

# **2019-2020 Student Life Guide**

Welcome to Goshen College!

This handbook is more than just a resource to learn about college life at Goshen College. It's a handbook that helps you think about how you want to be engaged on campus. At Goshen College you will be invited to be involved in many different activities, clubs, forums, and you will engage in opportunities that will be fun, bring you satisfaction, and challenge your views on a variety of topics. All of these conversations and activities will shape who you are. We hope you develop a sense of responsibility to yourself, friends, professors, and members of the whole campus community.

From all of us here in Student Life, we wish you a happy year full of growth and joy. The Student Life Staff are ready to support you as you progress through your time on campus. Our goal is to create an environment of care, trust, and inclusion. Whether you live in the residence halls or commute from home, or take an online class we hope to provide a campus environment that meets your needs to realize your academic goals. Throughout your time here with us we encourage you to get involved, take good risks, learn more about who you are, and have fun!

## **Table of Contents**

Office of Student Life Departments	
Vice President of Student Life and Dean of Students.....	3
Athletics.....	3
Campus Ministry.....	4
Campus Safety.....	4
Career Networks.....	5
Community Engagement and Impact.....	6
Counseling Services.....	7
Diversity, Equity, and Inclusion.....	7
International Student Services.....	9
Student Involvement.....	9
Residence Life.....	10
Commuter Student Life.....	12
Student Activities/Student Senate/Student Organizations.....	13
Leadership Development.....	14
Student Life Spaces.....	16
Academic Success Center and Disability Services.....	19
Classroom and Test Accommodations.....	19
Tutoring and Writing Center.....	19
Emotional Support and Service Animals.....	19
Community Standards and Campus Policies.....	21
Bias Statement and Reporting Response.....	29
Sexual Misconduct Response.....	30
Restorative Practices.....	32
Campus Safety Procedures and Emergency Response.....	38
Parking.....	42
Facilities.....	46
Campus Dining.....	48
Resources and FAQs.....	50

## **Division of Student Life Departments**

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### **Athletics**

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### **About Athletics**

Athletics are a huge part of life at Goshen. It's one of the main ways we, as a community, come together: in spirited support of our student-athletes.

Goshen College Maple Leafs compete at the National Association of Intercollegiate Athletics (NAIA). We are members of the Crossroads League. Our men's volleyball team competes in the Wolverine Hoosier Athletic Conference.

#### **Men's Sports**

Baseball  
 Basketball  
 Cross Country  
 Soccer  
 Tennis  
 Track & Field  
 Volleyball

#### **Women's Sports**

Basketball  
 Cross Country  
 Soccer  
 Softball  
 Tennis  
 Track & Field  
 Volleyball

Follow Maple Leaf Athletics

- Facebook - facebook.com/GCMapleLeafs
- Twitter - GCMapleLeafs
- Instagram - GCMapleLeafs
- YouTube - GoshenMapleLeafs

## **Campus Ministries**

Joanne Gallardo

Campus Pastor

joannekh@goshen.edu

574-535-7776

Wyse 101

### **About Campus Ministries**

Campus Ministries is here to offer a space for reflection, support, questions, discernment, and leadership development as it relates to your spiritual journey here at GC. Campus Ministries is open to ALL who seek to ask questions, follow God's call, and sort out what spirituality looks like as a student. The Campus Pastor is available to be a listening ear and a guide as you navigate your time here, and the Student Ministry Team is available to help you plug in to various spiritual events happening on campus.

In the past, SMT has helped organize worship events on campus (Taize, Chapel), planned multi-lingual Bible studies, planned vigils, promoted advocacy work, and planned small group experiences helping students grow in their faith as well as grow closer to one another.

## **Campus Safety**

Chad Coleman

Director of Student Life Operations

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RFC 101 D

### **Campus Safety Officers**

Doug Crum

Tom Crum

Vinnie Granato

Zeke Kingsbury

Bruce Miller

## **About Campus Safety**

The Mission of Campus Safety is to monitor, secure, report, and enhance the living, learning, and working experience at Goshen College. Forming an alliance with the community that we serve, we are committed to the philosophy of “Community Care-taking” while working with local police, fire department, students, staff and faculty to build lasting partnerships.

Campus Safety is part of Student Life at Goshen College. The Campus Safety Office is located on the north end of the first floor of Wyse Hall. Our website can be found at [www.goshen.edu/safety/](http://www.goshen.edu/safety/). Campus Safety officers are on campus and available 24 hours a day, 365 days a year at 574-535-7599. Campus Safety officers can also be reached by email at [safety@goshen.edu](mailto:safety@goshen.edu) or by visiting the director’s office at RFC101A during business hours.

We secure 135 acres on campus, including 13 parking lots, and 19 major buildings each and every day with physical lockdowns, patrols, and walkthroughs. Campus Safety officers are also responsible for maintaining fire extinguishers, conducting evacuation drills, enforcing parking regulations, and assisting residence hall staff with emergencies, disturbances, and enforcement of college policies.

Campus Safety Officers are unarmed and unsworn and do not have law enforcement authority or the power to arrest. However, an excellent relationship exists between the Campus Safety Office and the Goshen Police Department. We regularly meet with a representative of the Goshen Police Department who serves as a liaison for our office. While on duty, Campus Safety officers check in regularly with Goshen Police and the Director of Student Life Operations as responsibilities dictate around incidents that occur in and around the campus area. There is no written memorandum of understanding between the Goshen Police Department and Campus Safety. When applicable, Campus Safety will also work with Goshen Hospital, Elkhart County Sheriff’s Department, and the Indiana State Police.

We recommend that students, faculty, and staff store the Campus Safety phone number to the contacts of their smartphones. Please see page 38 for more information about Campus Safety

## **Career Networks**

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## **About Career Networks**

Although graduation may seem far away, alumni will tell you that it arrives quickly. Many students delay planning for employment until very late in their collegiate life, adding additional pressure to an already full schedule. With strategic planning over four years, your stress will be

greatly reduced as graduation approaches, giving you the confidence and professional tools to transition to your first experience after college.

Career Networks is here to help you develop your *purpose, passion & calling* through:

### ***Employment planning***

- One-on-one guidance and self-assessments
- Extensive online resources including Career Action Plans at [www.goshen.edu/careers](http://www.goshen.edu/careers)
- Workshops & seminars on career planning and creating professional tools

### ***Job & internship search***

- Individual assistance to develop strategies for identifying opportunities
- Online job & internship bank at [www.goshen.edu/jobs](http://www.goshen.edu/jobs)
- Interview, résumé, and cover letter tutoring

### ***Countdown to commencement***

- Access to on- and off-campus professionals for job search/career preparation and networking
- Graduate school counseling
- Regional career and internship fairs

Reach out to make an appointment with Career Networks at [careers@goshen.edu](mailto:careers@goshen.edu)

## **Community Engagement and Impact**

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### **About Community Engagement and Impact**

Community Engagement and Impact works with students to interact with the local, regional, and national communities to show how one person can make a difference. How does this happen?

By:

- Building relationships with government and nonprofit leaders;
- Connecting to experiential learning and service opportunities in the community;
- Engage in dialogues that will enhance your critical thinking skills, build your network of contacts and clarify your career and vocational goals;
- Advancing social justice by testifying at government meetings and hearings and influencing elected officials in Elkhart County and at the Indiana State Capitol in Indianapolis;
- Organizing and grassroots activism, address issues that impact communities of color, undocumented immigrants, and other marginalized communities.

Community Engagement and Impact also manages various financial resources for students who need assistance to get through college. Resources include the Student Benevolent Fund, the Latino Book Fund, and the Dream Defense Fund.

## **Counseling Services**

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Rick Eby, Campus Counselor- [rlaby@goshen.edu](mailto:rlaby@goshen.edu)

Jennifer Miller, Campus Counselor- [jamiller@goshen.edu](mailto:jamiller@goshen.edu)

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### **About Counseling Services**

College is a time of change and personal growth. While this is important and necessary, it can be difficult at times. No matter how large or small you think your problem might be, it is important to seek help if you want it. Goshen College counseling services offers you support as you work through life-altering issues related to social or academic stress, personal identity, relationships, life pressures, or just day to day living.

Short-term counseling is available for eight free sessions each semester (or sixteen for the whole year) and confidential. If needed or requested, referral for long-term or off-campus counseling services will be made.

## **Diversity, Equity, and Inclusion**

Dr. LaKendra Hardware

Director of Diversity, Equity, and Inclusion

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Wyse 119

### **About Diversity, Equity, and Inclusion**

The Office of Diversity, Equity & Inclusion (DEI) at Goshen College exists as both call and response to do our best work at being community together. At the heart of our goals is the mission to cultivate space in which all members of our community experience Goshen College as a place they can call home -- where all can be seen, heard and respected as a vital part of Goshen College.

*OUR FRAMEWORK FOR DEI AT GOSHEN COLLEGE INCLUDES:*

**LISTENING - AWARENESS - KNOWLEDGE - SKILLS - ACTION & ADVOCACY**



As we seek to provide presence, training and programming, we commit to **LISTENING** in order to increase **AWARENESS**, share **KNOWLEDGE** and teach **SKILLS** that move us individually and collectively toward **ACTION & ADVOCACY**.

As a student at Goshen College, you are an incredibly important part of the work we do in DEI. We look forward to having you share in the work with us. For more information or to get involved, email us at [DEI@goshen.edu](mailto:DEI@goshen.edu).

### **Regarding Justice Network (Re:JN):**

The Regarding Justice Network (Re:JN) is a group of peer justice educators operating in the Office of Diversity, Equity and Inclusion (DEI). Student leaders provide presence, education and programming as we look at and are active for justice on our campus, in our community and in the wider world.

Justice is a complex possibility, yet we believe we are obligated to pursue it for everyone in order to bring out the richness and fullness of what it means to be community -- to be Goshen College.

In our work, we envision and embody justice as we seek to:

- Bring awareness to justice issues on campus and in the wider world;
- Provide education and resources around these issues of justice;
- Advocate for and create just living and learning spaces;
- Understand and unpack the role bias plays in our daily lives; and
- Teach others how to identify social injustice and address it in situations.

As we seek to discover what being a diverse group of people means at Goshen College, we commit to understanding more about our own identities and the identities of others. In doing so, we grow in our appreciation of justice as lived out through diversity, equity and inclusion.

Email us at [rejn@goshen.edu](mailto:rejn@goshen.edu) if you're interested in learning more about justice work and the Regarding Justice Network (Re:JN).

