20 years. Not more than life.         | 100-999 gm mixture   | Heroin  | 1 kg or more mixture                   | If death or serious injury, not less than life.                                  |
|         |  |   | 500-4999 gm mixture  | Cocaine   | 5 kg or more mixture                   |  |
| II      | Fine of not more than \$4 million individual, \$10 million other than individual | Fine of not more than \$2 million individual, \$5 million other than individual | 5-49 gm mixture  | Cocaine Base  | 50 gm or more mixture                  | Fine of not more than \$4 million individual, \$10 million other than individual |
|         |  |   | 10-99 gm or 100-999 gm mixture   | PCP   | 100 gm or more or 1 kg or more mixture |  |
|         |  |   | 1-10 gm mixture  | LSD   | 10 gm or more mixture                  | Fine of not more than \$4 million individual, \$10 million other than individual |
|         |  |   | 40-399 gm mixture  | Fentanyl  | 400 gm or more mixture                 |  |
|         |  |   | 10-99 gm mixture   | Fentanyl Analogue   | 100 gm or more mixture                 |  |
| Class   | Drug   | Quantity  | 1st Offense  | 2nd Offense   |  |  |
|         | Others*  | Any   | Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual. | Not more than 30 years. Fine \$2 million individual, \$10 million not individual. |  |  |
| III     | All  | Any   | Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.  | Not more than 10 years. Fine \$500,000 individual, \$2 million not individual.    |  |  |
| IV      | All  | Any   | Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.  | Not more than 6 years. Fine \$500,000 individual, \$2 million not individual.     |  |  |
| V       | All  | Any   | Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.   | Not more than 2 years. Fine \$200,000 individual, \$500,000 not individual.       |  |  |

\*Does not include marijuana, hashish or hash oil

# Federal Trafficking Penalties— Marijuana

| Quantity  |  | Description  |  | 1st Offense |  | 2nd Offense |  |
|---|--|--|--|-------------|--|-------------|--|
| 1,000 kg or more or 1,000 or more plants        | Marijuana<br>Mixture containing detectable quantity* | Not less than 10 years, not more than life, if death or serious injury, not less than 20 years. Not more than life.<br>Fine of not more than \$4 million individual, \$10 million other than individual.   | Not less than 20 years, not more than life, if death or serious injury, not less than life.<br>Fine of not more than \$8 million individual, \$20 million other than individual. |             |  |             |  |
| 100 kg to 1,000 kg or 100-999 plants            | Marijuana<br>Mixture containing detectable quantity* | Not less than 5 years, not more than 40 years, if death or serious injury, not less than 20 years. Not more than life.<br>Fine of not more than \$2 million individual, \$5 million other than individual. | Not less than 10 years, not more than life, if death or serious injury, not less than life.<br>Fine of not more than \$4 million individual, \$10 million other than individual. |             |  |             |  |
| 50 to 100 kg 10 to 100 kg 1-100 kg 50-99 plants | Marijuana<br>Hashish<br>Hash<br>Oil Marijuana        | Not more than 20 years, not more than life, if death or serious injury, not less than 20 years. Not more than life.<br>Fine \$1 million individual, \$5 million other than individual.                     | Not more than 30 years, if death or serious injury, life.<br>Fine \$2 million individual, \$10 million other than individual.  |             |  |             |  |
| Less than 50 kg Less than 10 kg Less than 1 kg  | Marijuana<br>Hashish<br>Hash Oil                     | Not more than 5 years.<br>Fine not more than \$250,000 individual, \$1 million other than individual.  | Not more than 10 years.<br>Fine \$500,000 individual, \$2 million other than individual.   |             |  |             |  |

\*Includes hashish and hashish oil

**DRUGS OF ABUSE**

| DRUGS | TRADE OR OTHER NAMES |
|-------|----------------------|
|-------|----------------------|

**NARCOTICS**

|                        |  |
|------------------------|--|
| Opium                  | Dover's Powder, Paregone, Parapectolin   |
| Morphine               | Morphine, MS-Contin, Roxanol, Roxanol SR   |
| Codeine                | Tylenol w/Codeine, Empirin w/Codeine., Robitussin A-C, Fiorinal w/Codeine          |
| Heroin                 | Diacetylmorphine, Horse, Smack   |
| Hydromorphone          | Diauidid   |
| Meperidine (Pethidine) | Demerol, Mepergan  |
| Methadone              | Dolophine, Methadone, Methadose  |
| Other Narcotics        | Numorphan, Percodan, Percacet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Tatwin |

**DEPRESSANTS**

|                   |  |
|-------------------|--|
| Chloral Hydrate   | Noctec   |
| Barbiturates      | Amytal, Bubsol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital                                     |
| Benzodiazepines   | Ataivan, Dalmene, Diazepam, Librium, Xanax, Serax, Valium, Tranvexa, Verstran, Versed, Halcion, Paxipm, Restoril |
| Methaqualone      | Quaalude   |
| Glutethimide      | Doriden  |
| Other Depressants | Equalnil, Miltown, Noludar, Placydyl, Valmid   |

**STIMULANTS**

|                  |   |
|------------------|---|
| Cocaine          | Coke, Flake, Snow, Crack  |
| Amphetamines     | Diphetamine, Delcovese, Desoxyn, Dexedrine, Obetrol                                   |
| Phenmetrazine    | Preludin  |
| Methylphenidate  | Ritalin   |
| Other Stimulants | Adipex, Cylert, Didrex, Ionamin, Lelfist, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2 |

**HALLUCINOGENS**

|                         |  |
|-------------------------|--|
| LSD                     | Acid, Microdot                                       |
| Mescaline and Peyote    | Merc, Buttons, Cactus                                |
| Amphetamine Variants    | 2.5 DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB          |
| Phencyclidine           | PCP, Angel Dust, Hog                                 |
| Phencyclidine Analogues | PCP, PCPy, TCP                                       |
| Other Hallucinogens     | Dufotenine, Ibogaine, DMT, DET, Psilocybin, Pellocyn |

**CANNABIS**

|                       |  |
|-----------------------|--|
| Marijuana             | Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks |
| Tetrahydrocannab-inol | "THC, Marinol"   |
| Hashish               | Hash   |
| Hashish Oil           | Hash Oil   |

**ALCOHOL**

|  |  |
|--|--|
|  |  |
|--|--|

| DEPENDENCE                                   |  |  |  |   |
|--|--|--|--|---|
| PHYSICAL                                     | PSYCHOLOGICAL                                | POSSIBLE EFFECTS   | EFFECTS OF OVERDOSE  | WITHDRAWAL SYNDROME   |
| High   | High   | Euphoria, drowsiness, respiratory depression, constricted pupils, nausea                                       | Slow and shallow breathing, clammy skin, convulsions, coma, possible death                   | Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating |
| High   | High   |  |  |   |
| Moderate                                     | Moderate                                     |  |  |   |
| High   | High   |  |  |   |
| High   | High   |  |  |   |
| High   | High - Low                                   |  |  |   |
| High - Low                                   | High - Low                                   |  |  |   |
| Moderate                                     | Moderate                                     | Slurred speech, disorientation, drunken behavior without odor of alcohol                                       | Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death | Anxiety, insomnia, tremors, delirium, convulsions, possible death   |
| High - Mod                                   | High - Mod                                   |  |  |   |
| Low  | Low  |  |  |   |
| High   | High   |  |  |   |
| High   | Moderate                                     |  |  |   |
| Moderate                                     | Moderate                                     |  |  |   |
| Possible                                     | High   | Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite | Agitation, increase in body temperature, hallucinations, convulsions, possible death         | Apathy, long periods of sleep, irritability, depression, disorientation   |
| Possible                                     | High   |  |  |   |
| Possible                                     | High   |  |  |   |
| Possible                                     | Moderate                                     |  |  |   |
| Possible                                     | High   |  |  |   |
| None   | Unknown                                      | Illusions and hallucinations, poor perception of time and distance   | Longer, more intense "trip" episodes, psychosis, possible death                              | Withdrawal syndrome not reported  |
| None   | Unknown                                      |  |  |   |
| Unknown                                      | Unknown                                      |  |  |   |
| Unknown                                      | High   |  |  |   |
| Unknown                                      | High   |  |  |   |
| None   | Unknown                                      |  |  |   |
| Unknown                                      | Moderate                                     | Euphoria, relaxed inhibitions, increased appetite, disoriented behavior  | Fatigue, paranoia, possible psychosis  | Insomnia, hyperactivity, and decreased appetite occasionally reported   |
| Unknown                                      | Moderate                                     |  |  |   |
| Unknown                                      | Moderate                                     |  |  |   |
| Unknown                                      | Moderate                                     |  |  |   |
| Repeat use of alcohol can lead to dependence | Repeat use of alcohol can lead to dependence | Impaired judgment and coordination, increased incidence of aggressive acts                                     | Respiratory depression, death  | Severe anxiety, tremors, hallucinations, convulsions  |

# Policies and Procedures

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## General Policies and Procedures

### ADVERTISING/BULLETIN BOARDS

Bulletin boards are located at strategic points around campus for advertising approved events and information about campus activities. Students should frequently check these bulletin boards for pertinent information.

Any individual or group desiring to advertise/promote on campus **MUST** have their event registered before gaining permission to post notices and announcements for on-campus events (see section "Campus Master Calendar Policy and Procedure"). Posters and signs must also be approved by the Center for Student Development (CSD). Prior to printing, those organizing the event must send an electronic copy of the advertisement to CSD at CSD@gordon.edu. Once approved, CSD will apply an electronic stamp on the document and send it to the Design Center so it can be printed. Event organizers will be notified within three days if their advertisement has or has not been approved.

In order to maintain the appearance and cleanliness of Lane Student Center, signs may only be posted on an approved bulletin board or on the pillar outside the GCSA office (**not** on glass, doors, mirrors, walls or any varnished surface). Easton Dining Room may be used only to post signs that pertain to encouraging an athlete or candidate, congratulating one on a birthday, etc. Advertisements pertaining to business or sales are not permitted in Easton Dining Room.

Advertisements may be posted in the residence halls. Advertisements must be dated and should be taken down within two days of the event. The residence staff may remove posters or advertisements that have not been approved, or that

advocate or encourage conduct not in keeping with the College Life and Conduct Statement.

Bulletin boards in Lane are designated for specific information or groups and may not be used to post notices which contain other information. Examples of these specific bulletin boards are those of the Gordon College Student Association, Gordon College Student Ministries, Fine Arts, Campus Events Council, ALANA and Gordon in Lynn.

All signs must be posted with Fun Tak' if being placed on any other surface besides a bulletin board where push pins may be used. Use of tape for posting signs is prohibited.

Signs and posters announcing an upcoming event must be taken down within two days after the event has taken place. All other signs must be dated and taken down within two weeks of the date posted.

### AIDS POLICY

Gordon College maintains and adheres to a policy of nondiscrimination and education regarding Acquired Immune Deficiency Syndrome (AIDS).

### AMERICAN DISABILITIES ACT

Gordon College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations. The Dean of Student Life, in the Center for Student Development, is the designated coordinator for university compliance with Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act.

### GORDON COLLEGE CLUB APPROVAL POLICY

All clubs and other organizations wishing to receive a charter from the Gordon

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College Student Association must receive prior approval from the vice president for student life. The vice president for student life will ensure that the club or organization's stated purpose and goals do not conflict with the mission and core values of Gordon College. If approved by the vice president, the organization may seek a charter by following the process outlined in the Gordon College Student Association By-Laws. Approval by the vice president for student life does not presuppose or guarantee final approval by the Gordon College Student Association. Groups wishing to appeal the vice president of student life's decision may do so in writing to the president.

## **GORDON COLLEGE POLICY ON RESPONSIBLE USE OF TECHNOLOGY**

Gordon's computer network extends the capability of people on campus to find, collect, create, analyze, display and communicate all kinds of information. Likewise, it extends ease of access, advantage for the technically gifted, and some anonymity, all of which can test moral conviction and personal restraint. The result is a range of practical challenges to our Statement of Life and Conduct. These include issues of stewardship, forbearance, concern for others, theft, dishonesty, immodesty, adherence to law, submission to proper authority, and even discerning the worldly spirit of the age.

How we use technology at Gordon is a telling test of our Christian character in a community activity involving personal responsibility. What is involved is more a privilege than a right. As people use technology and the network at Gordon, the College expects they will do so in ways that are not only lawful and ethical but responsible and courteous as well. That requires respect be given to the principles and particular examples set forth below.

Those using technology at the College must be aware that to enter the public Internet is to risk encountering materials and behaviors they may find offensive. It is impossible for the College to shield its users from such things. As the College deals with this issue, it is committed to avoiding the kind of censorship inimical to an academic community; at the same time it seeks to draw upon the commitment made by its faculty, staff and students to its distinctively Christian standards. The purpose of this policy is to alert technology users at the College to the potential temptations and dangers inherent in such use, to outline the College's position on these issues and to state the need for personal diligence in adhering to standards of Christian conduct. The policy also states the right of the College to restrict the use of its technology and network in response to violations of this policy or state and federal laws.

## **RESPECT FOR PRIVACY, SECURITY AND THE INTEGRITY OF INFORMATION**

Computer hardware, networks, software, user accounts and the data they contain all belong to somebody. The fact that technology sometimes makes it easier for individuals other than the owner to access these things does not make it right to do so. In general, using, accessing, altering or removing computer equipment, accounts or data for which one does not have explicit ownership or right of access is unethical, and possibly illegal.

Specific examples:

- The College controls access to its shared systems by the assignment of accounts. Recipients are expected to protect their assigned accounts by proper use of a password. They may not grant anyone else access to that account or share their password.

- Attempted or actual access to any account or data not personally owned is unacceptable, regardless of intent and whether or not the material is protected. The only exceptions are for access specifically authorized or assigned by the owner.
- The College reserves the right to inspect the contents of all accounts and files on computers directly connected to its network in the course of maintenance, compliance with contractual requirements or investigation of suspected violations of the Responsible Use of Technology policy. Such access will be done with regard for privacy and confidentiality. When appropriate and possible, cooperation of the user will be sought first.
- Providing information or other means of access that encourages or enables use of the College's network and computers attached to it by anyone not a current faculty member, staff member or student of the College is unacceptable.
- Knowingly loading, creating or downloading software concealing a virus or other detrimental code and running such software on the College's network or attached computers is unacceptable.
- Any use of the College's network or computers attached to it to develop or distribute harmful software or gain improper access to or make improper use of computer systems elsewhere is unacceptable.
- Access to data contained in the College's administrative systems is limited to faculty and staff who have a particular need for that information in pursuit of their responsibilities, and as appropriate to the student to whom the records pertain in accordance with provisions of the Family Educational Rights and Privacy Act. The College

does not divulge information of any faculty member, staff member or student to parties lacking explicit legal entitlement to it.

- The College makes a concerted effort to keep its systems and data secure. Today's technology, however, does not provide total guarantee of privacy for any electronic data. For example, the College keeps extra copies of all server data in the routine process of protective backup; deletion of online files by a user does not mean no other copy remains. All users are advised to exercise careful judgment regarding information or messages they enter into the College's network and the computers attached to it.

## **RESPECT FOR OWNERSHIP AND COPYRIGHT**

All of the computer and network hardware purchased by the College for use of faculty, staff and students remains its property. With two exceptions, the material contained in those systems, particularly what resides in its administrative computers, is also the property of the College. One exception to this ownership is software which remains the property of third parties while used by the College under the provisions of licenses and copyrights. The other exception is material collected or created by users for which they have rights of authorship. The College honors and operates within the provisions of such ownership; it expects all who use its computers to do likewise.

Specific examples:

- Users should always assume that material on the College's network, the computers attached to it, or on the Internet are copyrighted or the property of others unless explicitly labeled otherwise. Keeping, copying, sharing or distributing software, images or other tangible or intellectual property

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which one does not own, does not have a valid license for or is in violation of copyright, are all unacceptable. No such improperly gained material is to reside on the College network or the computers attached to it; if discovered it will be removed.

- The College's computers and network are intended only for the use of current faculty, staff and students unless explicitly designated otherwise. Such use is meant for the purposes of regular academic life. Personal use must be constrained to what is reasonable and will always be given lowest priority.
- Use of the College's computers or network exclusively for third parties is unacceptable.
- Hardware (with the exception of laptop computers), networks and software owned or under license by the College are not to be moved, removed or altered except by CTS staff members

## RESPECT FOR RESOURCES

The College intends its computers and network to serve as a support for the widest possible number of its people and activities. They are a resource which is both shared and finite. Their use by any constituency must be reasonable with regard to its impact on all other users.

Specific examples:

- Where conflicts of resources arise, priority will be given to academic and administrative work over all other uses.
- All users are expected to show regard for the resource by routinely removing duplicate or unnecessary files, or seeking off-line means of storage.
- Knowingly running programs or tasks which seriously degrade the performance of College computers or networks is unacceptable. Bandwidth intensive activities such as network-based games, peer-to-peer services or

talk sessions will usually be given very restricted network resources and may at times be disallowed at the College's discretion.

- All personally owned computers brought to campus will not be allowed to plug into the campus network until they are clean of viruses and have current levels of security provisions installed for both their operating system and the College-required antivirus software. The College reserves the right to automatically update via the network by the security provisions appropriate for the operating system and antivirus software of all computers attached to its network.
- Once allowed on the network, if it is determined that for failure to keep current with operating system and antivirus software patches and updates, an individual computer is infecting and continues to reinfect the campus network with a computer virus, network access from that computer will be suspended for at least a week, and a fee will be charged. Only after that computer has been tested and certified to be free of computer viruses, that virus protection software is active, and that virus protection definition files are up to date and all current security updates have been applied, will network connectivity be reestablished.
- Generating chain letters or sending broadcast messages beyond what the College provides through listserves and distribution lists is unacceptable.
- In public computer areas such as labs, installing software not owned by the College and leaving personal files on internal disks are unacceptable. College staff will routinely remove all such materials from public machines without notice.

- Unnecessary paper printouts are a serious resource waste, and all users are expected to consciously save paper.
- This does not extend to the routine ability of personal computers to have shared files and folders open for reasonable access and use. It does pertain, however, to things like Web servers and peer-to-peer servers which offer general services to the public. Peer-to-peer servers designed to offer copyrighted music and video materials are not acceptable and will be blocked and/or removed by CTS staff members.
- Personal Web servers, peer-to-peer servers, and other servers which offer general services to the public are not allowed unless specifically authorized by CTS staff. Peer to Peer servers designed to offer copyrighted music and video materials are not acceptable and will be blocked and/or removed by CTS staff. Using on campus or in connection with the campus network any hubs, switches, routers, wireless access points or other devices for extending or managing Ethernet networks not owned by the College and managed by CTS staff or other approved staff, is not acceptable.

## RESPECT FOR COMMUNITY

Technology has the appearance of impersonality, but in almost every instance computers and networks are being used by people. As these things are shared within the College, there is a need to retain the sensitivity and care which are expected of all interpersonal communication.

Specific examples:

- The creation and sending of email or other messages which are harassing, degrading, libelous or otherwise harmful is unacceptable.
- The creation and sending of email or other messages which conceal the author's identity or that are represented as being from someone or someplace else is unacceptable.
- Some of the material available in the software market and Internet is at odds with the standards embraced by Gordon's Christian community. Any use of the College's network or the computers connected to it to handle such material, be it racist, pornographic or otherwise harmful to the people and spirit of this community, is unacceptable. It is the College's policy and practice to block access to websites known to be pornographic or racist.
- Using the College's network or the computers connected to it to inhibit or interfere with the work of others is unacceptable.
- Modifying the setup or contents of public computers like those in labs is a severe inconvenience to subsequent users and is unacceptable.
- Use of another's ID, username or password to access private information or in any way altering the academic or administrative data of others is unacceptable.

## RESPECT FOR ORDER

The free and advantageous use of the network and computers connected to it requires a responsible use policy to be followed by all, and violations of this policy will be addressed. The guiding principle will be that use of these resources is not an individual right but a privilege that must conform to Gordon's Christian standards.

Specific examples:

- The College may in its discretion take such actions in response to violations of this policy as it deems appropriate. These include investigation and

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confrontation of violators, suspension of privilege, referral to the judicial process or legal action.

- The College disclaims responsibility for any loss of electronic data which may occur in the course of its efforts to preserve the security and proper operation of its computer systems and network, or to assure compliance with this policy.
- It is the position of the College that users of its systems bear responsibility for their own online conduct and content. The College will not be held responsible for defending its users against litigation which arises from conduct or content which violates College policy.

## PORNOGRAPHY

Gordon College provides access to the Internet through an extensive computer network with ports in each residence room and wireless ports in various locations on campus. There is a broad range of material accessible through the Internet, including things like pornography, that are not in keeping with biblical standards of holiness. The College has blocking measures in place for such things as pornographic or hate speech sites on the Internet. However, such measures cannot ensure that all materials of this type are effectively blocked, and it is therefore vital that Gordon College students exercise discernment and seek to act in accordance with biblical standards while using the Internet. Misuse of the computer systems may result in the loss of computer-access privileges as well as other disciplinary action. The possession or viewing of pornographic materials in any form is prohibited.

## CANDLE USE ON CAMPUS

Use of candles, including birthday candles, is prohibited in all residence hall areas. Candles may be used in other campus buildings for religious purposes only as

outlined below. Candles may only be used in buildings and areas equipped with a fire sprinkler system.

## Use of Candles at Special Events

In order to minimize the possibility of a fire occurring due to the use of candles at College-sponsored activities, the following policy will be followed at events held on the campus of Gordon College:

**Dining Events:** Candles are no longer permitted at dining events unless they are battery-activated with a simulated flame.

**Candle-Use Permission:** Anyone desiring to use candles for a religious service must first contact Physical Plant. Those who are qualified to give permission are the director of Physical Plant, the fire systems officer, or the environmental health and safety officer. The person who obtains the permission must meet **all** of the following conditions:

- Verify they are the person in charge of the event
- Verify they will be attending the event while candles are in use
- Indicate knowledge of fire extinguishers nearest to the location of candle use
- Provide proof they know how to use an extinguisher
- Obtain a Fire Extinguisher Training Certificate by navigating to [www.fireextinguisher.com](http://www.fireextinguisher.com) and successfully completing the exam at the end of training; print the certificate and send it to the EHS Office at Physical Plant
- Attend one of the Fire Extinguisher hands-on training sessions held each semester

For more information contact Physical Plant.

**Religious Services:** Candles may be used for religious services as long as their use conforms to the following:

- Burning candles must be securely placed in suitable fireproof holders designed for this purpose (e.g., metal candlesticks, menorah or similar holder).
- Candle holders must be placed on a solid nonflammable surface, a minimum of six feet from a window, drapery, bookshelves, non-flame-retardant tablecloths, etc.
- Burning candles may never be left unattended.
- If candles are to be held in the hand while lit, the provisions of the section concerning "Candlelight Services" must be followed.

**Candlelight Services:** Hand-held candles may be used for religious services as long as they conform to the following:

- Only **dripless** type candles may be used as hand-held candles.
- Drip protectors/guards must be attached to all hand-held candles.
- Hand-held candles must be extinguished before being set down in any way.
- Candles must be extinguished before exiting the function room.
- Suitable fireproof receptacles will be provided for disposing of the extinguished candles after the event.

## COLLEGE-RELATED EVENTS

The Gordon College Statement on Life and Conduct states that specific behaviors are not permitted at College-related events.

A College-related event is any event that is sponsored by the College or groups within the College; any event that is identified with or directly linked to the College or its name.

No event that includes participation in activities that are not permitted on the Gordon campus may be advertised or publicized on Gordon's campus. The Gordon College mail service may not be

used to distribute invitations or advertising for such an event.

## DANCES

All dances or events including dancing must be registered with and approved by the advisor to Campus Events Council. Dance permit forms are available from the associate dean for student programs in the Center for Student Development (CSD) and must be submitted at least two weeks prior to the event.

## DRESS CODE

While Gordon doesn't have a dress code as such, it is expected that all students will dress in reasonably neat and clean apparel with consideration for modesty and biblical standards of holiness and purity. Footwear must be worn to all classes, chapel services, convocations, meals, and faculty and administrative offices.

## RECORDS

Gordon College is in full compliance with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) regarding students' access to their educational records. Students wishing to review their record should contact the College official responsible for it. A complete statement of the College's policy and procedures is available at the Center for Student Development. FERPA permits release of "directory information" without the student's authorization unless the student specifically requests in writing and within the first two weeks of a semester that the College not release such information. Directory information includes a student's: name; month/day and place of birth; major field of study; full- or part-time status; participation in officially recognized activities and sports; dates of attendance; degrees, honors and awards received; most recent previous educational agency or institution attended; and photograph. Weights and heights of members of athletic teams may also be released.

## CHALLENGE COURSE

The challenge course is considered a Gordon College facility and is only to be used by supervised groups which are organized by the La Vida Center and specifically cleared by the La Vida Center Office. In order to ensure safety, the following regulations pertain to the challenge course area:

1. There is no trespassing in the challenge course area.
2. Camping, jogging or the lighting of fires is not permitted in the challenge course area at any time.
3. The use of bicycles, snowmobiles, motorcycles, automobiles, horses, etc., is not permitted in the challenge course area at any time.
4. Students in violation of these regulations will be referred for discipline to the Center for Student Development.

Please report any violations of these regulations to the La Vida Center as soon as possible so we can keep the challenge course and its related programs safe.

## ROCK GYM

No one is allowed in the rock gym unless it is open and properly supervised by La Vida Center staff.

## CAMPUS MASTER CALENDAR POLICY AND PROCEDURES

A master calendar for all campus events is maintained by the staff in the Center for Student Development. The campus master calendar notes major, moderate-sized and minor events taking place on campus in order to avoid conflicts in scheduling and planning by different groups and departments, and to provide a central clearinghouse for events at the College.