### **Intercultural Clubs**

Intercultural Clubs at Goshen College are student organizations that seek to support, advocate, and highlight the unique identities of Goshen College students on campus. Below are the five Intercultural Clubs and their advisors.

Advocates (LGBTQ-Allies)- Joanne Gallardo  
 Asian Student Association- Corie Steinke  
 Black Student Union- Dr. LaKendra Hardware  
 International Student Club- Dan Koop Liechty  
 Latino Student Union- Richard Aguirre

## **International Student Services**

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### **About International Student Services**

International students are an integral part of the GC community. These students come from many countries and are valued for the diversity of perspectives they bring to the campus. International student services supports international students in their transition to life in the US, helping them stay in compliance with SEVIS requirements and any ongoing needs, including their time after G.C. The students are also supported by many others on campus and will find that their fellow students are interested in getting to know them and learn about their cultures.

International students are also strongly encouraged to be involved with the International Student Club (ISC). ISC is one of the most active clubs on campus, with more than 150 members. We have many social activities and offer opportunities for international students to be together and meet students from the US as well. The highlight of the ISC calendar is their annual Coffeehouse. Last year, we served dinner of international delights for more than 400 people and provided a talent show for more than 700. It is always a great evening of celebrating our international students and the countries from which they come. We are so glad to have our international students here.

## **Student Involvement**

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### **Student Leadership**

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 Residence Life Intern

Brandy Lowe, '20  
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 Leadership Development Intern

Marisa Marquez, '19  
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 Student Activities Intern

### **Student Involvement Mission:**

The Office of Student Involvement seeks to develop the whole student through:

- Purposeful Community Engagement
- Inclusive Community Identity
- Positive Community Relationship Building
- Powerful Community Development

By providing opportunities to participate in Residence Life, Commuter Student Life, Student Activities, Leadership Development, and Student Organizations.

### **Residence Life**

For students who choose to live on campus, we want you to consider Goshen College your home away from home. Combining caring professional staff, community events, and personal accountability, we hope to create spaces for all of our residential students can thrive. We offer diverse living experiences for students at all class standings. All residential areas include trained student leaders to assist in social, academic, and personal development as well as professional staff members to provide direction and oversight to all aspects of the residential community.

#### **Kratz Resident Assistants**

Ebtihal Abdelaziz  
 Anna McVay  
 Cade Fisher  
 Olivia Ewry

#### **Kulp Resident Assistants**

Kate Grimme  
 Peter Shirk

#### **Romero Apartments Resident Assistants**

Sandra Rodriguez  
 Bryce Stopher  
 Jaelyn Rufenacht  
 Mad Kuipers

#### **Yoder Resident Assistants**

Mary Schmauss  
 Katy Thornthwaite  
 Elizabeth Reimer  
 Abhishek Bhandari  
 Joel Yoder  
 Gabe Beck  
 Trey Santiago

#### **Coffman Hall**

## **FAQs about Living on Campus**

### *What are my living options at Goshen College?*

First and second year students can live in either Kratz, Yoder, or Miller Residence Halls. Third and fourth year students can choose between Kulp Hall, Octavio Romero Apartments, or participate in the Intentional Living Communities. Students may have an option to live in Coffman Hall during winter and summer breaks if they meet the requirements.

### *When will I find out more about residency requirements and housing selection?*

Housing selection takes place in April for Kulp, KMY, and Coffman Halls. Romero Apartment and Intentional Living Communities have a separate application process that typically opens in early March. Any housing changes will be announced in advance of application or selection so you can make the best choice possible.

### *What is the criteria to live off campus?*

To live off campus, students must either:

- Have 112+ credit hours
- Turn 23 years old during any given semester
- Live with parents or an immediate family member

Students who are 25 or over are not eligible to live on campus without a formal request. All students intending to live off campus should fill out the online Off Campus Housing Confirmation application. You should also fill out an exemption request if you don't meet the above criteria.

### *What is Gender Inclusive Housing?*

Gender Inclusive Housing is a housing option offered to students and assigned regardless of gender. Students apply to live in this housing option.

### *Do I have to move out between end of spring semester and May term?*

If you are taking a May term class on campus, you do not need to move out between end of spring semester and May term. If you are taking a trip (either SST or a May term trip), it is recommended that you pack your room or apartment and put items in storage or take it home if possible.

### *What if I don't like my roommate?*

That's okay! We do our best to pair people together based on their housing application but sometimes it just doesn't work out. The first step is to talk to your RA and try to mediate any conflict. After conflict mediation, and there are still issues, your Residence Life Coordinator can be a great resource to help you get through the conflict. Unless there are deemed to be extreme circumstances where roommates cannot live together, we will not move roommates unless conflict mediation is attempted.

*What if I have a question that's not on this page?*

No problem! There are lots of people to help and we can't fit everything in this nifty handbook. If you have questions about...

Kratz/Miller/Yoder Halls:  
Zach Frank, Residence Life Coordinator

Coffman Hall, Intentional Living Communities, Kulp Hall, Romero Apartments  
Kayla Coleman, Residence Life Coordinator

Educational programming, getting involved in leadership, restorative practices, billing:  
Corie Steinke, Director of Student Involvement

### **Commuter Student Life**

For students who commute from off campus, we hope to provide a place where students can experience college life without needing to spend the night. Our goal is to build community both within the commuter student body while also spaces for residential and commuter students to connect. Coffman Hall currently serves as the commuter lounge, a space where commuter students can study, relax, cook, and be with each other before, between, and after classes. Commuter Student Association is also a connecting opportunity for commuter students to plan events and activities and discuss issues facing commuter students on campus.

#### **Commuter Student Leaders:**

Krislynn Lancaster  
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Lead Commuter Student Leader

Sandra Cortez  
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Commuter Student Advocate

Taylor McKinley  
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Commuter Student Communication Manager

Berenice Rodriguez  
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Events and Facility Manager

Deya Rodriguez  
[derodriguez@goshen.edu](mailto:derodriguez@goshen.edu)  
Events and Facility Manager

#### **FAQs about Commuter Student Life**

*What are the commuter lounge hours?*

The commuter lounge is card access only to commuters from 6 am to 12 am every day. Residential students are allowed in the commuter lounge but do not have access without a commuter student.

*How do I get involved in Commuter Student Association?*

Just by virtue of being a commuter student, you are in CSA! Take advantage of that and come to meetings and events! If you can't make it to meetings, you can contact any of the Commuter Student Leaders above to discuss ideas or concerns.

*Can I have a meal plan as a commuter student?*

Yes! Commuter students can purchase any meal plan available to students. See page 48 for more information on where and how you can add a meal plan to your account.

*Am I allowed to be in the Residence Halls as a commuter student?*

Of course! The Connector and Java Junction are common spaces that are used for programming all students are invited to attend. Commuter students may also visit their residential friends on the floors or in the apartments but must be aware of the visitation and quiet hours policies (see pages 26 and 28).

*What do I do if it snows?*

Goshen College does its best to be mindful of inclement weather that might be dangerous for students to travel. If the college determines it will not delay or close for weather, but you still feel the road conditions are dangerous for your journey, we encourage you to contact your professors to notify them or contact the Director of Student Involvement to connect with them on your behalf.

**Student Activities/Student Senate/Student Organizations**

Student Activities, Student Senate, and Student Organizations are great ways to get connected to other students on campus, either through awesome activities, meaningful engagement, or thoughtful discussion. Campus Activities Council hosts events on weekends for free and open to all students. Events include comedians and magicians, carnivals and talent shows, trivia nights and game shows, board games and BINGO. Student Senate is an elected body of students who are tasked with making GC a place that works for students interests. Additionally, GC offers over 30 student organizations to be involved in, all are recognized by Student Senate, and able to host events.

**FAQs about Student Activities, Student Senate, and Student Organizations***Can anyone start a student organization?*

Yes! To start a student organization, students need a vision for the group, an organization name, and an advisor. We also recommend that students have about 5-6 students committed to participating in the group.

*How do student organizations pay for events?*

Once student organizations are recognized by Student Senate (forms found online) they can submit funding requests forms for annual funding at the start of fall semester or on an event by event basis throughout the year.

*Can my brothers and sisters and friends come to CAC events?*

Yes! All of CAC's events are free and family friendly, so the more the merrier!

*How do I get involved in CAC or Student Senate?*

Student Senate elections are held in April and open to any student interested in advocating for student interests and concerns on campus. CAC leadership applications are available in March and students must have a 2.5 GPA to be considered. Meetings for both CAC and Senate are open to students, and CAC does accept volunteers to help run events.

*How do I sign up to be in a student organization?*

Student Senate hosts an involvement fair in September for all existing student organizations. This is a great place to meet organizations and sign up if you're interested. You can also see when and where student organizations meet or find contact information for leadership on the Student Involvement website.

## **Leadership Development**

Leadership development takes the time to help students develop leadership styles and skills on an individual level. Formally, there are two opportunities for students to inform their own leadership development: Big 8 and the LEAF Leadership Program. Outside of these opportunities, there are times throughout the semester where Student Life hosts workshops and events that are intentional about leadership skill building.

## **FAQs about Leadership Development**

*What is Big 8?*

Big 8 are student leaders who are hired to participate in Student Life leadership teams. All Big 8 leaders are paid to lead their teams and receive once monthly training as a larger group in addition to their involvement in the team.

*What groups are in the Big 8, and how do I get involved?*

Big 8 groups include: Advocates, Asian Student Association, Black Student Association, Campus Activities Council, Commuter Student Association, International Student Club, Latino Student Union, Prevention Intervention Network, Regarding Justice Network, Resident Assistants, Student Ministry Team, and Student Senate. All teams do their hiring in the spring between spring break and May term.

*What does LEAF stand for?*

LEAF is a tiered leadership program students join as first year students. Each letter focuses on a different theme throughout the four years: Leadership, Engagement, Authorship, and Future. The cohorts meet once monthly and participate in group projects throughout the year.

*Can I be in either Big 8 or LEAF if I'm going on SST?*

Yes and no. For LEAF, absolutely and there are intentional projects within the year that were designed with SST in mind. For Big 8, most groups will allow you to participate even if you are

gone for one semester. The exceptions include Resident Assistants and specific leadership positions within each team (CAC president and Student Senate president for example).



## **Student Life Spaces**

Several Student Life team members are located in Wyse Hall 1st floor. Additionally, the Residence Life Coordinator office for KMY is located in the Game Room of KMY. The Residence Life Coordinator office for upperclassmen housing is located in Romero Apartments. The Student Life office in Wyse is open for business from 9 am to 5 pm Monday through Friday when classes are in session.