All groups and individuals planning an event must submit their event to the master calendar process before:

- Confirming any dates
- Reserving any campus facilities to be used
- Reserving any campus services in support of their event

Events meeting ANY of the following criteria **MUST** be registered:

- Any on-campus event over 40 persons or a public-access event of any size
- Any event for which campus-wide advertising is desired
- Any outdoor event

| LOCATION                            | TIME                               | RESERVED BY          | EXT  |
|-------------------------------------|------------------------------------|----------------------|------|
| A. J. Gordon Memorial Chapel        | All times                          | Auxiliary Services   | 4532 |
| Alumni Reading Room                 | All times                          | Library              | 4339 |
| Archives Lounge                     | All times                          | Library              | 4339 |
| Barrington-Stebbins Conference Room | All times                          | Auxiliary Services   | 4532 |
| Bennett Center                      | All times                          | Bennett Desk         | 3737 |
| Career Seminar Room                 | All times                          | Career Services      | 4275 |
| Chapel Dining Room                  | All times                          | Auxiliary Services   | 4532 |
| Classrooms                          |                                    |                      |      |
| Academic Year:                      | Daytime (M-F; 7:30 A.M.-4:30 P.M.) | Registrar's Office   | 4242 |
| Academic Year:                      | Evening (M-F; 4:30 P.M.-7:30 A.M.) | Auxiliary Services   | 4532 |
| Weekends:                           | All times                          | Auxiliary Services   | 4532 |
| Summer:                             | All times                          | Auxiliary Services   | 4532 |
| CSD Conference Room                 | All times                          | CSD                  | 4263 |
| Easton Dining Room                  | All times                          | Auxiliary Services   | 4532 |
| EWI Conference Room                 | All times                          | East-West Institute  | 4415 |
| Ferrin Conference Room              | All times                          | Auxiliary Services   | 4532 |
| Frost Lobby                         | All times                          | Auxiliary Services   | 4532 |
| Gillies Lounge                      | All times                          | CEC                  | 4598 |
| Guest Rooms                         | All times                          | Admissions           | 4217 |
| Horner Mezzanine                    | All times                          | Library              | 4339 |
| KOSC Chairman's Room                | All times                          | Auxiliary Services   | 4532 |
| KOSC DEC Loggia                     | All times                          | Auxiliary Services   | 4532 |
| KOSC Seminar Rooms                  | All times                          | Education Department | 4371 |
| Martha Lewis Room                   | All Times                          | Auxiliary Services   | 4532 |
| Organizational Dining Room          | All times                          | Auxiliary Services   | 4532 |
| Pendragon                           | All times                          | Auxiliary Services   | 4532 |
| Practice Rooms                      | All times                          | Music Department     | 4364 |
| Presidents Dining Room              | All times                          | Auxiliary Services   | 4532 |
| Phillips Recital Hall               |                                    |                      |      |
| Academic Year                       | All times                          | Music Department     | 4364 |
| Summer                              | All times                          | Auxiliary Services   | 4532 |
| Phillips Classroom                  |                                    |                      |      |
| Academic Year                       | All times                          | Music Department     | 4364 |
| Summer                              | All times                          | Auxiliary Services   | 4532 |
| Tavilla Conference Room             | All times                          | Auxiliary Services   | 4532 |

- Any fundraising or admission-fee event/program
- Any event outside the normal academic program of the College requiring the use of campus support services (e.g., CTS, catering, Physical Plant)
- Any event that involves the sale or distribution of an item
- Any event requested by a non-Gordon group or individual
- Any event for which chapel credit is requested

**Exceptions:** Any in-hall residence hall activity, routine departmental/group meetings and meetings directly related to the normal academic program of the College (e.g., study groups, tutorials) are exceptions.

For events or functions that DO NOT meet ANY of the criteria listed above, event planners may reserve a room without event registration.

Registered events will be posted to the website on the master calendar for access by the campus community and beyond. This not only aids other groups as they plan around upcoming events; it also provides the community with access to a variety of planned student, departmental and campus events hosted at Gordon College.

For more information contact the Center for Student Development, ext. 4263.

## Registering Your Event

Registering your event for the master calendar can be done online via the Go site. Once the registration is received and reviewed for conflicts with events already on the calendar, notice will be sent back to the event planner to proceed or to choose an alternate date, time or venue for the proposed event. Please allow extra time in your planning for the registration/approval process.

The event registration process must be completed and the event approval notification received before the event planner will be permitted to confirm campus facilities and services and proceed with campus advertising.

## Reserving Campus Facilities

Before proceeding to reserve any facilities, please read the section above about registering your event with the master calendar.

In the fall of 2008 the College moved in the direction of centralized facility scheduling for all campus events. The Auxiliary Services Office (ext. 4532) keeps the calendar for most campus facilities. They will also provide consulting services for groups and individuals who are planning major events on campus. Once an event has been registered through the online master calendar, process planners should then contact Auxiliary Services. They will either reserve the required facilities or direct the event planner to the office that can assist with the confirmation process. Please consult the shaded box on page 55.

Off-campus groups and individuals must make arrangements to use campus facilities through the director of Auxiliary Services.

## TITLE IX

Gordon is in compliance with Title IX of the Educational Amendment of 1972 and the regulations pertaining thereto. This means the College does not discriminate on the basis of race, color, sex, age, disability, veteran status or national or ethnic origin in the educational programs, in the activities in which it operates or in its employment practices. Please refer to TitleIX Policy at [www.gordon.edu/titleix](http://www.gordon.edu/titleix)

## VAN RESERVATIONS AND USAGE

Passenger vans are available from the Physical Plant for College-related or College-sponsored events only. Approved

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drivers can make reservations using an online form located on the campus website. Instructions, policies and rates are also available online.

## **VENDORS**

Vendors from off campus are not permitted to sell items on Gordon's campus without the approval of the director of Auxiliary Services. Students are not permitted to sponsor parties at which items will be sold.

## **CAMPUS FUNDRAISING**

The College supports and encourages efforts to raise funds for approved ministry, department, academic and student organization efforts, particularly from off-campus sources (friends, family and home church). Fundraising policies have been developed in order to be sensitive to members of the community and to be in compliance with IRS regulations. The College encourages student participation in charitable and humanitarian efforts; however, fundraising is limited on campus due to the size of our community, prior College commitments, and the multitude of requests each year. Community members are encouraged to explore other avenues of charitable giving such as the donation of their time and talent. Contact the Center for Student Development or the Development Office to seek approval BEFORE initiating any fundraising projects.

All fundraising efforts must be approved whether or not contributions qualify as charitable deductions. Gordon will not provide lists of alumni and/or donors for solicitation. The College carefully coordinates fundraising requests among alumni, parents and friends; therefore it is our policy to never lend or distribute lists for solicitations not initiated or overseen by the Development Office.

## **Approvals by the Center for Student Development—CSD (x4263)**

- GCSA groups and clubs
- Community Outreach ministries (not mission teams)
- Academic class project fundraisers
- All students groups or individuals
- Off-campus charities or organizations

## **Approvals by Development (giving@gordon.edu or x4232)**

- Student travel teams (academic, mission, music, sports, etc.)
- Any campus group desiring to solicit businesses for products or donations
- Any fundraiser which involves charitable receipts
- Special offerings in times of crisis or appeals for the Faculty/Staff or Student Emergency Fund

All fundraising activities (on and off campus) must be approved by the department listed above. Fundraising activities must be approved at least two weeks prior to your event.

## **FUNDRAISING ACTIVITIES NOT PERMITTED ON CAMPUS:**

- Door-to-door solicitation for cash, coins, etc., in the residence halls, classrooms or offices
- Raffles
- Email solicitations (only approved fundraisers can be advertised via email or Student News)
- Donations from campus departments in lieu of payment for hours worked for a regular student employment position
- Selling products or services in which a percentage of the sales goes back to the sponsoring organization; i.e., magazine subscriptions, credit cards, etc.
- Solicitation by or for off-campus charities or organizations for goods, products, services or cash donations

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## Harassment Policy

Harassment is considered a form of discrimination that includes blatant and explicit forms of racism and sexism. As Christians we are prompted to broaden our concept of harassment to include malicious or prejudicial behavior based on religious or cultural background, denominational or political affiliation, national origin, class standing, age, physical or mental traits. Harassment takes away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm. Harassment offends our Lord and greatly corrupts the Christian community and society at large. As a Christian community we must be about the promotion—not diminution—of human dignity.

We affirm God's righteousness as the foundation of our beliefs and practices. The Scriptures remind us of God's creation of all human beings in His image, His acknowledgment of human diversity, His unconditional love for His people in Christ, and His command that we love likewise and act justly. Since harassment is not in keeping with these imperatives, Gordon College will not condone such behavior.

### SEXUAL HARASSMENT POLICY AND PROCEDURE

It is the policy of the College to maintain a learning and working environment that is free of sexual harassment and unlawful discrimination. Sexual harassment by officers, supervisors, employees, faculty, students, vendors and contractors will not be tolerated.

### The Legal Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments

of 1972, and G.L.c.151B, 16A. These laws provide that unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's instruction or employment or basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, humiliating or sexually offensive work or learning environment.

### Examples of Conduct That Can Constitute Unlawful Sexual Harassment

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment occurs in a variety of situations in which unwelcome and inappropriate sexual activities or comments occur.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a criterion for granting privileges or favorable treatment in the classroom or on the job. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated advances or demeaning verbal comments by a fellow student or coworker have a harmful effect on a person's ability to perform his or her work.

Depending on the circumstances, examples of sexual harassment could include such conduct as the following:

- Repeated offensive sexual flirtations, advances or propositions which are offensive

- Verbal abuse or innuendo of a sexual nature that is continued or repeated
- Physical contact such as touching, hugging, patting or pinching which is uninvited and unwanted by the other person
- Verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual
- An openly offensive display of sexually suggestive objects or pictures
- Jokes or remarks of a sexual nature
- Unwanted prolonged and apparent staring or leering at a person
- Obscene gestures or suggestive or insulting sounds made towards people who find them offensive
- The demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or promises of preferential treatment
- Indecent exposure
- Romantic involvement between supervisors and subordinates that is known to others in the workplace and which impacts the workplace in areas such as assignments, advancement and benefits

Additionally, the dissemination of sexually explicit voice mail, email, graphics, downloaded material or websites is prohibited.

## Sexual Harassment Complaint Procedure for Students

The following sexual harassment complaint procedure has been developed specifically to ensure that complaints are investigated quickly and fairly.

The following procedures apply to a student who believes he or she is being sexually harassed by another student. Students seeking information regarding sexual harassment by faculty or staff should notify the Office of Human Resources.

**Note: The informal resolution procedure below is not an option in cases of sexual misconduct or sexual assault. Please**

**refer to Gordon's Sexual Assault Policy at [www.gordon.edu/sexualassaultpolicy](http://www.gordon.edu/sexualassaultpolicy).**

In all instances where an individual believes that he or she has been sexually harassed, it may be helpful but not necessary to start the process of resolution by writing down a description of the offensive conduct, the date or dates on which it took place, and the names of anyone who witnessed the conduct or heard the offensive remarks. If you would like help writing down your thoughts, your R.D. or a member of the CSD staff can assist you.

### Informal Resolution

If an individual believes he/she is being sexually harassed, the most immediate goal is to stop the offensive conduct.

Individuals may:

- Firmly confront whoever has done the harassing
- State that his/her conduct offends, intimidates and/or embarrasses you
- Describe how the harassment negatively affects your work
- Request that he/she stop the conduct immediately

Say things like:

- "Please don't touch me. I don't like it. It makes me uncomfortable."
- "I don't think jokes like that are funny. Please don't tell them when I'm in the room."
- "I'd like it a lot better if you'd comment on the quality of my work rather than on the way I look."
- "My name is \_\_\_\_\_, not 'Honey.'"

If practical, take a witness with you for this discussion. After the discussion, write and date a summary of the conversation, including the name of anyone who accompanied you.

In some instances confronting the harasser directly may be too intimidating or uncomfortable. Students may seek assistance from their R.D., a member of the CSD staff, or a Title IX Coordinator. In

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those instances where an informal resolution is appropriate, such an advisor will assist the individual in resolving the matter.

### **Formal Resolution**

In those instances where an informal resolution is not reached and a formal complaint is made, the student should submit a written report to the Dean of Student Life detailing a description of the incident, including names, dates, and witnesses, if any. The Dean of Student Life will initiate an investigation in accordance with College policy in a fair and timely manner. For information regarding the College's disciplinary process, please see the "Reporting and Investigation" section of the Student Handbook.

### **Confidentiality**

All actions taken to investigate and resolve complaints through this procedure will be conducted with as much confidentiality as possible without compromising the thoroughness of the investigation.

### **No Retaliation for Filing Complaint of Sexual Harassment or Unlawful Discrimination**

No employee, supervisor or officer will be retaliated or discriminated against in any way for making a complaint of sexual harassment or for assisting/cooperating in the investigation of such a complaint. Such retaliation is unlawful and will not be tolerated by the College.

### **State and Federal Agencies**

There are state and federal agencies that share responsibility for administering laws protecting employees from various forms of discrimination, including sexual harassment. Individuals may contact these agencies by phone or in person. The agencies are:

#### **State:**

Massachusetts Commissions Against Discrimination, Equal Employment Opportunity

One Ashburton Place Commission  
Boston, Massachusetts 02108

#### **Federal:**

One Congress Street  
Boston, Massachusetts 02114  
617.727.3390  
617.565.3200

### **Racial Harassment Definition, Policy and Procedure**

A. Racial harassment is defined as flagrant or repetitious verbal or physical behavior that stigmatizes or victimizes an individual on the basis of race, ethnicity or ancestry. Insofar as it affects the Gordon community, racial harassment is behavior that::

1. Involves an expressed or implied threat to the individual's or group's academic efforts, College-related employment, participation in College-sponsored extracurricular activities, quiet enjoyment of campus residential living facilities, personal safety
2. Has the purpose or reasonably foreseeable effects of interfering with an individual's academic efforts, employment, participation in College-sponsored extracurricular activities, quiet enjoyment of campus residential living, facilities, personal safety
3. Creates an intimidating, hostile or demeaning environment for educational pursuits, for College employment, for participation in College-sponsored extracurricular activities, or for quiet enjoyment of campus residential living facilities; racial harassment includes objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse.

Incidents of racial harassment should be reported to the Center for Student Development (e.g., vice president of student development, dean of student life, resident director or resident advisor). The complaint will be investigated, and student disciplinary procedures will be followed.

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## HAZING

Massachusetts has enacted a law making hazing a crime in Massachusetts.

The law states that “[whoever] is a principal organizer or participant in the crime of hazing [as defined by the law] shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year or by both such fine and imprisonment.”

The law defines the term hazing as follows: “. . . Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person or other person, or which subjects such student or other person to extreme deprivation of sleep or rest or extended isolation.”

The law also states that “whoever knows that another person is the victim of hazing . . . and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.”

Each student at Gordon College will receive a copy of the Hazing Law. Officers of student organizations will be required to distribute copies of the law to all members of their organizations and to acknowledge that such distribution has been made.

Gordon College has adopted the following disciplinary policy with regard to hazing: Organizers of, or participants in, hazing, as defined under the Massachusetts statute, and whether or not prosecuted under the statute, may be subject to suspension and/or other disciplinary action. The College will report to the appropriate public authorities any incidents of hazing that come to its attention.

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.  
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. Grades, or an evaluation in lieu of

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grades, cannot be appealed through FERPA.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, the National Student Loan Clearinghouse, or a collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Gordon College to comply with the requirements of FERPA. The name and

address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information contained in such records—including Social Security Number, grades, or other private information—may be accessed without a student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to records and information without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and information without consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently

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retain, and share without consent personal information from education records, and they may track participation in education and other programs by linking such information to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

**Directory Information:** FERPA permits release of “directory information” without authorization unless the student specifically requests that the College not release such information. Directory information includes a student’s: name, month, day and place of birth, major field of study; full- or part-time status; participation in officially recognized activities and sports; dates of attendance; degrees, honors and awards received; most recent previous educational agency or institution attended. Photography, video or web image, weights and heights of members of athletic teams may also be released. Directory for official on-campus use only: address, telephone, email, class schedule and listing on class roster.

## Sexual Assault

Gordon College is deeply concerned about any incident of sexual assault. Sexual assault is a criminal act that causes enormous pain, both to the individuals directly involved and to the community. It is punishable by civil and criminal legal action. It is also a serious violation of the life and conduct standards of Gordon College and it will not be tolerated within our community.

Anyone can be a victim of sexual assault: woman, man or child. A perpetrator can be anyone, as well: a stranger, someone you have known for a long time, or someone you have just met. Statistics indicate that one in four women will be

raped during her lifetime, and that rape is often perpetrated by an acquaintance.

As a Christian college committed to personal and institutional integrity, Gordon College must be fully transparent and forthright about the nature of criminal incidents, including sexual assault. To that end, the college has established a sexual assault policy, designed to educate the campus community about::

1. the definitions of sexual assault,
2. the rights of the victim and the accused,
3. procedures for filing and resolving complaints, and
4. resources available to victims of sexual assault.

A student who believes she or he has been a victim of sexual assault is encouraged to report it immediately. The Gordon Public Safety employs trained sexual assault investigators who are on call to take confidential reports at any time. Investigators will also inform victims of their rights, options for further action, and the broad range of other services available. Reporting a sexual assault to Gordon Public Safety does not itself initiate any investigative, disciplinary, or criminal action, but it does help ensure the future availability of these options. More information, including all policies and procedures related to sexual assaults, can be found in the Gordon College Sexual Assault Policy at: [www.gordon.edu/sexualassaultpolicy](http://www.gordon.edu/sexualassaultpolicy)

Gordon College students are responsible to be familiar with and abide by the standards of conduct set forth in the sexual assault policy.

Gordon College Public Safety can be reached in person at the Rodger Reception Center at the main entrance to campus, or by calling:

Non-emergency: 978.867.4444  
Emergency: 978.867.3333

# Public Safety

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## CONTACTING PUBLIC SAFETY

Rodger Reception Center

Business Phone:  
ext. 4444

EMERGENCY:  
ext. 3333 (from your cell phone,  
978.867.3333)

Hours: 24 hours a day, 365 days a year

## SERVICES PROVIDED

- Visitor passes
- Assistance with lost/replacement ID cards
- First aid and emergency medical services
- Motor vehicle and bicycle registration
- Motorist assistance program
- Crime prevention/investigation
- Safety escorts
- Authorized admittance to rooms/buildings
- Lost and found services
- Parking and traffic control
- Key returns
- Van testing
- R.A.D. defense training for women

## Gordon College Motor Vehicle Regulations

Operation of a motor vehicle on campus is a privilege which is granted by the College and is contingent upon compliance with campus motor vehicle regulations. The *Student Handbook* contains a summary of these regulations; a complete description of motor vehicle regulations is available on the GO site at [go.gordon.edu/departments/police/police/parkinganddriving.cfm](http://go.gordon.edu/departments/police/police/parkinganddriving.cfm). Every student, faculty and staff member operating a vehicle on campus is required to be familiar with the regulations. Gordon College reserves the right to revoke any campus registration in the best interests of the College. The motor vehicle must then be removed from campus.

## VEHICLE REGISTRATION

Every vehicle operated on campus by a student, faculty or staff member must be registered with the Department of Public Safety on the first day it is brought to campus. This includes part-time and commuter students.

Once registered, the person will be issued a parking permit which must be immediately affixed to the motor vehicle as directed. Permits are not transferable (between vehicles or persons). Registration fees for the 2013-2014 school year are \$210 for residential students and \$120 for commuter students. Commuter students are automatically billed the yearly fee at the start of the school year or upon becoming a commuter. Failure to register a vehicle when it is brought to campus may result in additional fines.

**Second Vehicles:** Students may register a second vehicle on campus for no additional charge provided both vehicles are never on campus at the same time. Students found operating or parking two vehicles on campus may be fined, and the vehicle may be towed at the student's expense.

Students operating vehicles bearing out-of-state registration plates are required by Massachusetts law to complete a nonresident student vehicle information form and to affix a blue validation sticker to their windshield. Nonresident students must obtain a new nonresident sticker each school year. In addition, all out-of-state vehicles are required to carry either a copy of their insurance policy or a statement of insurance coverage on their broker's letterhead. All students must bring a valid vehicle registration card and proof of insurance (in some states this is found on the registration) to the Department of Public Safety when registering a vehicle on campus.

When a motor vehicle's state registration plates are changed or a motor vehicle

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is sold and its plates transferred to another motor vehicle, the Department of Public Safety must be notified within two days. In addition, when a vehicle is sold, its campus parking permit should be removed and destroyed prior to transfer of ownership.

**Motorcycles:** Motorcycles must be registered with the Department of Public Safety on the first day they are brought to campus. They will not be issued stickers, but the vehicle information will be recorded. There is no charge for registering a motorcycle provided the student operator parks it in designated motorcycle parking areas only (contact Public Safety for details). Motorcycles may not be parked overnight on campus during the winter snow season and must be moved for all snow removal operations and announced lot clearings.

**Temporary Parking Passes:** These may be obtained from the Department of Public Safety for a vehicle which will be on campus for only a week or two during a term. Students will be charged \$5 for a one-week pass. Students may operate a vehicle (or vehicles) on campus using a temporary pass for a maximum of two weeks in a given quad. A student requesting a third pass in a given quad will be required to register the vehicle. Visitors (non-students) may request a three-day visitor's pass for no charge at any time.

**Note:** Students who operate a vehicle on campus without registering may be charged applicable temporary pass and registration fees regardless of whether a pass or sticker is obtained.

## VEHICLE OPERATION

It is the policy of Gordon College that all Massachusetts motor vehicle laws (as defined in M.G.L. Chapter 90) will be observed on campus. The Department of Public Safety will enforce the observance

of these laws to ensure the safety of campus drivers and pedestrians.

A comprehensive explanation of campus parking and driving regulations may be found on the Public Safety website. All campus drivers are expected to be familiar with these regulations as well as with Massachusetts laws for safe vehicle operation.

If at any time you cannot find legal parking, please contact Public Safety by phone (ext. 4444) or by pulling up to the main gate. You will then be directed to authorized parking.

## SPECIAL INFORMATION

1. Students who drive to the Gordon-Conwell campus in Hamilton are expected to abide by all posted regulations and use only student parking areas. Reciprocally, students from Gordon-Conwell are expected to abide by all posted regulations and use only general parking areas. A reciprocal agreement for issuing citations and collecting fines is enforced.
2. Gordon College assumes no responsibility for any vehicle or its contents while it is on campus.
3. Massachusetts Motor Vehicle Accident Report forms are available from the Department of Public Safety. Massachusetts law requires these to be filed within five days for any accident in which there is any of the following: personal injury or death; total damage of \$1,000 or more to motor vehicles; any damage to personal or public property other than motor vehicles. Assistance in filing this report will be given by Public Safety personnel upon request.

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## Break Parking and Snow Removal

Parking in the lower lot behind Frost, MacDonald, Emery and Jenks is prohibited from midnight to 6 A.M. every night for the entire school year. In addition, a winter parking ban will be in effect in the Gordon Chapel parking lot from late fall through early spring (the exact dates will be disseminated by email and signs will be posted at the lot). During the ban, parking will be prohibited between 2 A.M. and 6 A.M. daily. Vehicles parked in prohibited spaces during these hours may be cited. If plowing becomes necessary, they will be towed at the owner's expense. NOTE: Public Safety does not call student rooms for parking issues between midnight and 6 A.M.; to avoid being towed, please refrain from parking in areas where overnight parking is not permitted.

### SCHOOL-BREAK PARKING

If you will not be on campus over a school break (winter, spring, summer, etc.) but will be leaving your car parked on campus, you must park in the area designated as break parking (usually the left rear corner of the Woodland Lot). Vehicles parked in unauthorized areas may need to be towed at the owner's expense (especially during winter break when snowplowing may be necessary).

**Note:** Students leaving a vehicle on campus over summer or winter break must submit an application (available at Public Safety) and display an extended-break parking pass on the vehicle dashboard.

### SNOW REMOVAL

On days following significant snowfall, plowing all the campus lots may be necessary. If the decision is made to carry

out special snow removal procedures, the campus will be notified as soon as possible after the snowfall via the following means:

- A banner on the GO site
- A CTS alert on the GO site
- Signs on sandwich boards at campus entrances
- Email to the campus community
- Blackboard Connect message (optional; you will be given the opportunity to opt in each fall or upon request)

Once snow removal is announced, a schedule of lots to be cleared (including specific dates and times each lot must be emptied of cars) will be posted on the GO site and sent via email to the campus community.

Note that there will often be only 24 hours notice prior to a snow removal operation. If you will be leaving your car on campus for more than 24 hours during snow season, you must leave a set of keys with a trusted person. Everyone's cooperation is needed. Absence from campus is not a valid excuse for failing to move your car for snow removal.

Please note:

- Cars remaining in lots to be plowed after the time indicated in the lot clearing schedule may be towed and cited (\$90 or more).
- Cars may return to plowed lots only after all snow removal equipment leaves the lot.
- If your car is stuck or disabled, call Public Safety (ext. 4444) as soon as possible after notice of snow removal has been posted. If you contact us at or near the time the lot is to be cleared, the vehicle may need to be towed at the owner's expense.

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## SCHOOL CLOSING

In the event a decision is made to close or delay the opening of school for the day, the following stations will carry an announcement:

|         |                   |
|---------|-------------------|
| WBZ     | 1030 AM           |
| WRKO    | 680 AM            |
| WBZ-TV  | Local CBS Station |
| WHDH-TV | Local NBC Station |
| CW56-TV | Channel 56        |

School closing will also be disseminated by the following means:

- **Web Banners:** Found at the top of each Web page on both the internal website (GO site) and the public website (www.gordon.edu)
- **Blackboard Connect:** Students who have subscribed to the service (Go Site> Edit my Account>Emergency Contact Form) will be sent closing notifications via the campus emergency notification system(phone, text, email).
- **Hotline:** The Emergency and Inclement Weather Hotline (ext. 3600 or 978.867.3600 from off campus) will offer a prerecorded message detailing school closing information.

Please do not call Public Safety's business line (ext. 4444) for school closing information.

## Lost and Found

Items found should be turned in to the Public Safety Office. Items will be kept for 30 days and then donated to charity or disposed of.

## Crime Prevention

Individuals leaving the library or any building after dark should not walk alone to other areas on campus. A Public Safety officer will escort you. Call ext. 4444.

If you are alone in any area of a building late at night, notify Public Safety. They will make periodic checks.

People unrelated to Gordon have easy access to this campus. If you see a stranger in or around your living area, notify Public Safety at once. Dial ext. 3333.

Do not leave doors or windows unlocked or propped open after hours. Your neighbor's security is as important as your own.

## Key Control

All administrative (nonresidence hall) keys are issued by Physical Plant (not Public Safety) and may be requested via the key request page on the Gordon Internet site.

All administrative keys must be returned to Public Safety regardless of where or from whom the key was obtained. A fee will be charged for lost keys and for keys not returned at the end of the academic year. Returned keys must be accompanied by your name in order for you to receive proper credit for their return.

## Lost or Damaged ID Cards and Access Control

Students are issued new ID cards at the beginning of each academic year. Public Safety will issue a replacement card during normal business hours (9 A.M.-5 P.M.); there is a \$15 fee, which will be charged to the student's account.

If a student lives in an access control residence hall, that access will automatically be added to the card. For all other access control (e.g. a student needing access to a lab or classroom for assigned work), the access must be requested by a faculty or staff member who has authority over the area. For more information, please visit the Public Safety web page on the GO site.

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## Emergency Procedures and Safety Regulations

In the event of an emergency, contact the Public Safety Office by dialing ext. 3333 (from your cell phone dial 978.867.3333), and then notify the resident advisor or resident director.

### TAVILLA HILL CROSSWALK POLICY

The intersection of the campus perimeter roadway behind A. J. Gordon Memorial Chapel and the roadway leading up to the hill residences (Tavilla, Fulton and Nyland) is considered a dangerous intersection. This has been the site of numerous accidents in which pedestrians (typically on skateboards) have struck or been struck by vehicles on the campus roadway. Several of these accidents have involved property damage, personal injury or both. Because of this, Gordon College has adopted a strict safety policy regarding both pedestrians and drivers at this intersection.

Pedestrians approaching the Tavilla hill intersection from either direction (that is, from the Tavilla hill or the walkway from Lane), whether on foot or on wheeled devices (e.g., skateboards, scooters, bikes, etc.) **MUST** stop at the edge of the roadway before proceeding across the marked crosswalk. Pedestrians (including those on wheeled devices) who fail to **STOP** before proceeding across the roadway or crosswalk will be subject to a \$25 fine for the first offense. The fine will be doubled for each subsequent offense by the same person. Students who repeatedly violate this policy may be subject to further disciplinary action.

Vehicles approaching this crosswalk from either direction on the campus perimeter roadway must **STOP** at the posted stop signs, and must yield to pedestrians **IN** the crosswalk. Per

Massachusetts law, after stopping, vehicles may proceed if there are no pedestrians **IN** the crosswalk. Vehicles are not required to yield to pedestrians approaching the crosswalk since those pedestrians are required to stop and yield to vehicles entering the crosswalk before proceeding.