### **Kratz/Miller/Yoder Halls**

Kratz, Miller, and Yoder (KMY) Residence Halls house first and second year students with men and women living on separate floors but can include Gender Inclusive Housing available by application. Most rooms are double rooms, but there are a limited number of single, triple, and quad rooms available. Laundry, kitchens, lounges, and recreation facilities are located in KMY Connector. Returning students wanting to live in KMY can choose this as a housing option during Housing Lottery in April.

### **Octavio Romero Apartments**

Romero Apartments are available for junior and seniors and designed primarily for four students, although some apartments accommodate anywhere between two to six students. Each apartment is configured with a full kitchen, living area, one to two bathrooms, and two to four bedrooms. The fourth floor features townhouse loft style apartments. Each apartment features central air conditioning, cable-tv, and Wired/Wifi. Students interested in and meet the guidelines for Romero Apartments will be able to submit applications online in late March.

### **Kulp Hall**

Kulp Hall provides traditional style residence hall housing for juniors and seniors. Kulp facilities are designed to offer increased independence with the convenience of on-campus living. Kulp residents enjoy spacious floor lounges and a full kitchen on each floor. Laundry services are available in the basement as well as lounge space and quiet room. Students interested in Kulp can make their room selection in accordance with the selection policy during Housing Lottery in April.

### **Coffman Hall**

Coffman 3 and 4 offers traditional style residence hall housing for juniors and seniors as well as housing during Winter break and Summer break as well as an upperclassmen option for Gender Inclusive Housing. Each floor features a large kitchen, living room space, basement TV lounge, pool table, student storage, and a centralized laundry room.

### **Kenwood House**

Kenwood House is located on South 8th Street, one block north of campus. Kenwood houses eight to ten students spread over five double rooms. There is a full bathroom on the upper level and one half bath on the main level. The dining room and living room are on the main floor. Kenwood features laundry, a front porch swing, air conditioning, Cable-TV, and Wired/Wi-fi.

### **Howell House**

Howell House is located on South 8th Street, about one block north of campus and houses nine to twelve students. Howell House has twelve beds spread among one single room, four double rooms, and one triple room. There is a dining room and living room on the main floor. Howell features free laundry, air conditioning, Cable-TV, and Wired/Wi-fi. Howell House is also home to bike storage in the basement.

### **East Hall**

East Hall is an intentional living community located east of KMY Hall and can accommodate nine to twelve students. East Hall is the only intentional living community that is handicapped accessible. East features six double bedrooms and a basement level lounge and bathroom with two showers and two stalls. The dining room and living room are located on the main level. East Hall features free laundry, air conditioning, Cable-TV, and Wire/Wi-fi.

### **Coffman Commuter Lounge- Coffman 1 and 2**

The commuter lounge is located in Coffman Hall and can be accessed by ID on the west side of the building. All commuter and off campus students have access to the commuter lounge with their ID. Commuter students are not permitted to stay overnight in the commuter lounge under any circumstances. The lounge includes a large kitchen, two lounges, three study rooms, and small storage lockers on the 2nd floor and entertainment and social areas on the 1st floor. Residential students are permitted in the commuter lounge but must be accompanied by a commuter or off campus student. The Coffman Commuter Lounge hours are:

#### **Sunday-Saturday**

6:00 am-12:00 am

### **KMY Connector 1 and 3**

The KMY Connector is a social hub of student events where students can often be found socializing and studying together. Both Connector 1 and 3 are open for all students and are often locations where clubs and organizations host campus-wide events. Connector 1 is also home to Java Junction, GC's study run coffee shop, and both Connector 1 and 3 are home to small kitchens for students to make and share meals. Hours for KMY Connector are:

### **Yoder Game Room**

Situated at the east end of Yoder Hall is the game room where students often congregate to play pool, ping pong, foosball, and bumper pool. There is also a television for your viewing pleasure.

### **The Link Career Networks Lab- Wyse 108A**

The Link is located in Wyse Hall room 108A. This space is designated for Career Networks events (résumé workshops, professional meet-ups, career journey presentations, etc.) and is also a place where students can meet with the Coordinator of Career Networks to explore *Career Action Plans*, seek graduate school opportunities, or receive guidance on career

readiness. In other words, The Link is a place for students to further discover their own purpose, passion and calling. Hours for the Link Career Networks Lab are:

**Monday-Friday**

8:00 am-10:00 pm

**Saturday and Sunday**

By request

**Intercultural Student Space- Wyse 108B**

The Intercultural Student Space is located in Wyse 108B and an open space for student identity culture to interact as well as intercultural club meetings and events. The space is open for students to come and go as long as no Student Life meetings are taking place. Intercultural clubs (Advocates, Asian Student Association, Black Student Union, Intercultural Coalition of Goshen College, International Student Club, and Latino Student Union) have priority planning for evening activities. The hours for the Intercultural Student Space are:

**Monday-Friday**

8:00 am-5:00 pm

**Monday-Friday evenings and Saturday and Sundays**

By request

**Roman Gingerich Fitness Center**

The RFC is available to all students at Goshen College with ID cards. The RFC is used for GC athletics and intramural sports and features an indoor track, weight room, turf facility, racquetball courts, and student lounge space. Hours for the RFC are:

**Monday-Friday**

5:00 am-11:00 pm

**Saturday**

9:00 am-11:00 pm

**Sunday**

1:00 pm-11:00 pm

## **Academic Success Center and Disability Services**

Judy Weaver  
 Director of Academic Success Center  
[jweaver@goshen.edu](mailto:jweaver@goshen.edu)  
 574-535-7560  
 Good Library 112

Jesse Loewen  
 Academic Counselor  
[jessel3@goshen.edu](mailto:jessel3@goshen.edu)  
 574-535-7193  
 Good Library 111

The Academic Success Center is here to facilitate the success of all GC students by cultivating the academic and personal skills of all students. ACS also serves as an advocate for students facing academic challenges by collaborating with students and faculty to develop individualized support systems and to facilitate special accommodations.

ASC provides the following services:

### **Classroom and Test Accommodations**

Special accommodations for testing, reading, note taking, and other reasonable special needs are available. Students are encouraged to meet with the ASC director as part of developing an individualized assistance plan.

### **Tutoring and Writing Center**

Tutoring groups, assistance with reading strategies and study skills, and one-on-one mentoring throughout the writing process are available for most classes.

**The Peer Tutoring Program** offers individual tutoring and peer-tutored study groups for undergraduate students. All appointments can be made online through the Academic Success Center website. Please make appointments at least one hour in advance. When you make an appointment, you will see the location to meet your tutor.

**Peer Writing Mentors** offer support for any stage of the writing process. Please make appointments at least one hour in advance. Meet your Writing Mentor in the Writing Center (Good Library, Room 113. Look for the Academic Success Center sign).

**Drop-in writing** help is at the Reference Desk in the Library. Look for the big “ASK” sign over the desk. Writing Instructor Carol Shetler is there to work with you several hours each week. Any other time, ask the librarian on duty at the Reference Desk. Our versatile library staff are also skilled writing mentors.

### **Emotional Support and Service Animal Policy**

Goshen College is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full participation and equal access to the College’s programs and

activities. Goshen College is also committed to allowing Emotional Support Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy college housing.

Although it is the policy of Goshen College that students are generally prohibited from having animals of any type other than fish in college housing, Goshen College will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Emotional Support Animal that is necessary because of a disability, and reasonable. However, no Emotional Support Animal may be kept in college housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

**Emotional Support Animals vs Service Animals:**

Emotional Support Animals (ESA) are a category of animals that provide necessary emotional support to an individual with a mental, emotional or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA and Goshen College's Service Animal Policy.

Service animals are animals specifically trained to assist people with disabilities in the activities of daily living. The ADA, as amended, defines a service animal as "an animal that does work or performs tasks for the benefit of an individual with a disability (including psychiatric, cognitive, and mental)."

Emotional support animals, comfort animals, and therapy dogs are not service animals. Other than dogs, the only type of animal that can be considered a service animal under the ADA is a miniature horse, though miniature horses may be subject to somewhat greater restrictions than Service Dogs.

**Applying for an Emotional Support Animal or Service Animal**

Students who are interested in applying for an emotional support animal or service animal should contact the director of the Academic Success Center to obtain an application and to receive more information regarding the expectations and policies regarding the care and keeping of an Emotional Support Animal or Service Animal.

## **Community Standards and Campus Policies**

Goshen College exists as a community. Students, staff, faculty, and guests are often in awe by how campus comes together to celebrate, to support, to learn, to live, and to work side by side as One Leaf. However, Goshen College does not exist in a vacuum. While it is difficult to determine a framework of community standards that completely matches the ideals of each individual, clear expression of commonly held expectations is vital to living and working together. Every Goshen College student is expected to show serious intent to live according to these standards. It is the responsibility of everyone in the community to hold each other accountable when community members are not upholding the community standards and policies set forth by Goshen College. Additionally, it is the responsibility of the community to keep each other from harm if there are concerns to student safety.

The following sections address community standards and campus policies, details the restorative practices process, and provides resources where you can report concerning behavior.

### **Community Standards and Campus Policies**

#### **Academic Dishonesty**

Academic honesty is expected and encouraged of all students. Students are expected to participate honestly in the academic community through the work they submit and work completed in the classroom. Examples of academic dishonesty include but are not limited to: plagiarism, cheating on assignments or exams, falsification of data, sabotaging the work of another, or aiding in the academic dishonesty of another.

Students found in violation of Academic Dishonesty standards will be held accountable by the Academic Dean's Office in addition to the Restorative Practices process. To learn more about reporting academic dishonesty please see

<https://www.goshen.edu/about/community/response-academic-dishonesty/>

#### **Air Conditioners and Space Heaters**

Air conditioners and space heaters are not permitted in residential spaces unless prescribed by a medical professional. Documentation for an air conditioner or space heater must be provided to the Director of Student Involvement. Possessing an air conditioner or space heater is considered a fire hazard and can be documented.

#### **Alcohol- Possession and Use**

Goshen College is a dry campus. Possession, consumption, and distribution of alcohol anywhere on campus is prohibited. Providing alcohol to minors is also prohibited. The promotion of consumption or distribution of alcohol by an off campus entity is strongly discouraged.

**Bullying and Retaliation**

Bullying is defined as pervasive or persistent physical harm or damage to property, fear of physical harm or damage or property, disruption to daily function on campus, or hostile educational environment.

Retaliation is defined as a return response by an individual or group of individuals to some perceived malicious action against an individual or group of individuals.

Retaliation or bullying directed towards any student, staff, or faculty is not permitted and will not be tolerated, including retaliation or bullying by proxy.