### WEAPONS

Firearms, ammunition, pellet guns, hunting or target bows, paintball guns, airsoft guns, double-edged knives, metal swords or any other weapons prohibited by Massachusetts General Law, chapter 269, section 10, are not to be brought onto or discharged on school property. The Department of Public Safety will not keep them in storage. All weapons brought on campus will be subject to confiscation. A student violating this provision may be suspended.

### FIRE DRILLS

Fire drills will be held each semester to ensure residents are able to evacuate the halls quickly. Anyone in a hall at the time of an alarm must participate in the drill. Failure to follow this procedure may result in disciplinary action.

### FIRE PREVENTION

Candles and incense are not to be used in residence halls. Combustible liquids of any type are not to be used or stored in the residence halls; combustible decorations are not to be hung from the ceilings. Fire exits and hallways are to remain clear of obstruction. Other fire safety regulations may be found on the Gordon website under Environmental Health and Safety.

### FIRE SAFETY EQUIPMENT

Anyone tampering with fire alarm systems or fire protection equipment may be suspended from the College. Any individual sounding a false alarm will be fined the cost of the alarm. Tampering with the test buttons on the smoke detectors is

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prohibited as this may cause an alarm. Nothing may be hung on any sprinkler pipes or sprinkler heads.

## **FIREWORKS**

Fireworks (including, but not limited to, firecrackers, Roman candles, cherry bombs, M-80s, wheels, fountains, and any other firework as defined by M.G.L. Chapter 148§39) and similar explosives are prohibited by state law and are therefore prohibited on campus. A student violating this provision may be suspended, and the fireworks will be confiscated.

## **COMPRESSION BOMBS**

Compression bombs (also known as “the works” bombs), or any similar device made by mixing chemicals or other substances in a bottle or other container so that the container will explode (whether by combustion or pressure), are forbidden on campus. Possession of such devices is a violation of Massachusetts law.

Gordon College and the local police and fire departments consider such explosive devices to be extremely dangerous. When they are found or detonated on campus, College officials will contact local and/or state law enforcement agencies, and students found to have possessed or detonated the devices may be charged with felony possession of an explosive device. Students are urged to refrain from making or using such devices.

# Student Support Services

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## Academic Support Center (ASC)

Ann Seavey, Director

Jenks 412, 414

Phone: ext. 4746; 4743

Hours: M-F: 8:00am-4:30pm

The mission of the Academic Support Center is to assist students at Gordon College in achieving their God-given potential for academic success, acknowledging that the community of learners is made richer through the contributions of all students. Students are encouraged to develop self-awareness as learners and to investigate new strategies for academic progress and independence. Special academic accommodations are arranged for students who qualify for such services.

Academic Support is available whenever classes are in session and is for all Gordon students. Many services are offered; all services are free unless otherwise noted.

1. **The Writing Center:** Trained tutors are available on a walk-in or appointment basis for feedback on all aspects of the writing process, including developing ideas and revising. Tutors can also help with the English language (for nonnative speakers).
2. **Subject Tutoring:** Math, foreign language and other tutors are available on a walk-in basis at designated times in the ASC.
3. **Small-Group Support:** This is offered for large core classes such as Old Testament, New Testament and Historical Perspectives. Groups are set up at the beginning of each semester. These groups meet at least once a week with a peer tutor.
4. **One-on-One Help with General Academic Concerns:** Support Center staff are available on a walk-in or appointment basis for time management, study skills, special advising,

issues related to disabilities, ESL and general troubleshooting.

5. **College Study Skills:** Free workshops are offered during the semester on various college study skills topics. In addition, the ASC offers a 2 credit course NON175: Applications of Learning Theory, which examines topics from learning theory and assists students when applying these theories to personal learning.
6. **Learning Disabilities Information and Assistance with Academic Accommodations:** The ASC works with students to communicate with the faculty and arrange for appropriate accommodations as specified in the students' documentation. Such accommodations could include alternative format of texts, extended time for tests, a quiet testing area, copies of notes, special advising, use of adaptive technology and others as specified in the documentation and determined to be reasonable and in keeping with academic and technical standards. (See more information under Disabilities Services.)

## Auxiliary Services Office

Ronald E. Hilton, Director

Lane Student Center (lower level)

Phone: ext. 4532

Hours: M-F: 8:15 A.M.-12 NOON; 1-4:30 P.M.

## MEAL CREDIT TRANSFER

During the semester students have the option of selling portions of their board plan to other students. Likewise, those short on dining credit during the semester may purchase additional dining credit from another student. This program is called GMEX (Gordon College Meal Point Exchange Program).

This procedure is started by going on line to the My.Gordon home portal. Log

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in; then click on Students, and then Meal Points. Here you may initiate a request to transfer a given amount of Dining Services credit from your account to the account of another currently registered student. (Only the seller can initiate the request, and they will need a correct and accurate email address for the buyer.) Through a sequence of automatically generated emails, GMEX gives both the seller and the buyer a chance to accept or decline the transaction before the request is forwarded to Auxiliary Services for completion. All GMEX transactions received by Auxiliary Services by 3:30 P.M. on any given business day (Monday–Friday) will be entered into the system on that date. Transactions received after 3:30 P.M. will be entered on the next business day. The selling price is determined by the two parties involved. No transfers will be allowed until the end of the second week of classes.

## Center for Technology Services Help Desk

Chris Jones, Director of Technology and Administration  
Jenks 317  
Phone: ext. 4500  
Hours: M–Th: 7:45 A.M.–10 P.M.  
F: 7:45 A.M.–6 P.M.  
Sun: 6 P.M.–10 P.M.

The Center for Technology Services Help Desk is dedicated to supporting and facilitating the use of technology in the educational programs of the College.

CTS provides:

- Support for software, hardware, multimedia, network and telecommunications
- Support for and access to four public computer labs
- Loan of audio and video equipment along with Windows and Macintosh laptops for academic projects
- Assistance with the development of audio and/or visual instruction and presentation material (with the approval and coordination of a faculty member)
- One copy per student of Microsoft Office software for Windows or Macintosh (Word, Excel, PowerPoint and Outlook); students are charged for the cost of the CD (\$10 plus tax for each CD).
- Purchase of audio and visual supplies including various types of DVDs, mini-DV tapes, etc. (for a small fee)

## Counseling Center

Deana Trefry, LICSW, CSP, Director  
Jenks 201 and 202  
Hours: M–Th: 8:30 A.M.–4:30 P.M.  
Phone: ext. 4301

The Counseling Center is open throughout the academic year and offers Gordon College students a limited number of counseling sessions at no charge. The Counseling Center is staffed by a team of professional counselors, including licensed clinicians. The counselors are equipped to help students deal with a wide variety of concerns including adjustment to college life, self-image, substance abuse, sexuality, eating disorders, depression and anxiety, as well as family and relationship issues. Students desiring additional services will be referred to professionals in the local area. All counseling is confidential in keeping with established ethical practices of the profession.

Counseling appointments can be made by stopping at the Counseling Center, located in Jenks Library or online at [go.gordon.edu](http://go.gordon.edu) under Departments, Counseling. In case of emergency, students should contact their resident director or Public Safety. For more information call ext. 4301 or email the Counseling Center at [counseling.center@gordon.edu](mailto:counseling.center@gordon.edu).

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## DRUG ABUSE PREVENTION PROGRAM

In compliance with the Higher Education Amendments of 1986, Gordon College operates a Drug Abuse Prevention Program encompassing general dissemination of informational literature, awareness seminars and individual counseling. Assistance is available to students, staff and faculty. For more information contact the office of the vice president for student life.

## Dining Services

Gordon's food court facility offers demonstration cooking with stir-fry combinations for your order, a walk-around salad bar, a pasta station, wok cooking and a variety of healthy choice entrees to fit in with today's ever-changing lifestyles. Dining Services offers more variety and choices throughout the day to fit the schedule changes of the community as a whole and looks forward to providing students, faculty and staff with a quality program of excellence in food and service.

Students living on campus in housing other than Dexter House, Ferrin apartments, Bromley Hall or Tavilla Hall must participate in the board plan offered by the College. Unused fall semester board credit may carry over to the spring semester. If you are here on consortium for the fall semester, or if you are a Gordon student leaving on consortium or planning to defer for whatever reason for the spring semester, all fall semester board must be used or forfeited by the end of the fall semester. Students with special dietary concerns must provide a letter from their physician and discuss their needs with the Dining Services director. Exceptions to the meal plan will be given only if it is not possible to meet the dietary needs by special arrangement with the Dining Services.

The College food service is also a full-service caterer. Special function catering as simple as a birthday cake or as complex as a full waitstaff service banquet may be arranged through the Catering Office, ext. 4719.

## DINING HALL SALES

Student groups wishing to advertise functions or sell items or services may call the Auxiliary Services Office to reserve space in the booth in the main lobby.

## GORDON COLLEGE DINING SYSTEM

Noncontract students, visitors and faculty/staff members may purchase meals in the Lane Food Court with cash or by purchasing dining hall credit at the cashier's window.

Loss of the College ID card needs to be reported immediately to Public Safety to prevent unauthorized use of the card. A new card will be issued and a replacement fee will be charged for each lost or damaged card.

Board credit may be sold to another individual.

## LANE FOOD COURT HOURS

### Monday–Friday

|             |                      |
|-------------|----------------------|
| Breakfast:  | 7:15–10:15 A.M.      |
| Continental |                      |
| Breakfast:  | 10:15–11 A.M.        |
| Lunch:      | 11:10 A.M.–1:30 P.M. |
| Dinner:     | 5–6:45 P.M.          |

### Saturday

|             |                      |
|-------------|----------------------|
| Breakfast:  | 8:30–9:30 A.M.       |
| Continental |                      |
| Breakfast:  | 9:30–10:30 A.M.      |
| Lunch:      | 11:30 A.M.–1:30 P.M. |
| Dinner:     | 5–6 P.M.             |

### Sunday

|             |             |
|-------------|-------------|
| Continental |             |
| Breakfast:  | 8–9:30 A.M. |
| Brunch:     | 12–2 P.M.   |
| Dinner:     | 5–6:30 P.M. |

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## LANE FOOD COURT GRILL HOURS

### Monday–Friday

11:10 A.M.–1:30 P.M.  
5–6:45 P.M.

### Saturday

11:30 A.M.–4 P.M.  
5–6 P.M.

### Sunday

2–4 P.M.  
5–6:30 P.M.

## PIZZA SHOP HOURS

### Monday–Thursday

11:10 A.M.–1:30 P.M.  
5–6:45 P.M.  
7–11 P.M. delivery/pickup

### Friday

11:10 A.M.–1:30 P.M.  
5–6:45 P.M.  
7 P.M.–12 A.M. delivery/pickup

### Saturday

11:30 A.M.–1:30 P.M.  
5–6 P.M.

### Sunday

5–6:30 P.M.

## GILLIES CAFÉ HOURS

### Monday–Friday

Lunch: 11:10 A.M.–2 P.M.  
Grill and Deli  
Sandwiches: 11:10 A.M.–4 P.M.  
Buffet Dinner: 5–6:30 P.M.  
No Buffet Dinner on Friday

## GILLIES PUBLIC HOUSE HOURS

### Sunday–Thursday

7–11 P.M.

### Friday–Saturday

7 P.M.–12 A.M.

## CLAYMORE CAFÉ AT CHESTERS PLACE HOURS

Chester's is open without service from 7 A.M.–2 A.M. every day.

Service hours:

### Monday–Friday

11 A.M.–2 P.M.  
4:30 P.M.–2 A.M.

### Saturday–Sunday

6:30 P.M.–2 A.M.

## BISTRO TWO FIFTY-FIVE HOURS

### Monday–Friday

7:45 A.M.–11:30 P.M.

### Saturday

Closed

### Sunday

6 P.M.–11:30 P.M.

## Disabilities Services

Services for students with disabilities are coordinated either through the Center for Student Development, (CSD,) or through the Academic Support Center, (ASC,) depending on the type of disability.

## PHYSICAL DISABILITIES

Terry Charek, Advisor  
Center for Student Development  
Lane Student Center (upper level)  
Phone: ext. 4072

**Services for students with mobility disabilities or other disabilities that require accommodations relating to physical access:**

As part of Gordon's commitment to the wholistic education and personal development of each student, the College provides a variety of support services and assistance for those with physical disabilities. We aim to assist students in learning to advocate for their own needs and to help them discover and articulate with confidence their abilities and goals.

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The advisor for students with physical disabilities works closely with each individual in assessing his/her needs, designing support services and growth opportunities, and coordinating the efforts of other offices (e.g., Housing, Registrar, and Physical Plant Offices, and Health and Counseling Centers, etc.) in making our facilities and programs accessible. Examples of physical accessibility requests may include such things as particular residence hall locations; residence hall room design that permits wheelchair access; an elevator key to permit access to certain classrooms; modifications to the fire alarm warning system for a hearing-impaired student; or special door-entry hardware.

Requests for accommodations should be made well before on-campus housing is assigned (by June 30 for August matriculation and December 1 for January matriculation). Contact Terry Charek at ext. 4072.

## **LEARNING DISABILITIES, ADHD, HEALTH AND OTHER IMPAIRMENTS THAT AFFECT ACADEMIC AREAS**

Ann Seavey, Advisor  
Academic Support Center (ASC)  
Jenks Library (4<sup>th</sup> floor)  
Phone: ext. 4746, 4743

Gordon is dedicated to reflecting the rich mosaic of the Body of Christ and recognizing the contributions of all students. It is also committed to providing students with disabilities equivalent access to a Gordon education in accordance with the Rehabilitation Act of 1973, including Section 504 and the American with Disabilities Act of 1990.

Gordon provides accommodations to students with documented disabilities. Accommodations can include alternative format of texts, extended time for tests, copies of notes, special advising, use of adaptive technology, enlarged print, Braille, assistive listening devices and

others. The Academic Support Center also provides some one-to-one assistance for learning new strategies, time management and study skills, and directs students to other services it offers. (See above, Academic Support Center.)

### **Documentation Guidelines Learning Disabilities/ADHD**

Any student who intends to request services because of a *documented learning disability* must submit to the Academic Support Center director and to the registrar, written, comprehensive documentation from a specialist. This should be done in a timely manner prior to the request. Documentation must be current (i.e., completed within the past three years), provide clear and specific evidence and identification of a learning disability, and verify accommodation needs with specific academic recommendations (i.e., extended test time, note takers). Contact the registrar and the director of the Academic Support Center.

### **Other Disabilities or Conditions**

For *chronic medical conditions, sensory disabilities or other health impairments that impact academic progress* (such as fibromyalgia, cancer, diabetes, blindness, bipolar disorder), documentation requirements may vary depending on the condition. In general, but not in every case, it must be updated annually, must clearly identify the issue and make specific recommendations for accommodations. Please contact Ann Seavey at ext. 4746 for specific information. For physical access concerns contact Terry Charek, dean of student life, at ext. 4072. See [www.gordon.edu/asc](http://www.gordon.edu/asc) for additional information about documentation.

## **PROCEDURE FOR OBTAINING ACCOMMODATIONS**

1. Contact the Academic Support Center, ext. 4743, to make sure

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documentation of your disability is on file. If not, take a copy to ASC immediately.

2. Make an appointment with an ASC staff person to discuss the accommodations you are eligible for and the procedures for obtaining them.
3. Obtain Faculty Notification Forms from the ASC and deliver them to your professors within the first full week of classes if possible. Early planning is essential, especially for certain accommodations.
4. Set up follow-up appointments to discuss your needs with your professors.
5. In the case of a conflict with a faculty member regarding an accommodation, contact the ASC immediately. The ASC works interactively with students and faculty to solve any accommodation issues. If the situation is not resolved satisfactorily, the grievance procedure can be initiated. For more information, see our webpage: [www.gordon.edu/asc](http://www.gordon.edu/asc)

## Grievance Procedures Related to Discrimination

The purpose of this grievance procedure is to provide students with prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, gender, age, disability, marital status, veteran status, or national or ethnic origin. This procedure covers grievances brought under Title IX, which forbids sex discrimination in educational programs and activities receiving federal financial assistance; Section 504, which prohibits discrimination on the basis of disability in any program or activity of the College; the Age Discrimination Act, which prohibits age discrimination in education programs and activities receiving federal financial assistance; and other federal laws prohibiting

discrimination of any person based upon a protected status listed above.

Any student of Gordon College may use this procedure. It is not intended to replace or duplicate existing grievance procedures. This procedure does not deprive a grievant of the right to file a complaint with enforcement agencies external to the College.

Inquiries or complaints may also be directed to:

U.S. Department of Education  
Office for Civil Rights  
Boston Office  
John W. McCormack Post Office and  
Courthouse, Room 701  
Post Office Square  
Boston, Massachusetts 02109  
617.223.9662

For additional information regarding procedural steps, contact the Center for Student Development (CSD). In all grievance cases the dean of student life will advise the grievant of the procedural steps involved, advise the grievant of the various internal and external options available to him/her, assist in the definition of the charges made, and will seek a timely resolution. It is the responsibility of the grievant to meet all the conditions for filing a grievance.

**Note:** There are also grievance and appeal procedures that relate to student issues such as sexual harassment, grades, academic standing, behavior on campus, and petitions over billing and parking violations. For information on such appeals, consult CSD or the *Student Handbook* ([go.gordon.edu/auth\\_links.cfm](http://go.gordon.edu/auth_links.cfm)). The director of Human Resources will handle employee discrimination issues under the College's employment policies.

## INFORMAL RESOLUTION

Prior to initiating the formal complaint procedure set down below, it is

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recommended the student make every attempt to resolve the issue in an informal manner.

The dean of student life upholds the rights of students to secure access and accommodations in accordance with Section 504 and protects students against discrimination under Title IX and the Age Act. The College maintains a philosophy of student self-advocacy and the right to pursue a grievance through the formal grievance procedure. Should a student feel he/she has not been treated in a fair or professional manner with regard to access and accommodations or has been discriminated against under any of the bases listed in the first paragraph above, the student is encouraged to pursue the following procedure.

### Student Responsibilities (Informal Resolution)

1. The student should discuss his/her problem(s) with the instructor of the course or appropriate department representative directly unless extenuating circumstances prohibit doing so.
2. If a conversation with the course instructor or department representative does not settle the situation, the student should then discuss the problem with the head of that department.
3. If a meeting with the head of the department does not resolve the grievance, the student should discuss the problem(s) with the dean of student life.
4. If the dean of student life is unable to assist in informally resolving the problem(s), the student will be referred to the formal grievance procedure.

It is expected that both complaints and responses should happen in a timely manner so grievances may be settled as quickly and at the lowest level possible. Informal procedures should be resolved

within 45 days of the alleged act so a grievant has ample time to prepare a written complaint for a formal grievance.

### FORMAL GRIEVANCE PROCEDURE

- The grievance must be filed **in writing** with the vice president for student life within 60 days of the alleged act of discrimination. The statement must contain the grievant name, address, and the date and description of the alleged act. Complaints should be sent to the following address:  
Dean of Student Life, Center for Student Development, Lane Student Center
- Time limits within this procedure may be extended by mutual agreement of the grievant and the provost of the College, with the exception of the 60-day limit for initial filing of the grievance.
- Upon receipt of the complaint, the vice president for student life will review the complaint for timeliness and appropriateness for this grievance procedure, and will provide the grievant with written notice acknowledging its receipt.
- The vice president for student life will promptly initiate an investigation or assign the investigation to the appropriate oversight committee.
- Upon completion of the investigation, and within 45 days of the initial filing or sooner if time is of the essence to the matter, the vice president for student life will submit to the student, and to the party against whom the grievance is directed, a Final Report containing a summary of the investigation and the outcome.
- The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal should be directed to the

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provost in Frost Hall. The appeal should be in writing and submitted to the Provost's Office within 10 days of the date of the Final Report. The decision of the provost shall be final. The final decision will be distributed to all parties.

- The decision of the provost shall be final and cannot be appealed through any other grievance or appeal procedures at the College.
- Failure of the grievant to file within the 10-day appeal period will be deemed a withdrawal of the grievance. When a complaint is filed with a state or federal enforcement agency or when court action is initiated, internal grievance procedures need not be used.

## Student Health Services

Lane Student Center (lower level)

Phone: ext. 4300 (from your cell phone or off campus, 978.867.4300)

Fax: ext. 4676 (from off campus, 978.867.4676)

Office Hours:

M-F: 8 A.M.-4:30 P.M.

Physician/N.P./P.A. Hours:

M: 9:30 A.M.-12 NOON

T, F: 8:45 A.M.-11 A.M.

W: 9:30 A.M.-12:15 P.M.

Th: 9 A.M.-12:30 P.M.

Please check website and student news for updates.

Gordon College is committed to providing holistic health care for students, recognizing that the physical health of a student can also be affected by academic difficulties and personal problems. Health Center services are available to Gordon students during regularly scheduled class days but are closed during College vacations.

The Health Center will be open on Monday, August 19, 2013. Please check the website for each day's schedule. After

hours, contact Public Safety at ext. 3333 for emergency medical assistance or for first aid.

The Health Services office is open for administrative purposes only (including medical record issues) during the summer.

## HEALTH CENTER SERVICES

- Treatment for common illnesses with referral to specialists when necessary
- Prescriptions for medications given at MD./NP discretion after medical evaluation
- Blood work and other lab tests at MD./NP discretion after medical evaluation
- Routine physical exams are not performed due to limited physician availability

All students are required to have a completed medical history on file in the Health Center. Forms are provided in the admission packet.

## MEDICAL NOTICES

We believe that learning to balance life circumstances and academic responsibilities is an important part of our students' college education. Just as an employee is responsible for self-reporting illness and other medical issues to a supervisor, students should communicate directly with their professors regarding medical matters.

The Health Center staff encourages students to make responsible decisions with regard to illness and class attendance. Be aware of the attendance policy for EACH class. Contact the professor by email if you are unable to attend and request direction to complete missed work.

Medical notices will be sent through the Center for Student Development when deemed appropriate by the medical staff. They will NOT be granted to allow an absence for a general complaint of feeling unwell, but are reserved for serious medical situations and extended illness only.

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## Mail Services

David A. Kessling, Manager  
Lane Student Center (lower level)  
Phone: ext. 4296  
Hours: M–F: 9 A.M.–4 P.M.  
Sat.: 9 A.M.–12 NOON

*No Saturday hours during student vacations*

All registered students, both resident and commuter, are automatically assigned a new mailbox every August. All incoming mail and parcels are delivered to student mailboxes, not residence halls. All campus information is delivered through the campus mail system.

Stamps may be purchased and parcels mailed during the hours listed above. All items to be mailed should be properly prepared and ready for shipment before they are taken to the Mail Room. Parcel preparation memos and consultation are available from the Mail Services manager. Outgoing mail is taken twice daily to the South Hamilton Post Office (at 8 A.M. and 3 P.M.).

The following address format is required on all incoming student mail. Advise all correspondents to use the following proper address format:

- Line 1: **Complete** student name including middle initial
- Line 2: Gordon College
- Line 3: 255 Grapevine Road
- Line 4: Wenham, MA 01984-1895

Students may send and receive communications via the Mail Room fax machine. The fax telephone number is 978.867.3300. Contact the Mail Room for current prices.

It is the student's responsibility to complete a change of address card at the Mail Room when leaving campus either permanently or temporarily (e.g., for co-op assignment, off-campus program, practicum, consortium, etc.).

## Registrar's Office

Carol Herrick, Assistant Dean and Registrar  
Jenks 216  
Phone: ext. 4243  
Fax: 978.867.4659  
Hours: M–F: 8 A.M.–4:30 P.M.

The Registrar's Office is responsible for course scheduling and registration, preapproval of off-campus courses, upkeep of student database and records, graduation audits, major/minor changes, academic advising assignments and daily classroom reservations. The office posts grades electronically, acts on student petitions and processes transcript requests, transfer credit evaluations, athletic eligibility and verification of student status. The Christian College Consortium visitor and NECCUM cross-registration programs are administered by the office.

## Student Employment

Melissa Bull, Coordinator  
Emery (lower level)  
Phone: ext. 4281  
Hours: as posted on Go Site

The Student Employment Office assists with the employment concerns of students working during their college career. Part-time, temporary and summer jobs (on and off campus) are listed on the Student Employment website. A student must be enrolled in at least six credits of an undergraduate degree program in order to be eligible for student employment at Gordon. For on-campus hiring, priority is given during the initial hiring period to students receiving a Federal Work-Study allotment as part of their financial aid package. Before working on campus, all students must complete new hire paperwork and in most cases will need to present an original passport, birth certificate or Social Security card. Students may work up to 20 hours per week during the school year.

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## Student Facilities

### BOOKSTORE

Lane Student Center (1<sup>st</sup> floor)

Phone: ext. 4282

Hours: M-F: 9 A.M.–7 P.M.

Sat.: 10 A.M.–2 P.M.

\*or as posted

Web: [www.gordon.bkstr.com](http://www.gordon.bkstr.com)

The Gordon College Bookstore rents and sells all of the textbooks required for classes. It also carries items such as Gordon College clothing and gifts, food, school supplies, cold medicine, toiletries, recycled products, flash drives, and Christian books and Bibles.

Check out digital textbooks at [www.wafescribe.com](http://www.wafescribe.com).

**Return Policy:** Textbook returns will be accepted within seven days from the start of classes and **MUST** be accompanied by the original register receipt for a full refund. If a student drops a class, he/she has two days from the drop date to receive a full refund. A refund will be given as long as the receipt and a signed drop slip are provided, the book is in pristine condition, and no online codes have been used. Final refund decision is at the sole discretion of the manager on duty. New books need to be in new condition with no marks or writing in them. Non-text returns also require the original register receipt and must be in resalable condition. Select sale merchandise may not be returnable.

### CASHIER

Shirley Pitman, Cashier

MacDonald

Phone: ext. 4254

Hours: M-F: 9:30 A.M.–3 P.M.

The cashier accepts bill payments, sells meal points, receives payments for fines and cashes personal and third-party checks. Money orders can be purchased there as well.

The College has two ATM machines which dispense cash only. They are located in Lane Student Center and the Bennett Center.

### GILLIES LOUNGE

This student lounge, located in the lower level of Lane Student Center, is open to all students for relaxation, conversation, reading, studying and play. For recreational use, a pool table, foos ball table and big screen TV with cable are available.

During the evening hours coffee, desserts and snacks can be purchased. Campus bands and off-campus performers often take the stage in Gillies as scheduled by the Campus Events Council (CEC).

As an all-campus lounge, Gillies is available for individual or group reservations only as approved by the Gillies manager. All groups requesting use of Gillies for events may contact the Gillies manager at ext. 4272.

### CLAYMORE CAFÉ AT CHESTER'S PLACE

Hours: M-F: 4:30 P.M.–2 A.M.

Sat.–Sun.: 6:30 P.M.–2 A.M.

Fresh hot and iced coffee, flavored cappuccinos, espresso, hot and iced chai, cold beverages, delicious pastries, bagels, muffins, fruit, microwave popcorn, yogurt and gourmet desserts are available for purchase with the student meal plan.

### BISTRO TWO-FIFTY-FIVE

Hours: M-F 7:45 A.M.–11:30 P.M.

Saturday: closed

Sunday: 6 P.M.–11:30 P.M.

Located in the Jenks Library, the Bistro is a Starbucks-like eating option that offers trap-and-go salads, wraps, and sandwiches along with lattes and snacks – an easy and accessible way for students to refuel during a study break or on the way to class. All items available for purchase with the student meal plan.