**Disorderly Conduct**

Disorderly conduct at Goshen College is defined as unruly behavior that does not reflect the core values of the institution. Disorderly conduct can be displayed through physical, verbal, or online instances of behavior described as threatening, abusive, or noncompliant of a college official.

**Drugs and Illegal Drugs**

Goshen College is a drug free campus. The possession, distribution, or use of any illegal drugs, including synthetic substances, is prohibited. Drug paraphernalia is also prohibited. The distribution or misuse of prescription medication by the prescribed or by other students is also prohibited. Furthermore, the promotion of distribution or use of illegal drugs is strongly discouraged.

It is the right of the institution to pursue an investigation through searching or drug testing to determine if the community standard has been violated.

**Drug Search Policy**

Goshen College reserves the right to conduct random drug searches of personal possessions on all campus property, including but not limited to residential spaces and any items wherein, lounges, and vehicles parked in campus parking. Searches are based on outcomes related to community standards or campus policy violations or information from bystanders regarding use or possession. Drug searches are conducted primarily by Goshen College officials and may include canine detection services provided by Goshen Police Department when deemed appropriate.

**Drug Testing Policy**

Drug testing may be initiated by the Director of Student Involvement, Athletics, or Director of Campus Safety in response to any documented incident. Student Life does NOT conduct random drug tests on the student body. However, drug testing may also be implemented through the Athletics Department's Random Testing Process and in accordance with NAIA drug education and testing protocols for student athletes. Drug tests are generally referred to Goshen Family Physicians. A drug test may be administered as a result if reasonable suspicion is determined at the discretion of the appropriate Goshen College officials.

**Firearms and Weapons**

Firearms (including BB guns, pellet guns, air guns) and weapons are prohibited anywhere on campus, including within a vehicle in campus parking. Additionally, fireworks of any kind are also prohibited.

**Fire Hazards**

The following items are considered fire hazards and are not permitted within campus spaces:

- Air conditioner
- Space heater
- Curtains
- Candles
- Incense
- Hookah
- Halogen lamps
- Oil lamps
- Flammable gases
- Live Christmas trees
- Deep fryers
- Open coiled appliances (hot plates, toaster ovens) are not permitted in KMY rooms or Romero apartment bedrooms
- Two prong extension cords
- Electric blankets
- Door mats

**Fire and Safety Equipment and Fire Codes**

Tampering with fire safety equipment, including overhead sprinklers and fire extinguishers, smoke detectors, fire alarm panels, or fire alarm pull stations is strictly prohibited. Tampering with fire safety equipment may result in the imposition of state and federal fines at the discretion of the Goshen Fire Department.

It is the expectation that residential students with extension cords are aware of inappropriate extension cords (frayed, spliced, worn) and remove them immediately.

According to fire code, all hallways and lounges must be kept clear of all personal belongings, including but not limited to: shoes, door mats, furniture, luggage, garbage bags, and storage boxes.

**Fraud and Theft**

Students are expected to respect the identity and property of others. Examples of fraud and theft include but are not limited to: theft of and misuse of the property of others, dishonesty of time cards, theft of and misuse of college property, and identity theft.



### **Health and Safety Inspections**

It is the responsibility of the Residence Life staff (Residence Life Coordinators, Residence Life Interns, and Resident Assistants) to conduct Health and Safety Inspections in October and February. The purpose of Health and Safety Inspections is to address safety concerns or policy violations. Residence Life staff will also enter rooms prior to winter break in order to ensure the room is vacated for break. Health and Safety Inspections may or may not occur while the resident is present.

If a student has failed a Health and Safety Inspection, they will be given a notice and deadline to remedy the violation. If the student fails to remedy the violation, they will be documented and entered into the restorative practices process. If Residence Life staff confiscate anything besides alcohol or drug related paraphernalia from a residential space, the item may be returned at the end of the semester. Alcohol and drug paraphernalia will be confiscated and disposed of.

### **Hoverboards, Rollerblading, Skateboarding, Scooters**

Rollerblades, skateboards, and scooters are permitted on campus sidewalks, roadways, and parking lots. Pedestrians have the right of way. Campus architecture may not be used for stunts and no structures may be built to perform stunts. The College will not be held liable for injury sustained while using rollerblades, skateboards, or scooters so safety wear is always encouraged.

Rollerblades, skateboards, and scooters are not permitted for use within any campus building.

Hoverboards are not permitted on campus.

### **ITS Code Violations**

Computing and network resources provided by the college are intended to support the academic goals of the institution. This vision applies to all computer systems, services, equipment, devices, data storage, related communication technologies, and transmitted information provided by Goshen College. It is expected that all users abide by federal, state, and local laws as well as Goshen College policies and community standards while any of the above services are in use.

For more information about ITS Code Violations and ITS expectations, please review the Acceptable Use Policy provided by ITS.

### **Liability**

Goshen College is not liable for the loss from any cause, hazard, or peril of any person's private property, money, or valuables. This includes property of residents, commuters, and their guests and students on college sponsored trips or in college owned vehicles. It is strongly encouraged for all students to purchase rental or personal property insurance.

### **Overnight Guests**

Overnight guests are always welcome in the Residence Halls. Students may host a friend or family members of the same sex at no additional charge. Overnight guests may not

stay for more than three nights per semester unless approved by the Residence Life Coordinator and roommate(s). All overnight guests must be registered with the Office of Student Involvement. Any guest is expected to abide by the campus policies and community standards, and residents will be held responsible for the behavior of their guests. Therefore, it is recommended that guests have some form of photo ID and students remain with their guests at all times.

### **Parking and Bike Registration**

Students are responsible for acquiring parking passes for any vehicle that may be used on campus. Parking passes are free and can be acquired via the Campus Safety website. Parking tickets will be issued to anyone without a Goshen College parking pass or vehicle parked outside of their designated parking lot. Parking tickets are \$20 per offense. Excessive parking violations may result in documentation. For more information about parking registration, please see page 42.

It is encouraged but not required for students to purchase bike registration. Bike registration can be purchased for \$5.00 at Physical Plant.

### **Pets**

With exception to noncarnivorous fish, pets are not permitted in the residential areas for any reason. Fish tank size must be limited to 10 gallons or less. Exceptions will be made for approved Emotional Support Animals and Service Animals (see page 19).

### **Public Posting**

Posters displayed in public, personal spaces should be reflective of the spirit of community standards and Goshen College values. Events posted by student organizations must include the name of the student organization hosting the event and a copy of the event must be submitted to the Director of Student Involvement.

Event posters may not cover windows or glass surfaces and only posted on cork boards designated for events. For example, one time events should be hung only on the Upcoming Events board. Ongoing information should be hung only on the Information board. Event posters may not be hung on departmental cork boards unless the event is related to that department (CAC events cannot be hung on boards designated for the Business Department).

Offensive posters will be removed by Student Life staff.

### **Quiet Hours and Courtesy Hours**

Courtesy hours and quiet hours are in place in all residential areas including Kratz, Miller, Yoder, Kulp, and Coffman Halls and Romero Apartments. Courtesy hours mean any deliberately excessive noise in the hallways are kept to a minimum and are in effect at all times. Respect and consideration for other hall residents necessitates that excessive noise will not be tolerated.

Quiet hours are in effect during designated time periods within the residential areas. During quiet hours, noise is to be limited to rooms, including conversation, entertainment (televisions, computers, gaming equipment, etc), and music, and not be heard in the hallways.

Quiet hours adhere to the following schedule:  
 Sunday-Thursday: 11:00 pm- 10:00 am  
 Friday & Saturday: 1:00 am - 10:00 am

### **Racial Prejudice**

Racial prejudice is not permitted and will not be tolerated at Goshen College. For more information in reporting bias and racial prejudice please see page 29.

### **Reporting Damage or Vandalism**

It is the expectation that we all work to take care of the Goshen College community. This includes buildings and grounds in addition to people. Students are expected to report damage or vandalism that they see.

All damage or vandalism is documented in an incident report and students may be held responsible either through individual billing (if the responsible party is known) or community billing (if the responsible party is unknown).

### **Roof Access**

Students are not permitted on any roof of any building on campus at any time.

### **Room Decorations- Street Signs, Alcohol Containers, Furniture, Carpet Tape**

The following items are not permitted for use to decorate residential spaces or student lounges:

- Street signs
- Alcohol containers including empty bottles and glassware
- Carpet tape
- Nails, screws, and tacks
- Mounting hooks, mini hooks, and wall hangers
- Duct or mounting tape

The furniture provided in residential spaces and student lounges are not to be removed or stored without authorization by the Residence Life Coordinator or Director of Student Involvement.

### **Room Entry**

Campus Safety Authorities are permitted to enter the residential room of a student to address safety or policy concerns at the discretion of the CSA. CSAs are permitted to enter the residential room of a student without the presence or permission of the student if a safety or policy concern is suspected.

### **Sexual Misconduct**

Sexual misconduct is not permitted on campus and will not be tolerated at any level. Sexual misconduct includes but is not limited to discrimination, coercion, exploitation, and abuse towards or against a person based on gender, sexual identity, or sexual orientation. Reporting

sexual misconduct to the Title IX Coordinator or other trusted employee is expected of bystanders. For more information about Sexual Misconduct reporting procedures, please see page 30.

### **Sexuality**

Student Life recognizes that sexuality can be a complicated concept with varying degrees of understanding. Student Life recognizes that not all campus community members perfectly align with each other regarding sexuality and gender identity. Despite our differences, Goshen College works to affirm and support all students regardless of sexuality and gender identity and expression and their safety. Student Life also recognizes that sexual expression can be a complicated concept with varying determinations of appropriate behavior. Student Life supports sexual intercourse when it is within a consensual and safe context between individuals.

Sexuality is considered antithetical to campus policy and community standards when it is disruptive to the educational and social values of the institution. This includes sexual misconduct, harassment, and assault (please see page 30 for further guidance on reporting sexual misconduct, harassment, and assault). This can also include sexual intercourse taking place in public areas (lounges, College Cabin, etc) or at the expense of the comfort of roommates.

### **Smoking and Tobacco Use**

All forms of tobacco use is prohibited anywhere on campus, including but not limited to cigarettes, vaping and electronic cigarettes, juuls, hookah, and chewing tobacco. Tobacco and smoking paraphernalia is also prohibited on campus.

### **Storage**

Storage within the residential areas are available only for residential students and those who will continue to live on campus the following semester. Storage is available in Kulp Hall Attic and the basements of Kratz Hall, Coffman Hall, and Romero Apartments. All items in residential storage must be boxed and labeled with the name of the student. Unmarked items are at risk for donation or disposal. Goshen College is not responsible for items lost, damaged, or stolen. Goshen College is not responsible for shipping personal items to students left behind.