# Campus Activities

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## Campus Activities

A wide variety of activities and programs are offered for students to participate in and enjoy at Gordon College. Concerts, films, coffeehouses, dances and ongoing cultural events are some of the special activities offered along with a variety of shows, art exhibits, dramatic presentations and special events. Students are also welcome to participate in musical groups, theatrical groups and service-oriented committees of many different kinds. In residence halls, all hall and floor activities are offered throughout the academic year on a regular basis. In addition, a number of sporting events and intramural contests are offered through Recreation Intramurals (REC-IM). Watch for announcements concerning these and other activities on the Go site, on bulletin boards and on Student News email updates.

### BENNETT CENTER

General Information: ext. 3737

The Bennett Center is a 72,000-square-foot athletic and recreation complex featuring a natatorium (25-yard, six-lane, short-course pool); 5,800-square-foot fitness center with Nautilus, free weights, Cybex and cardiovascular equipment; three competition racquetball/wallyball courts; an indoor rock climbing wall; group exercise/dance studio; locker rooms with saunas; and a three-court gymnasium with a 1/10-mile suspended walking/jogging track. Hours vary by semester, but the Bennett Center is open year-round.

In addition, the recreation department has offices in the Bennett Center. Recreation Intramurals run a full schedule of indoor and outdoor competitive and noncompetitive programs for students. Use of the Bennett Center is available to Gordon College and Gordon Conwell Theological Seminary students, faculty, staff and their families.

A facility schedule of events and activities is available at the welcome desk, Bennett Center hours are regularly updated on the Gordon College Bennett Center web pages.

Student staff are employed throughout the facility in REC-IM, fitness, aquatics, the reception desk and facility management. Internships and paid positions are also available. Applications can be found on the Gordon College Bennett Center web pages.

### General Usage Information:

Every user must bring his/her campus picture ID card to the reception desk for each visit.

Every Bennett Center user (including students) must complete a short membership form in order to gain membership. Contact the front desk with any questions.

## RECREATION AND INTRAMURALS

The recreation-intramural (REC-IM) program at Gordon seeks to involve the campus community in a variety of competitive and recreational sports and activities for different levels of skill and interest. Events, programs and contests are scheduled throughout the academic year in flag football, indoor soccer, dodgeball, inner tube water polo, racquetball, basketball and more!

Teams and individuals competing in REC-IM contests are affiliated by residence hall. Teams and individuals earn points for a year-long campus competition by participating in and winning games and events. This campus-wide competition begins in September and ends in May. The top residence hall point leaders will receive recognition and prizes. Individuals, or floor or hall teams can earn points just by fielding a team, by competing in the games, by winning games, and by winning championships. Everyone wins!

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**Fall:** men's and women's flag football and dodgeball, coed 4-on-4 basketball, wallyball, beach volleyball, and racquetball

**Spring:** coed soccer, men's and women's basketball, coed softball, coed inner tube waterpolo, and coed ultimate frisbee

## Art Gallery

The Gallery at Barrington Center for the Arts displays the work of local and national artists in a variety of media. The large, naturally lit gallery space has become a sought-after venue for artists in the Boston and North Shore area. The gallery serves as a teaching venue for the Art Department and also displays the work of senior students and art faculty. Receptions and lectures are held for most exhibits, giving members of the Gordon community opportunities to meet the artists and speak with them about their work.

## Athletics

The Gordon College Athletic Department offers an intercollegiate program that promotes intellectual maturity, Christian character and program excellence. The department strives to prepare men and women to be student-athletes distinguished by integrity, winning effort and Christian conduct in competition. In all endeavors the program looks to Christ as the model for learning, leadership and teamwork.

Gordon College is committed to pursue athletic excellence on the courts and the playing fields and to maintain high academic standards for student-athletes. The department seeks to collaborate with the academic and cocurricular programs of the College to support the wholistic education of students. By providing opportunities for both spectators and participants, the department also attempts to bolster the campus community.

All students who participate in the athletic program are treated fairly and equitably, challenged to lead lives committed to health, discipline and perseverance, and to emulate Christ in their selfless service to others.

## INTERCOLLEGIATE ATHLETICS

Gordon offers 20 intercollegiate athletic programs which include:

### Fall Sports

Cross Country-M  
Cross Country-W  
Field Hockey-W  
Soccer-M  
Soccer-W  
Tennis-W  
Volleyball-W

### Winter Sports

Basketball-M  
Basketball-W  
Indoor Track and Field-M  
Indoor Track and Field-W  
Swimming-M  
Swimming-W

### Spring Sports

Baseball-M  
Lacrosse-M  
Lacrosse-W  
Softball-W  
Tennis-M  
Track and Field-M  
Track and Field-W

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## Community Engagement Opportunities

### Office of Community Engagement

#### Local Outreach Opportunities

There are many ways to be involved in serving and learning from our neighbors:

1) Outreach Teams: Anyone is welcome to start or join these student-led service teams. The number of teams and the community partners they work with vary each semester depending on student interest. Typically, service opportunities include: sustainable farming, sharing food and conversation with folks struggling with homelessness, relationship building with the elderly or disabled, teaching ESOL classes to adult immigrants in Lynn, and working with children and youth. For up-to-date information about current teams, see <http://www.gordon.edu/outreachteams>.

2) Gordon in Lynn: First-year students are encouraged to sign up for TGC Service sections in order to serve through their class. Upperclassmen can apply to be a Gordon in Lynn intern, a year-long leadership development opportunity in which interns lead first-year TGC students through SALTeams (Serve and Learn Teams). For more information, see <http://www.gordon.edu/gordoninlynn>.

3) College Bound: Students who qualify for federal work-study are invited to become paid tutors for this after-school tutoring and enrichment program in Lynn (for K-2) and on campus (for 3-5), Monday-Thursday. Upperclassmen can apply to be a College Bound intern, a year-long leadership development opportunity in which interns oversee the tutors and youth in the program and learn about issues of educational equity. For more information, see <http://www.gordon.edu/collegebound>.

## Gordon College Student Association

The GCSA exists to enhance the lives and education of the students of Gordon College by advocating student needs and concerns to the faculty, staff, administration and trustees of the College, and by establishing, sponsoring and administering student organizations in the areas of academics, social life and student services. The GCSA serves as the official representative voice of the students to the administration, faculty, staff and trustees of the College and to outside bodies. It is also the overseeing administration for all recognized student organizations of the College. GCSA offers excellent leadership experience in any of 20 positions. The group consists of 17 elected members, appointed council directors and others. Club, councils and organizations give students opportunities for active involvement and leadership, some of which are discussed below.

### ACADEMIC AFFAIRS COUNCIL

The purpose of the Academic Affairs Council is to represent the student body in matters pertaining to academic support programs such as advising and tutoring, academic environment and curriculum. All academic clubs receive their funding through and are accountable to this council.

### ALANA

The group known as ALANA is a student committee that has existed at Gordon College for 30+ years. ALANA is an acronym and stands for African, Latino, Asian, Native American and Allies. The name was created by two Boston College students in 1979 in hopes that the name would bring a celebration of cultural differences as opposed to the term "minority" which they felt had a negative connotation meaning "less than."

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The purpose of ALANA is to

- 1) Provide spiritual, personal, academic, and social support to students of color
- 2) Increase campus knowledge of diversity in regards to culture, race and ethnicity
- 3) Equip students with tools to confront racial and cultural ignorance in a positive and productive way

ALANA events and leadership positions are not exclusive to students of color, but open to anyone who is passionate about diversity and want to promote the beautiful mosaic of God's creation.

### **ADVOCATES FOR CULTURAL DIVERSITY COUNCIL**

This council exists to provide opportunities to bring together voices and perspectives from the various cultural backgrounds in the Gordon College community (including citizens of the United States who are of European, African, Latino, Native American and Asian origin, and international students), to articulate God's truth concerning justice and a genuine valuing of ethnic diversity.

ACD also seeks to facilitate communication between, and be a resource to, students, staff, faculty and administration.

### **ADVOCATES FOR A SUSTAINABLE FUTURE**

Advocates for Sustainable Future (ASF) seeks to involve Gordon students in environmental efforts and education on and around campus by promoting creation care and stewardship of our God-given resources. ASF also provides resources and ideas for sustainable living on campus and at home. We also hope to encourage students to see environmental degradation as a social justice issue and provide these students with solutions and outlets for action, both locally and internationally.

### **CAMPUS EVENTS COUNCIL**

The Campus Events Council (CEC) strives to unify the campus by planning creative events that encourage an individual's involvement with the greater community. Highlights from the 2013-2014 events calendar include: Oktober Fest, Gordon Globes, Winter Ball, Color the Night Dance, Coffee houses, Concerts, Last Blast Carnival and the 14<sup>th</sup> annual Golden Goose. CEC also provides an excellent leadership opportunity for students as they work with Gordon College staff and administration organizing and implementing events on and off campus. Email [cec@gordon.edu](mailto:cec@gordon.edu) to learn more about getting involved with CEC.

### **STUDENT PUBLICATIONS**

All three of the following campus publications are managed by students and serve as excellent training for those interested in journalism, publishing and the visual arts:

**The *Tartan*:** The student newspaper reports on matters of significance in the life of Gordon.

**The *Idiom*:** The *Idiom*, Gordon College's literary journal, is published twice a year (fall and spring) and accepts submissions by students, faculty and staff in early September and late January. The *Idiom* editor and staff are committed to publishing excellent examples from various creative genres including poetry, short stories, drawings, prints and photographs.

**The *Vox Populi*:** This student publication discusses the latest issues and topics that affect and are important to Gordon students.

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## La Vida

The La Vida Center for Outdoor Education and Leadership was created to provide various learning environments that foster character formation and leadership development, preparing students for Christian service. La Vida does this by providing a variety of adventure and wilderness programs that emphasize experiential learning, growth through challenging adventures, stewardship of the earth and the impact the Christian community can have on personal development.

There are many ways for a Gordon student to get involved with the La Vida Center—first by being a participant on a La Vida Expedition in the Adirondacks or participating in an on-campus Discovery class. Once this core requirement is completed, a variety of service-learning, leadership training and ministry opportunities are available.

### WILDERNESS EXPEDITION STAFF

Through La Vida's two Adirondack programs, students receive training and then lead wilderness expeditions during a May, June, July or August La Vida Expedition or for a full summer with high school students.

### ADVENTURE EDUCATION STAFF

For those more inclined toward adventure education, La Vida also offers staff opportunities as counselors with the summer Adventure Day Camp, as belayers/instructors for the rock wall or as challenge course facilitators with the Adventure Pursuits program.

### TEACHING ASSISTANTS

Discovery offers 25 classes each year, and each of those classes needs one or two TAs.

## INTERNATIONAL SERVICE LEARNING

Periodically, the La Vida Center offers opportunities for La Vida Expedition and Discovery alumni to participate in service-learning experiences with established international ministries that want to develop wilderness or adventure programs.

## STAFF DEVELOPMENT AND FELLOWSHIP

La Vida staff also enjoy many opportunities for fun, fellowship, technical training, staff retreats and day trips as well as a pro-deal equipment purchasing program.

For more information contact Rich Obenschain at the La Vida Center for Outdoor Education (ext. 4111).

## Multicultural Programs

Gordon College seeks to provide support to those students in our community from various ethnic and international backgrounds. Expressions of various cultural histories represented in the student body are encouraged through programs, worship services and cultural awareness experiences. Underlying this ministry is the intent to enhance unity through increased understanding and appreciation of the diversity within the community. Multicultural students are provided support and opportunities for leadership through the ALANA Student Committee, International Student Organization and the Asian Christian Fellowship.

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## Music Groups

At Gordon we believe performing is the element that brings life to the rich musical and Christian traditions studied in the classroom. Ensemble performances draw thousands to A. J. Gordon Memorial Chapel and Phillips Recital Hall for various concerts throughout the year. Music ensembles at Gordon are open to all students regardless of major. Over 350 students out of the 1,580-member student body participate in one or more of the ensembles. Choral ensembles include College Choir, Men's Choir and Women's Choir. Instrumental ensembles include Jazz Ensemble, Symphony Orchestra, Symphonic Band and Wind Ensemble, and an active Chamber Music program.

Information on ensemble auditions can be found here: [www.gordon.edu/auditions](http://www.gordon.edu/auditions)

## Orientation Program

A group of student volunteers, the Orientation staff, assists in welcoming new students and easing their transition to college life. This staff also provides small-group leadership in an extended Orientation program during the fall semester.

## Theatre Arts Department

The Gordon College Department of Theatre Arts mounts three (or more) major productions each year. These shows form the core of the theatre program. A variety of genres and styles are incorporated each season, ranging from classics to world-premiere plays, each unique and specially selected for our majors, our student body and our larger community audience. Student collaboration on the productions is critical to their success. Whether a theatre major or not, you can get involved with lighting, scene construction, sound design, acting, stage management, publicity, makeup and running crew. And auditions are open to everyone on campus!

This year's offerings will include:

- *The Screwtape Letters*, directed by Norman Jones (October 25–26, October 29–November 2)
- Fall Shorts (November 12–14)
- *The Mikado* (operetta) (January 24–25)
- *Metamorphosis*, directed by Jeffrey Miller (April 4–5, 8–12)

Other on-campus opportunities available for students interested in theatre include: directing projects, reader's theatre, improv (Sweaty-Toothed Madmen, an on-campus, student-led comedy troupe), History Alive (the professional branch of Gordon College Theatre), By th'Rood (theatre club), crew work, and drama ministries (see Student Ministries, page 19).