Commuter students may obtain a locker in Coffman Commuter Lounge free of charge from the Director of Student Involvement. Lockers are located on the 2nd floor of Coffman and locks can be issued upon request free of charge. Perishable food items are not permitted to be stored in Commuter Lounge lockers.

### **Vandalism**

Any intentional vandalism on campus is not permitted and will not be tolerated.

### **Violence or Threats of Violence**

An act or threat of violence against another individual-verbal, physical, or online-is prohibited and will not be tolerated.

### **Visitation and Access Hours**

In order to encourage an interactive campus community, areas of campus function within specific access guarantees to students and employees. Residential areas are open to all students with Goshen ID on the following daily schedule while classes are in session:

#### Kratz/Miller/Yoder Connector-

Sunday-Saturday- 6:30 am- 11:59 pm unlocked

Sunday-Saturday- 12:00 am- 6:29 am ID access only

#### Kratz/Miller/Yoder Floors-

Sunday- Thursday- 10 am- 11 pm all student card access

11 pm- 10 am residents of the floor or same gender

Friday- Saturday- 10 am- 1 am all student card access

1 am- 10 am residents of the floor or same gender

#### Romero Apartments and Kulp Hall-

Sunday- Thursday- 7:30 am-11:59 pm all student card access

Sunday- Thursday- 12 am-7:30 am residents only

Friday- Saturday- 7:30 am-12:58 am all student card access

Friday- Saturday- 1:00 am-7:30 am residents only

#### Coffman Hall-

24/7 card access

In Gender Inclusive Housing, ID access is only guaranteed to residents of the floor. Any student wishing to visit a resident of Gender Inclusive Housing must be accompanied by the resident.

The Commuter Lounge in Coffman Hall is only ID accessible to commuter students from 6 am to 12 am. Commuter students are not permitted to stay overnight in the Commuter Lounge.

### **Window Coverings and Screens**

Mini blinds are provided in residential spaces and some student lounges. Alteration and removal of blinds is not permitted. Personal installation of mini blinds or curtains is not permitted. Removal of window screens is not permitted.

## **Bias & Discrimination Statement:**

As an institution of the Mennonite Church, Goshen College believes that discrimination of any type is contrary to and inconsistent with the life and teachings of Christ.

Goshen College reflects God's world: multicultural, multiracial, multiethnic. We believe attitudes and actions of bias and discrimination matters do not demonstrate the love of Christ and, as such, violate the inclusive intention of the Goshen College mission.

Bias holds multiple meanings. Whether perceived simply as the tendency to prefer or favor one thing over another or experienced as the more negative hostility over difference, the bottom line is *bias matters*. It matters in how we live in community and how we encounter the wider world around us. At Goshen College, we are committed to doing a better job of being aware of our biases and how they impact our daily lives.

Goshen College is committed to protecting the welfare and safety of all community members. Toward this commitment, GC strives to provide an environment free of inappropriate treatment of individuals where students, staff, and faculty can study and work without having to overcome the barriers of discrimination and harassment. Goshen College does not tolerate inappropriate conduct toward any individual based on the individual's sex, sexual orientation, national origin, race, ethnicity, documentation status or gender identity.

Goshen College prohibits discrimination, harassment and/or abuse that is sexual, racial, or religious in nature or is related to anyone's sex, gender identity, sexual orientation, national origin, age, disability, genetic information, or any other basis protected by federal, state, or local law. This policy applies to all students and employees throughout the organization and to all individuals who may have contact with any employee of this organization. These destructive behaviors are detrimental to both relationships and to individual self-esteem; these also violate the caring nature of our community.

Goshen College is committed to investigating and responding to all reports of bias or discrimination words or actions on our campus. Our Bias Matters Response Team (BMRT), formerly known as the Racial Misconduct Response Team (RMRT), investigates reports of violations against this policy.

For more information on our policy and procedures for bias-related misconduct, harassment and discrimination -- or to report violations -- visit us online at:

<https://www.goshen.edu/about/community/policy-procedures-racial-misconduct-racial-harassment-discrimination/>.

## **Sexual Misconduct**

Goshen College encourages individuals to report any incident in which an incident or sexual misconduct is believed to have occurred. Reports can be filed on our website at

<https://www.goshen.edu/sexual-assault/reporting/form/>

### **Seeking Immediate Help/Safety:**

On Call Administrator (24/7)

574-326-5663

Campus Safety (24/7)

574-535-7599 (this service attempts prevention, not crisis response)

### **Seeking Support/Processing (On Campus):**

Beth Birky

Title IX Coordinator

[bethmb@goshen.edu](mailto:bethmb@goshen.edu)

574-535-6232

Kendra Yoder

Special Assistant for Title IX

[klyoder@goshen.edu](mailto:klyoder@goshen.edu)

574-535-7775

Regina Shands Stoltzfus

Confidential Faculty Advocate

574-535-7760

[facultyadvocate@goshen.edu](mailto:facultyadvocate@goshen.edu)

Joanne Gallardo

Campus Pastor (*confidential resource*)

574-535-7776

[joannekg@goshen.edu](mailto:joannekg@goshen.edu)

### **Confidential On Campus Counseling Services:**

Rachele DeFrancesco

574-535-7545

[rdefrancesco@goshen.edu](mailto:rdefrancesco@goshen.edu)

Rick Eby

574-535-7541

[rlaby@goshen.edu](mailto:rlaby@goshen.edu)

Jennifer Miller

[jamiller@goshen.edu](mailto:jamiller@goshen.edu)

### **Seeking Support/Processing (Off Campus):**

Beth Floyd

Victim Assistance Service for the Elkhart County Prosecuting Attorney's Office

301 S. Main Street, Suite 100

Elkhart, Indiana 46516

574-523-2237

Mosaic Health and Healing Arts

574-537-2680

330 Lakeview Drive

Goshen, Indiana

For more assistance in reporting sexual misconduct, please visit

<https://www.goshen.edu/sexual-assault/>



## **Restorative Practices**

As autonomous people, we all have the capacity to make choices. All choices have consequences, intended or unintended, positive or negative. Students documented by Campus Safety Authorities in incidents that are believed to be in violation of a Community Standard or Campus Policy as outlined by the categories below will enter the restorative practices process.

### **What students documented in an incident can expect:**

Students documented in an incident report can expect they are not presumed responsible. Generally, campus policy violations or community standards violations are not considered criminal offenses, therefore we avoid using words like “guilty” or “innocent.” Instead, we prefer to determine the level of responsibility of each student documented in an incident. At the end of the process, students will be determined “responsible” or “not responsible.”

The purpose of restorative practices is to determine as much truth in a documented incident as possible. We understand that there are three sides to every story: Side 1, Side 2, and the Truth. It is imperative that students trust that documentations have occurred because some level of truth was understood by the person documenting the incident, and must trust that staff will hear all versions of the truth equally.

Students can expect that they will be treated with respect and dignity before, during, and after the restorative practices hearing. Students can also expect their privacy will be maintained. We as a team understand the process of decision making but do not believe that one decision makes the totality of the person.

All incidents in restorative practices begin the same: an incident is documented by staff in the on call administrator rotation, staff in the Residence Life team, or Campus Safety. An incident report is generated and sent to the Director of Student Involvement and Residence Life Coordinators. The Director of Student Involvement determines if/what community standards have been violated, assigns a case number, and enters the incident into the Restorative Practices process.

### **Glossary of Restorative Outcomes Terms**

*Incident Report-* The document written by a community member that details the alleged situation in which a student or students may have been involved. An incident report generally includes: who, what, where, when, and what the writer witnesses. An incident report can include witnesses and any person present at the time of the situation

*Documented Incident-* After an incident report is written, the situation becomes a documented incident.

*Responsible-* A responsible determination is made when the person or people alleged to be involved in violating a campus policy or community standard is factual.

*Not Responsible-* A not responsible determination is made when the person or people alleged to be involved in violating a campus policy or community standard is found to be not factual.

*Outcome-* In every documented incident where a person or people are found responsible, a response will be determined that is appropriate and reasonable to the nature of the violation and will be required of the responsible person or people to complete before a determined time.

*Restorative Outcomes Board-* The Restorative Outcomes Board (ROB) is a committee of three Goshen College staff or faculty members who serve as a hearing committee charged with determining the responsibility of those alleged to be involved in a documented incident. ROB's are automatically convened for Category 3 level incidents.

*Hearing Officer-* A hearing officer is a Residence Life team member tasked with determining the responsibility of those alleged to be involved in an incident documented in an incident report. A Residence Life team member is most likely to serve as a hearing officer for Category 1 and 2 incidents, but the Director of Student Involvement may also hear documented incidents on a case by case basis.

*Appeal-* Appeals may be submitted to the Vice President of Student Life/Dean of Students within 48 hours of notification of the determination made by a hearing officer or conduct review board. Appeals may be made if 1) new evidence was discovered after the determination was made or 2) a person or people feel the process was not fair.

*Conduct Status-* After a determination of responsibility is made, students are placed on a conduct status that, if the student is found responsible in further incidents, could elevate the severity of the outcome or extend the length of the current status. The hierarchy of Conduct Statuses are as follows:

*Conduct Watch*

*Conduct Warning*

*Conduct Probation*

*Conduct Expulsion*

All students determined responsible in an incident will always be assigned a conduct status, but may not always be assigned an outcome. Conduct status lengths extend to the end of the same semester if responsibility is determined before a mid-semester break, or to the end of the next semester if responsibility is determined after a mid-semester break. For example, if a student is found responsible before fall break, the status expires December 31st of the same semester. If a student is found responsible after fall break, the status expires May 31st of the following semester.

All Category 1 and 2 level incidents will be processed by the Hearing Officer within 2 weeks. Category 3 level incidents will be processed by the Restorative Outcomes Board within 3 weeks.

Not all campus policy or community standard violations result in documentation. Below are community standards and campus policies that may result in entering the restorative practices process:

<b>Category 1</b>	
Violation	Potential Outcomes/Possible Responses
Fire Hazards Health and Safety Inspections Quiet Hours Pets Tobacco Use, including vaping (on campus) Unintentional Vandalism Visitation Hours	Conduct status: Conduct Watch  Written reflection Letter addressing community or individuals harmed Written research response Presentation response Mediation Financial restitution (vandalism) On campus community service (vandalism)
<b>Category 2</b>	
Violation	Outcomes/Possible Responses
Disorderly Conduct Fraud or Theft Intentional Vandalism Misuse of Prescription Medication Noncompliance in Incident or Investigation Possession or Use of Alcohol On Campus Possession of Drug Paraphernalia Possession of Illegal Drugs Public Intoxication  Three repeated category one violations	Conduct status: Conduct Warning  Written reflection Letter addressing community or individuals Research response Presentation Financial restitution On campus community service (vandalism) Counseling referral (Campus Counselors) Substance Abuse Evaluation (Oaklawn, Campus Counselors) Mediation No contact orders One on one community mentor Residential move Withdraw from participation in co-curricular, leadership, and athletic participation
<b>Category 3</b>	
Violation	Outcomes/Possible Responses
Arrest Off Campus	Conduct Status: Conduct Probation

Arson or Threat of Arson Distributing Alcohol to Minors ITS Code Violations Possession of Firearms or Weapons on Campus Producing and/or Distributing Drugs Bullying or retaliation Violence or Threat of Violence  Racial misconduct, harassment, discrimination (referred to RMRT for processing) Sexual misconduct, harassment, discrimination (referred to SMRT for processing) Academic fraud (referred to Associate Academic Dean for processing)  Up to three repeated category two violations	Written reflection One on one community mentor Research response Financial restitution (vandalism) On campus community service (vandalism) Counseling referral (Campus Counselors) Substance Abuse Evaluation (Oaklawn) Unannounced drug searches or testing Account or registration holds Residential Restricted Campus Restricted Suspension Dismissal Residential Move No Contact Orders No Trespass Orders Withdraw from participation in co-curricular, leadership, and athletic participation
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### Notification Policy

The Director of Student Involvement is given determination outcomes in every incident. If a student is found responsible, the documented students' academic advisor receives determination of outcomes. In the case a student athlete is documented, the Athletic Director will be notified that documentation has occurred and will receive copies of the outcome determination at the conclusion of the process. If counseling is included in the outcomes response, the campus counselor is notified after a determination is reached.

Applicable student life supervisors will receive determination outcomes of students involved in the following leadership positions: Advocates, Asian Student Association, Black Student Union, Campus Activities Council, Commuter Student Association, International Student Club, Latino Student Union, Prevention Intervention Network, Regarding Justice Network, Residence Life (RAs), Student Ministry Team, and Student Senate.

If a student is documented and found responsible for alcohol or drug related policy violations and are under the age of 21, parents are notified and will receive a copy of the outcomes determination via the Director of Student Involvement.

### General Process Outline

Category 1 procedure

- Incident is assigned a case number (ex. RL2019-001)
- Case is assigned to a Hearing Officer
- Hearing Officer meets with students involved

- In the case of unknown vandalism, the Hearing Officer of the building begins the investigation process in determining responsibility
- Hearing Officer determines responsibility in the case
  - If the Hearing Officer determines there is responsibility: The Hearing Officer will assign any of the previously stated outcomes according to the possible violation. It is the responsibility of the Hearing Officer to submit a letter determining responsibility and outcome to the students found responsible, academic advisor, and any coach or Student Life employer
  - It is the responsibility of the Director of Student Involvement to notify parents in the instance of a student under the age of 21 found responsible for the consumption, possession, distribution, or sale of alcohol or drugs.
  - If the Hearing Officer determines there is no responsibility: The Hearing Officer will notify all students that were named in the case that no responsibility could be determined. No further notice is sent to any other college employee or parent.
- If a student refuses to meet with the Hearing Officer or does not respond to meeting requests after two attempts, the Hearing Officer may adjudicate the case in absentia.

#### Category 2 procedure

- Incident is assigned a case number (ex. RL2019-001)
- Case is assigned to a Hearing Officer
- Hearing Officer meets with students involved
  - In the case of unknown vandalism, the Hearing Officer of the building begins the investigation process in determining responsibility
- Hearing Officer determines responsibility in the case
  - The Hearing Officer will assign any of the previously stated outcomes according to the possible violation. It is the responsibility of the Hearing Officer to submit a letter determining responsibility and outcome to the students found responsible, academic advisor, and any coach or Student Life employer
  - It is the responsibility of the Director of Student Involvement to notify parents in the instance of a student under the age of 21 found responsible for the consumption, possession, distribution, or sale of alcohol or drugs.
  - If the Hearing Officer determines there is no responsibility: The Hearing Officer will notify all students that were named in the case that no responsibility could be determined. No further notice is sent to any other college employee or parent.
- If a student refuses to meet with the Hearing Officer or does not respond to meeting requests after two attempts, the Hearing Officer may adjudicate the case in absentia.

#### Category 3 procedure

- Incident is assigned a case number (ex. RL2019-001)
- A Restorative Outcomes Board hearing is convened with the student
- The student must be present at the hearing and may include a support person.
- The board moderator will guide the Restorative Outcomes Board through the process that will include student explanation and questioning by the Restorative Outcomes Board

- The Restorative Outcomes Board will make a determination of responsibility based on the case in question.
- If the student is determined responsible, the conduct history of the student will be distributed to the Restorative Outcomes Board and an outcome will be determined.
- It is the responsibility of the board moderator to submit a letter determining responsibility and outcome to the students found responsible, academic advisor, and any coach or Student Life employer
- It is the responsibility of the Director of Student Involvement of notify parents in the instance of a student under the age of 21 found responsible for the consumption, possession, distribution, or sale of alcohol or drugs.
- If the board determines there is no responsibility the board moderator will notify all students that were named in the case that no responsibility could be determined. No further notice is sent to any other college employee or parent.
- If a student refuses to meet with the Restorative Outcomes Board or does not respond to meeting requests after two attempts, the Restorative Outcomes Board may adjudicate the case in absentia.

In the instances of Racial Misconduct, Sexual Misconduct, or Academic Dishonesty, cases will be referred to the appropriate parties for processing. In some instances, the Director of Student Involvement or Residence Life team may assist in determining an appropriate outcome based on the recommendation of the hearing committee.

# **Campus Safety Procedures and Emergency Response**

## **Emergency Phone Numbers:**

Campus Safety	574-535-7599
On Call Administrator	574-326-5663
Goshen Hospital ER	574-533-2141
Emergency Response	911 or 9-911

## **Campus Safety vs On Call Administrator**

Campus Safety Officers is available 24/7, including campus breaks and times of closing. The role of Campus Safety is to observe and report. A Campus Safety Officer will notify the appropriate campus authority depending on the situation.

The On Call Administrator is also available 24/7 during the academic year (August-May) except for winter break. The On Call Administrators are a team of people connected to Student Life who respond to student issues and crisis. During the incident, the On Call Administrator should be considered the staff in charge of the incident but will notify any appropriate campus authority depending on the situation. The On Call Administrator team includes the Residence Life Coordinators, Residence Life Interns, and Leadership Development Intern.

Call Campus Safety if...

- You are locked out of your room (\$5.00 fee will be assigned to your account per lock out)
- You would like to be escorted between buildings on campus at night
- You are concerned about an unfamiliar person on campus
- You are concerned about student safety
- You want to report vandalism or a crime

Call the On Call Administrator if...

- You witness or wish to report a campus policy violation
- You or a friend are in mental health crisis or experiencing suicidal ideation
- You are injured or sick and need to be taken to the hospital
- You are concerned about student safety

## **Security Cameras and ID Card Access Readers on Campus**

We currently have 86 Cameras installed on campus designed to deter crime and monitor inactive buildings. Cameras are visible and strategically installed in public areas on campus most prone to crime. All residence halls and apartments have 24-hour ID Card Access control that prohibits non-GC affiliated persons or solicitors from entering residential student spaces. Residence hall floor entry doors are on ID access control 24/7 and locked Sunday - Thursday at 11PM and at 1AM on Fridays and Saturdays for students of the opposite sex. Exterior door access is locked and closed from 12AM-7AM in the Student Apartments, Kulp Hall, and the KMY Connector to residents only during that time. For security reasons, hallway doors must not

be propped open. Residential students can use their IDs to enter floors and leave when they choose.

### **Reporting Crimes on Campus**

We encourage all members of the campus community to report non-emergency crimes (thefts, car break ins, vandalism) to Campus Safety prior to contacting police. Campus Safety officers can help you facilitate a crime report internally and contact the police on your behalf. For serious crimes involving personal injuries, harassment, or an active campus safety threat we recommend that all students, faculty, and staff first call 911, and then notify Campus Safety at 574-535-7599. Crimes can be documented on our website at <https://www.goshen.edu/safety/crime-report/>.

For crimes related to sexual misconduct you should refer to the Sexual Assault & Misconduct portion of our website at <https://www.goshen.edu/sexual-assault/reporting/form/>.

You can request a hard copy of the daily crime log from the Director of Student Life Operations Monday-Friday 8:30AM-4:30PM in RFC 101 A. For a look back at the past three years of Clery reportable crimes on campus you can view the Annual Campus Safety and Security Report on the Campus Safety website at <https://www.goshen.edu/safety/>.

### **Responding To An Emergency**

If the emergency requires the presence of police, fire department, or an ambulance—we recommend that all students, faculty, and staff first call 911, and then notify Campus Safety at 574-535-7599. Campus Safety should always be notified if the police or an ambulance are called onto campus, you observe a fire inside a campus building, witness a crime, or encounter a hostile intruder. In any situation, Campus Safety will then notify the designated campus contact according to the situation. Should an emergency have the potential of becoming a crisis, the Crisis Management Coordinator (CMC) will be contacted and our crisis management plan will be enacted.

### **Tornadoes and Severe Weather**

In most situations, there is a designated storm shelter in every building on campus. Emergency flip charts are posted prominently in each building identifying these locations as well as alternative locations in adjacent buildings. Everyone should make it a priority to become familiar with where these storm shelters are located in each building you work, live, or study. Tornadoes usually provide very little warning, so knowing where to go in the case of a tornado warning is one of the best ways to be prepared. A tornado watch indicates that weather conditions are favorable for a tornado to form. A tornado warning indicates a tornado has either been directly observed or identified by Doppler radar.

Students, faculty, and staff will be alerted in several ways when a Tornado Warning is issued. The City of Goshen Tornado Sirens will sound during a warning. Those registered for GC alerts



(see e2Campus below) will receive a text message about the tornado warning. Whenever a tornado warning has been sounded, everyone should immediately report to the nearest designated storm shelter where they should remain until the storm has passed. Wait for the all-clear message before leaving the shelter. Because it is not always possible to hear the siren inside buildings, everyone should make an effort to spread the word as quickly as possible if they become aware of a warning. It is recommended that everyone utilize weather notifications from their favorite smartphone weather app to assist in knowing when severe weather is imminent.