# Campus Services

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## “Where Do I Get Information About . . . ?”

| TYPE OF INFORMATION   | WHERE TO GET IT   | PHONE                |
|---|---|----------------------|
| <b>Academic Information</b>   | Registrar, Jenks 216  | 4242                 |
| <ul style="list-style-type: none"> <li>• Adding/dropping courses</li> <li>• Advising</li> <li>• Developmental Skills Program</li> <li>• Major/Minor declaration</li> <li>• NECCUM</li> <li>• Petitions</li> <li>• Verification documents</li> <li>• Suspension</li> </ul> |   |                      |
| <b>Academic Support Center</b>  | Jenks, 4 <sup>th</sup> Floor  | 4746                 |
| <b>Admissions</b>   | Admissions, 1 <sup>st</sup> floor   | 4217                 |
| <b>Alumni and Parent Relations</b>  | Emery, 3 <sup>rd</sup> floor  | 4238                 |
| <b>Archives</b>   | Jenks, 2 <sup>nd</sup> floor  | 4140                 |
| <b>Auditing Courses</b>   | Registrar, Jenks 216  | 4242                 |
| <b>Bennett Center</b>   |   | 3737                 |
| <b>Billing Procedure</b>  | Student Financial Services,<br>MacDonald, 2 <sup>nd</sup> floor   | 4246                 |
| <b>Bookstore</b>  | Lane, 1 <sup>st</sup> floor   | 4282                 |
| <b>Campus Events Council</b>  | Campus Events Council (C.E.C.),<br>lower Lane   | 4298                 |
| <b>Career Information</b>   | Career Services, lower Lane   | 4275                 |
| <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Credential files</li> <li>• Planning and placement seminars</li> <li>• Resources</li> <li>• Testing</li> </ul>   |   |                      |
| <b>Catering Services</b>  | Catering Office, lower Lane   | 4291                 |
| <b>Change of Address</b>  | Mail Services, lower Lane   | 4296                 |
| <b>Change of Major</b>  | Registrar, Jenks 216  | 4242                 |
| <b>Chapel</b>   | Chapel Office, Chapel, 2 <sup>nd</sup> floor  | 4215                 |
| <b>Check Cashing</b>  | Cashier, MacDonald, 2 <sup>nd</sup> floor   | 4254                 |
| <b>Church Information</b>   | Alumni and Church Relations, Emery,<br>3 <sup>rd</sup> floor  | 4238                 |
| <b>Clubs and Organizations</b>  | Center for Student Development (C.S.D.),<br>upper Lane  | 4263                 |
| <b>College Communications</b>   | Frost, 2 <sup>nd</sup> floor  | 4235                 |
| <b>Commuter Advisor</b>   | C.S.D., upper Lane  | 4072                 |
| <b>Concerts</b>   | C.E.C., lower Lane  | 4298                 |
| <b>Consortium Visitors Program</b>  | Registrar, Jenks 216  | 4242                 |
| <b>Co-op Placements</b>   | Career Services, lower Lane   | 4275                 |
| <b>Counseling</b>   |   |                      |
| <ul style="list-style-type: none"> <li>• Career</li> <li>• Pastoral</li> <li>• Personal</li> </ul>  | Career Services, lower Lane<br>Chapel Office, Chapel, 2 <sup>nd</sup> floor<br>Counseling Center, Jenks 201 and 202 | 4275<br>4215<br>4301 |
| <b>Cultural Affairs</b>   | C.S.D., upper Lane  | 4263                 |

| <b>TYPE OF INFORMATION</b>                | <b>WHERE TO GET IT</b>                                       | <b>PHONE</b> |
|---|--|--------------|
| <b>Degree Requirements</b>                | Registrar, Jenks 216   | 4242         |
| <b>Development</b>                        | Emery, 2 <sup>nd</sup> floor                                 |              |
| <b>Dining Hall Sales</b>                  | Auxiliary Services, lower Lane                               | 4532         |
| <b>Discipline Procedures</b>              | C.S.D., upper Lane   | 4263         |
| <b>Employment, On and Off Campus</b>      | Student Employment, Emery, 1 <sup>st</sup> floor             | 4280         |
| <b>External Education</b>                 | Global Education Office, Jenks 426                           | 4399         |
| <b>Fitness Center</b>                     | Bennett Center   | 4773         |
| <b>Fundraising</b>                        | Development, Emery, 2 <sup>nd</sup> floor                    | 4204         |
| <b>Gordon College Student Association</b> | Lower Lane   | 4292         |
| <b>Gordon in Lynn</b>                     |  | 781.599.0821 |
| <b>Grading System</b>                     | Registrar, Jenks 216   | 4242         |
| <b>Graduation Requirements</b>            | Registrar, Jenks 216   | 4242         |
| <b>Hazing</b>                             | C.S.D., upper Lane   | 4263         |
| <b>Health Education</b>                   | Health Center, lower Lane                                    | 4300         |
| <b>Help Desk; Faculty/Staff</b>           | Center for Technology Services (C.T.S.),<br>Jenks            | 4500         |
| <b>Help Desk; Student</b>                 | C.T.S., Jenks  | 4500         |
| <b>Housing, On and Off Campus</b>         | C.S.D., upper Lane   | 4072         |
| <b>ID Card Replacement</b>                | Public Safety, Rodger Reception Center                       | 4444         |
| <b>Insurance, Student</b>                 | Vice President for Finance, Frost, 2 <sup>nd</sup> floor     | 4300         |
| <b>Intercollegiate Sports</b>             | Athletic Department, Bennett Center                          | 4335         |
| <b>Intramural Program</b>                 | Bennett Center   | 3737         |
| <b>La Vida Programs</b>                   | Conrad Hall  | 4263         |
| <b>Library</b>                            | Jenks  | 4339         |
| <b>Loans</b>                              |  |              |
| • Student emergency funds                 | Chapel Office, Chapel, 2 <sup>nd</sup> floor                 | 4215         |
| • Regular                                 | Student Financial Services, MacDonald, 2 <sup>nd</sup> floor | 4038         |
| <b>Lost and Found</b>                     | Public Safety, Rodger Reception Center                       | 4444         |
| <b>Master Calendar</b>                    | C.S.D., upper Lane   | 4263         |
| <b>Meal Credit and Transfer</b>           | Auxiliary Services Office, lower Lane                        | 4287         |
| <b>Medical Care</b>                       | Health Center, lower Lane                                    | 4300         |
| <b>Ministry Opportunities</b>             | Chapel Office, Chapel, 2 <sup>nd</sup> floor                 | 4215         |
| <b>Multicultural Programs</b>             | C.S.D., upper Lane   | 4263         |
| <b>Notary Public</b>                      | Controller's Office, Emery, 1 <sup>st</sup> floor            | 4048         |
| <b>Orientation</b>                        | C.S.D., upper Lane   | 4263         |
| <b>Parking Permits</b>                    | Public Safety, Rodger Reception Center                       | 4444         |
| <b>Payroll</b>                            | Student Payroll Office, Emery, 1 <sup>st</sup> floor         | 4253         |
| <b>Petitions</b>                          |  |              |
| • Academic                                | Registrar, Jenks 216   | 4242         |
| • Chapel                                  | Chapel Office  | 4213         |
| • Financial                               | C.S.D., upper Lane   | 4072         |
| • Off-campus housing                      | C.S.D., upper Lane   | 4072         |
| • Vehicle violations                      | Public Safety, Rodger Reception Center                       | 4444         |
| • Meals                                   | C.S.D., upper Lane   | 4072         |

| <b>TYPE OF INFORMATION</b>                             | <b>WHERE TO GET IT</b>                                       | <b>PHONE</b> |
|--|--|--------------|
| <b>Readmission Procedures</b>                          | Admissions, Frost, 1 <sup>st</sup> floor                     | 4217         |
| <b>Registering My Event<br/>in the Master Calendar</b> | C.S.D., upper Lane   | 4263         |
| <b>Registration</b>                                    |  |              |
| • Classes  | Registrar, Jenks 216   | 4242         |
| • Motor vehicle  | Public Safety, Rodger Reception Center                       | 4444         |
| <b>Room Reservations</b>                               |  |              |
| • Barrington–Stebbins Conf. Rm.                        | Building manager, Barrington                                 | 4751         |
| • Barrington Theatre                                   | Building manager, Barrington                                 | 4751         |
| • Bennett Center                                       | Bennett Center   | 3737         |
| • C.S.D. Conference Room                               | Auxiliary Services, lower Lane                               | 4532         |
| • Chapel   | Auxiliary Services, lower Lane                               | 4532         |
| • Chapel Dining Room                                   | Auxiliary Services, lower Lane                               | 4532         |
| • Chester’s Place                                      | Auxiliary Services, lower Lane                               | 4532         |
| • Classrooms   | Registrar’s Office, Jenks 216, 8 A.M.–4 P.M.                 | 4242         |
|  | Auxiliary Services, lower Lane                               | 4532         |
| • Easton Dining Hall                                   | Auxiliary Services, lower Lane                               | 4532         |
| • Ferrin Conference Room                               | Auxiliary Services, lower Lane                               | 4532         |
| • Ken Olsen Science Center                             | Auxiliary Services, lower Lane                               | 4532         |
| • Lion’s Den   | Auxiliary Services, lower Lane                               | 4532         |
| • Pendragon  | Auxiliary Services, lower Lane                               | 4532         |
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| • Phillips Recital Hall                                | Music Department, Phillips                                   | 4364         |
| • Practice rooms                                       | Music Department, Phillips                                   | 4364         |
| • Presidents Dining Room                               | Auxiliary Services, lower Lane                               | 4532         |
| • Tavilla Conference Room                              | Auxiliary Services, lower Lane                               | 4532         |
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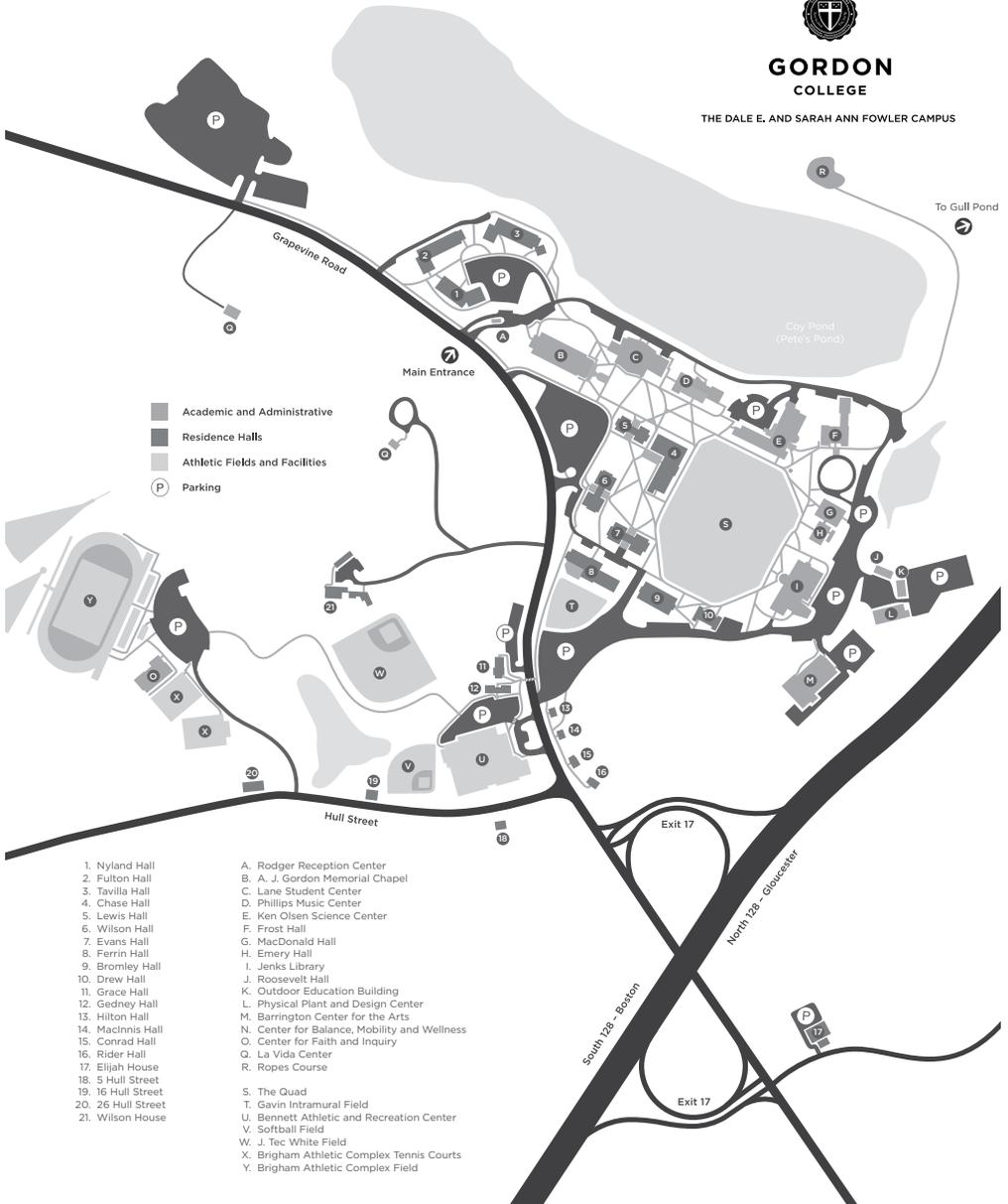


# Campus Map



**GORDON  
COLLEGE**

THE DALE E. AND SARAH ANN FOWLER CAMPUS



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## Emergency Numbers

|   |              |
|---|--------------|
| Public Safety (emergency).....          | ext. 3333    |
| from your cell phone or off campus..... | 978.867.3333 |
| Public Safety (business).....           | ext. 4444    |
| Health Center.....                      | ext. 4300    |

**In the event of an emergency:**

1. Contact Public Safety at ext. 3333.
2. Notify your resident director or your resident advisor.



# CENTER FOR STUDENT DEVELOPMENT

## Mission Statement

The purpose of the Center for Student Development is to educate our students as whole persons who are committed to Jesus Christ, and to challenge students to fulfill their responsibility to serve in the Church and the world. To achieve this goal, we seek to create an educational environment—providing resources, services and experiences that assist students in integrating all dimensions of life, including the intellectual, emotional, aesthetic, social, physical and spiritual.

CSD Offices

Lane Student Center, Upper Level

T 978 867 4263 F 978 867 4678