### **Fire Safety Precautions**

Any alteration of the electrical wiring, switches, or receptacles on campus is prohibited. Multiple outlet devices without built-in circuit breakers, such as adapters or cubes are prohibited. Students are required to remove and replace any inappropriate extension cords or multiple outlet adapters at their expense.

In addition to being a federal offense, there is a fine for tampering with fire fighting equipment, fire extinguishers, smoke detectors, sprinkler heads, or sounding a false fire alarm. If the responsible party cannot be determined, all members of a housing unit may be charged **Community Billing**. Any student who sets off a building fire alarm due to an act or behavior that is not in compliance with the community standards or residence hall policies could be fined in excess of \$150. Examples include smoke detection due to burning candles, incense, or smoking in the residence halls.

### **Fire Drills**

In cooperation with the Goshen City fire department, unannounced evacuation drills are conducted each semester in all residence halls, apartments, and academic buildings. All fire alarms should be treated as if they are real emergencies. Students, faculty, and staff should evacuate buildings quickly using the nearest exit and closing doors behind them.

### **Railroad Safety**

Crossing the railroad tracks at any location on campus other than designated crossing paths is strictly prohibited. Anyone caught illicitly crossing the tracks or crossing between cars of a stopped train will be subject to fines by Student Life or ticketed for trespassing by the Goshen Police Department or railroad company. Students, faculty, and staff should take extreme caution when approaching railroad tracks; removing headphones, eliminating any unnecessary distractions, and always looking both ways before attempting to cross.

### **Crisis Situations**

A crisis is an event, condition, or situation that has the potential to cause harm or injury to individual(s) and/or damage to property and/or significantly disrupt the operation of the institution, threaten the institution's financial standing or its ability to fulfill the institution's mission beyond the immediacy of an emergency. An emergency must be addressed instantaneously whereas a crisis can endure for an extended period of time. In a crisis situation,

students, faculty, and staff east of the railroad tracks are to gather in the Music Center; those on the west side of the railroad tracks should meet in the church chapel.

## **E2 Campus Text Alerts**

To help ensure the safety of our students and employees, Goshen College has partnered with e2campus to provide a multi-tier emergency notification system that includes the following options: email, siren, SMS (Text messaging), and network notification to Macs and PC's. Campus Safety will utilize e2campus to notify students, faculty, and staff about potential severe weather, sheltering, lockdowns, evacuations, emergencies, and potential campus closings. All students, faculty, and staff are automatically enrolled in e2 unless they contact Campus Safety to opt out receiving these helpful notifications.

## **Safety Tips**

### **Protect Your Property**

- Personal property (backpacks, computers, electronic technology) should never be left unattended or accessible. Keep these items with you or secure them in your residence hall room.
- Do not leave valuables in plain view. Take valuable items with you over academic calendar breaks.
- Lock your door whenever you leave your residence hall room.
- Do not loan your key to others.
- Never prop exterior or floor doors open.
- Never open exterior residence hall doors for strangers.

### **Protect your Car**

- Always lock your car.
- Avoid leaving personal property visible inside your car
- Utilize your trunk space if you must leave valuables inside your vehicle.

### **Protect your Bike**

- Park your bike in the designated bike racks on campus.
- Use a quality bike lock at all times when storing or parking your bike. We recommend the U-Bar style Kryptonite locks or storing your bike inside your room if its valuable.
- Register your bike with the City of Goshen at the Physical Plant for \$5 to increase the likelihood of getting your bike back should it be stolen.

### **Protect Yourself**

- Avoid walking or jogging alone at night in dark areas such as the millrace, dam, bike path and Witmer Woods.
- Be aware of your surroundings. If you suspect you are being followed, seek a well-lit area or group of people as quickly as possible. If a well-lit location is not readily

accessible, call campus safety at 574-535-7599 for an escort or yell and scream and create a commotion.

- Always have your keys ready as you come and go from your vehicle and residence hall.
- If you choose to drink alcohol off campus, please do so in moderation and do not return to campus alone or intoxicated. Many instances of personal, physical, and emotional harm are related to excessive alcohol use.
- Take seriously and respond to any fire or weather related alarms on campus.

### **Be Aware and Report**

- Be aware of suspicious persons in and around college buildings. Call Campus Safety or a residence life staff member to report the individual(s) regardless of any “cover story” they may provide.
- Door to door solicitation is prohibited on campus and should be reported to Campus Safety or residence life staff immediately.
- Report all thefts or property loss/damage to Campus Safety and the Goshen Police Department immediately.

### **Parking on Campus**

All faculty, staff, and students who wish to park a motor vehicle on campus must have proper insurance and a current license plate and tags.

### **Vehicle Registration**

Motor vehicle registration at Goshen College is FREE and MANDATORY. Registration is completed online at <https://www.goshen.edu/safety/parking/>. Permits will be sent via campus mail or distributed during check-in at new student day orientation. Parking stickers should be displayed on the front windshield lower passenger side of registered vehicles. Parking stickers for motorbikes and scooters should be placed on the rear fender in a clearly visible position. Students and employees with a documented medical condition may apply for a special permit at the Student Life office that allows parking in restricted areas.

### **Regulations**

- No Parking is permitted in service drives, areas marked by a yellow curb, in areas posted by signs, sidewalks or lawns, or in front of dumpsters.
- All non-student parking lots have restricted parking from 7:30 a.m. to 5 p.m. Monday through Friday. There are some spaces noted with signs that are reserved for 24 hours.
- All visitor lots have restricted parking from 8:00 a.m. to 4:30 p.m. Monday through Friday. Persons with student and employee stickers may not park in visitor spaces during these times.
- Upon application at Student Life, a special permit may be given to physically challenged people with a valid doctor’s slip to park in specified areas. Numerous handicap parking spaces are provided on campus and are patrolled regularly to ensure they are not abused. College-owned cars must be parked in the physical plant motor pool spaces, or

in open parking. They may not be parked in non-student or visitor spaces. Violations of this policy will be charged to the driver or department who signed out the car.

### **Traffic Control**

The Department of Campus Safety and all parking operations are under the direction of Student Life and supervises the following:

- Registers motor vehicles operated by students and employees of Goshen College.
- Issues and revokes parking permits.
- Issues traffic tickets.
- Assesses and charges parking and traffic fines.
- Assists in recommending policy and signage changes.

### **Traffic & Parking Violations Include**

- Driving recklessly or exceeding campus speed limit of 15 miles per hour.
- Driving, riding or parking on sidewalks or lawns.
- Parking in a restricted area.
- Parking in a handicap parking space without proper designation on or in the vehicle.
- Failure to register a vehicle.
- Failure to permanently mount a sticker after registering it.
- Failure to notify the physical plant within seven days of a license plate change.
- Registering a vehicle in another person's name.
- Abandonment or failure to keep vehicle in operable condition. (Flat tires, broken windows, battered body, non-current license plates, etc.) Per city ordinance, such vehicles will be tagged by the city of Goshen and towed at the owner's expense.

### **Handling Violations**

- A \$20 fine will be levied for all violations of campus traffic and parking regulations—including a failure to register a vehicle.
- Each academic year a grace period will be extended for student parking lots from New Student Day weekend through Labor Day weekend. Fire lanes, handicap parking, visitor lots, and non-student parking spaces will still be monitored and ticketed during this time.
- Multiple traffic violations for the same, or similar violations, may result in the deployment of a vehicle immobilizing boot on the violating vehicle until a conference can be conducted between the offender and the Director of Student Life Operations.
- In situations where a vehicle is left in a position of violation for a period of 72 hours, the Director of Student Life Operations reserves that right to tow the vehicle off campus at the owner's expense. Attempts to contact owner will be made and documented if the vehicle is registered. If the vehicle is unregistered, then the vehicle will be reported to Goshen Police Department as an abandoned vehicle.

## Appeals Process

Appeals must be made in writing to [safety@goshen.edu](mailto:safety@goshen.edu) or in person to the Director of Student Life Operations (RFC 101 A) within 7-days from the date and time the ticket was issued.

### Grounds for appeal include the following:

- There is substantial evidence that you did not commit the violation.
- You may have committed the violation but circumstances were not under your control.
- Before receiving the citation, you made demonstrable attempts to notify Campus Safety of the situation.
- The citation was issued mistakenly due to a partially covered registration sticker on your front passenger side windshield.

### Appeals will not be granted for the following:

- Not knowing the parking rules.
- Needing to park for a short period.
- Inability to find a parking spot.
- Incorrect Permit.
- Failure to obtain a temporary permit.
- Failure to notice parking lot signage. (Not all spaces are marked with a sign)
- Failure to display a parking permit.

## Parking FAQ

### **My car has broken down and I can't move it. What should I do?**

Call Campus Safety at 7599 and they will attempt to help you with your vehicle. If you do not contact Campus Safety you will be liable for any and all tickets that you receive.

### **My friend/relative drove my car onto campus and they didn't know the parking rules. Is the ticket void?**

No, you are responsible for anyone that drives or parks your vehicle on the Goshen College campus. All fines will be sent to the person under whom the violating vehicle is registered.

### **I only drive my parent's/spouse's car on campus a couple of times a year. Do I need to register it?**

Yes, you have seven days in which to register a vehicle once it first comes on to campus. Registration is free. Please register all vehicles that you may ever drive onto the campus.

### **I only have a vehicle on campus for a short period of time. What should I do?**

If your vehicle will be on campus for two weeks or less (excluding May term), you should come to the Student Life office to pick up a temporary parking permit. If your vehicle will be on campus for more than two weeks you must register for a permanent registration sticker.

**I live close to the campus and I probably won't ever drive my car on campus. Do I need to register my vehicle?**

A registration sticker is necessary for all students and employees who drive their vehicles onto campus. It is in your best interest to register your vehicle because any ticket for "No current registration" carries an automatic \$20 fine for current students and employees.

**Will Campus Safety help me start my car if it needs a jump or help me break into my vehicle should I lock the keys inside?**

Campus Safety officers have access to jumper cables and a battery charger to assist students, faculty, and staff in starting their vehicles. However, we do not have the capabilities or equipment to break into a locked vehicle. If you lock keys inside your car you will have to call a locksmith or acquire a spare key.

## **Facilities Information**

Goshen College is home to many beautiful facilities for academic, social, and community pursuits. In order to keep the campus community clean and safe, we all must do our part to maintain the facilities we share.

### **Kulp & Student Apartments**

Sunday-Thursday: All Students Access 7:30AM-11:59PM  
(Residents Only) 12AM-7:30AM  
Friday - Saturday: All Student Access 7:30AM-12:59AM  
(Residents Only) 1:00AM - 7:30AM

### **Locking of Academic Buildings**

Academic building lock up varies from building to building and day to day, but generally most academic buildings are locked down for the evening by 10 pm on weekdays. Depending on the weekend event calendar, some buildings could be open for events. Otherwise, access can be granted to students with permission by a professor by contact Campus Safety.

### **Locking of Residence Halls**

Residential spaces operate on varying ID access hours depending on the building. Below is a brief summary of ID access hours for the exterior doors of residential spaces:

Kratz/Miller/Yoder Connector-

Sunday-Saturday- 6:30 am- 11:59 pm unlocked

Sunday-Saturday- 12:00 am- 6:29 am ID access only

KMY Hallways

Sunday- Thursday- 10 am- 11 pm all student card access

11 pm- 10 am residents of the floor or same gender

Friday- Saturday- 10 am- 1 am all student card access

1 am- 10 am residents of the floor or same gender

Romero Apartments and Kulp Hall

Sunday- Thursday- 7:30 am-11:59 pm all student card access

Sunday- Thursday- 12 am-7:30 am residents only

Friday- Saturday- 7:30 am-12:59 am all student card access

Friday- Saturday- 1:00 am-7:30 am residents only

Coffman Hall

24/7 card access

## **Student Responsibility**

Residential students are responsible for cleaning their living space. In the Kratz, Miller, and Coffman, this includes bedrooms. In Romero Apartments, Kulp, and Intentional Living Communities this means student bedrooms and community spaces like kitchens, bathrooms, and living rooms. In all residential areas, students are responsible for their own trash disposal. Trash should not be left out in the hallways or bathrooms.

In lounges, students are responsible for disposing of their own personal trash in appropriate waste or recycling bins. Students are also responsible for removing food from the community kitchens in KMY, Kulp, Coffman, and the Commuter Lounge.

## **Custodial Responsibility**

Physical Plant routinely cleans and disinfects community areas in KMY, Kulp, Coffman, and the Commuter Lounge. This includes trash and recycling disposal, bathroom sinks, toilets, and showers (except for the Commuter Lounge), vacuuming, and general kitchen counter cleaning.

Physical Plant may determine the community area is excessively dirty, requiring either additional staff or additional time spent to clean the area. In this case, Physical Plant will notify the Director of Student Involvement and community billing will be assigned to appropriate students.



## **Campus Dining Information**

Dining services in Westlawn Dining Hall and the Leaf Raker Cafe are provided by AVI Fresh. With or without a meal plan, students can come and enjoy the all-you-care-to-eat dining at Westlawn or fresh made to order breakfast, lunch, and dinner options with daily specials at the Leaf Raker.

AVI Fresh works to provide locally sourced, sustainable meals for Goshen College. If you have a food allergy or a dietary restriction that impacts your day to day dining experience, do not hesitate to contact Student Life to help you get connected to dining services. AVI Fresh is always open to feedback or ideas and provides comment cards in all dining locations.

### **Westlawn Dining Hall**

Westlawn features a full salad bar, fresh-baked pizzas, deli bar, traditional grille items, vegan and vegetarian options, a variety of entrees, and an extensive dessert station. Special themed meals are also on the menu throughout the school year including Dandelion Day, holiday celebrations, and featured ingredients.

#### ***Hours: Monday-Friday***

<b><i>Breakfast-</i></b>	<b><i>7:30-9:30 am</i></b>
<b><i>Continental Breakfast-</i></b>	<b><i>9:30-10:30 am</i></b>
<b><i>Lunch-</i></b>	<b><i>11:00 am-1:15 pm</i></b>
<b><i>Dinner-</i></b>	<b><i>5:00-7:00 pm</i></b>
<b><i>Friday Dinner-</i></b>	<b><i>5:00-6:30 pm</i></b>

#### ***Saturday***

<b><i>Continental Breakfast-</i></b>	<b><i>10:00 am-12:00 pm</i></b>
<b><i>Brunch-</i></b>	<b><i>12:00-1:00 pm</i></b>
<b><i>Dinner-</i></b>	<b><i>5:00-6:00 pm</i></b>

#### ***Sunday***

<b><i>Continental Breakfast-</i></b>	<b><i>8:00 am-12:00 pm</i></b>
<b><i>Brunch-</i></b>	<b><i>12:00-1:00 pm</i></b>
<b><i>Dinner-</i></b>	<b><i>5:00-6:00 pm</i></b>

### **Leaf Raker Cafe**

The Leaf Raker Cafe is located in the Union Building. It features an all-American breakfast, lunch, and dinner menu with daily specials. You will find plenty of low-carb, organic, vegan, and vegetarian meal selections to choose from. Students can use Munch Money, cash, credit, or debit to purchase fresh food for dine in or carry out.

#### ***Hours: Monday-Thursday***

***8:00 am-8:30 pm***

#### ***Friday***

***8:00 am-3:00 pm***

## **Java Junction**

Java Junction serves as GC's on campus coffee and pastry hub completely operated and managed by students. Java Junction is located in the KMY Connector 1 and provides students with coffee, tea, smoothies, milkshakes, and various other drinks and pastries. Students can use Munch Money, cash, credit, or debit.

## **Meal Plans**

All meal plans are for the sole use of the individual who purchases the plan. Meals cannot be transferred or shared. All students participating in a meal plan must have an ID card present at the time of dining. Food may not be taken out from the dining hall without permission from the AVI staff.

## **Munch Money**

Munch money is spent just like cash. It is applied to student IDs to be used like a debit card. Munch Money is accepted at the Leaf Raker, Westlawn Dining Hall, and Java Junction. You can also use Munch Money to purchase online bulk groceries through the GET app.

## **Meal Plan Options**

*Carte Blanche* allows you to enter the dining hall as many times as you wish during service hours and includes \$30 of Munch Money. You never run out of meals. This plan is available to commuters and all students living on campus.

*14-Meal Plan* allows students a choice of 14 out of 21 meals offered each week and includes \$30 of Munch Money. Students with this plan may enter Westlawn up to three times per day, once per meal at their discretion, until the 14 meals that week are used. Meals are renewed every Sunday morning. Unused meals do not carry over from week to week, and no refunds are given for unused meals. If you don't use them, you lose them! This meal plan is available to commuters and all students living on campus.

*Semester 65 Block Plan* provides students 65 meals per semester and 16 meals in May term plus \$140 in Munch Money and \$25 in May term. Unused meals will carry over from week to week but unused meals at the end of the semester are forfeited. This meal plan is available to commuter students and residential students living in Romero Apartments, Kulp Hall, Coffman Hall, and Intentional Living Communities.

To adjust or change your meal plan, contact Student Life.

## **AVI Team**

Jeremy Corson  
Resident Director  
574-535-7178  
[jcorson@goshen.edu](mailto:jcorson@goshen.edu)

David Giddens  
General Manager  
574-535-7580  
[dgiddens@goshen.edu](mailto:dgiddens@goshen.edu)

Denise Cook  
Chef de Cuisine  
574-535-7580  
[dmcook@goshen.edu](mailto:dmcook@goshen.edu)

## **Frequently Asked Questions**

### **Frequently Asked Questions**

We know we can't cover every question you might have about your experience as a student at Goshen College. Hopefully some of these FAQ's can help!

#### **What do I do if...**

##### *I lost my housing keys?*

If you are certain your housing key is gone, you should report your lost key to your Resident Assistant, Residence Life Coordinator, or Director of Campus Safety so it can be replaced immediately. Students will be charged \$50 for any replaced and unreturned key. If the key is found by the end of the semester, turn it in to your Residence Life Coordinator and you will be reimbursed \$40 for returning the key before the end of the semester, and \$25 if returned within the current academic year. No refund will be issued if a key is returned after the academic year is over.

##### *My ID doesn't work or I lose my ID?*

If you lose your ID, you should report that it is missing to Campus Safety. Replacement IDs can be made through ITS Media, located in Union, for \$20. Once a replacement card is issued, the old card is deactivated and all data linking that card to campus systems is changed for security purposes. Any old card recovered after a new card has been created cannot be reactivated or used.

If your ID does not appear to be working properly, take it to ITS Media to determine if the card is damaged or if your access credentials were changed by mistake.

##### *Something is broken or damaged on campus?*

Accidents happen, but if you see something, say something! If you are on campus and notice something is damaged or broken, whether in the residence hall or common space, please report what you know to Facilities or a Residence Life Coordinator.

##### *A non-GC community member is making me uncomfortable?*

Because of GC's open access to a variety of community members for a number of reasons, we count on everyone to tell someone if something doesn't seem right. If you are on campus, and find yourself uncomfortable by the presence of any community member, it is imperative that you notify Campus Safety to confront the individual.

##### *I would like an escort between campus buildings in the evening?*

Campus Safety is available 24/7 to provide students an escort when walking at night is unsafe or uncomfortable. If you are in need of an escort back to campus, the FIRSST Safety Shuttle is a great option to return back to campus safely.

*I'm sick and need a ride to the doctor or pharmacy?*

If you are sick, and need to be transported to the emergency room, pharmacy, urgent care, or a doctor's appointment, contact either your Resident Assistant, a Commuter Student Leader, or the On Call Administrator. Be sure to include any appointment information to help find a Student Life team member to assist you.

*I'm failing a class or I'm behind on my assignments?*

At GC, staff and faculty are committed to your academic success. If you find yourself falling behind in classes or failing all together, there are lots of ways to get help. Contact your professor or academic advisor to inquire about make up work or extended deadlines. If you need short term or long term help, contact the Academic Success Center, located in Good Library, and get set up with a writing mentor, tutor, or the academic counselor. If you need testing assistance or would like to disclose a learning disability, contact the Director of Academic Success Center.

*I have a question about my bill or financial aid?*

If you have a billing question, the Billing and Accounting office is located in AD 10. Financial Aid--including loans, scholarships, and FAFSA help--can be found in AD 14.

## **Off Campus Resources**

Goshen City Police Department  
9-1-1 or 574-533-8661  
111 E. Jefferson Street  
Goshen, Indiana

IU Health Goshen Emergency Room and Nurse on Call  
574-364-2600 or 877-846-4447  
200 High Park Avenue  
Goshen, Indiana  
Goshen Family Physicians  
574-534-0050 or 574-534-8200  
1811 Charlton Court  
Goshen, Indiana

YWCA National 24-hour Crisis Line:  
1-866-YES-YWCA

National Suicide Prevention Lifeline  
1-800-273-8255