

**Lamoni Campus  
Student  
Handbook  
2025-2026**



**Graceland**  
UNIVERSITY | 1895

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# About the University

## History

Graceland University was founded in Lamoni, Iowa in 1895 by the Reorganized Church of Jesus Christ of Latter Day Saints. Graceland's sponsoring church changed its name to Community of Christ in 2000. Graceland is a nonsectarian institution of higher education open to students of all faiths.

More than a century later, Graceland continues its commitment to providing a solid liberal arts education to a diverse student population. Today, Graceland students represent more than 43 states and 26 countries and can choose from more than 31 academic majors and programs, and 22 varsity sports.

Graceland began as a high school academy and a two-year college. In 1917 it became Iowa's first accredited junior college. Graceland conferred its first bachelor's degree in 1958 and became a four-year college in 1960.

Graceland College became Graceland University in 2000 when we began offering a variety of master-level degrees.

Graceland granted its first bachelor's degree in nursing in 1969. Our internationally-known School of Nursing (SON) is located on Graceland's Independence, Missouri campus (founded in 1969) where we offer a wide array of degree programs, including master's degrees and a new Doctor of Nursing Practice degree program. The Graceland SON was among the first in the nation, in 1987, to offer nationally-accredited distance education programs – these programs revolutionized how nurses are educated and mentored.

The University's teacher education programs date back to Graceland's early days. Today, the Edmund J. Gleazer School of Education provides a diverse offering of innovative undergraduate and graduate degrees, on-site and online, on both the Lamoni and Independence campuses, which lead to nationally accredited teacher licensure in the state where the student plans to teach.

The C.H. Sandage School of Business is home to The Sandage Center for the Study of Free Enterprise and Entrepreneurship and our national-champion Enactus team. The School of Business offers exciting degree programs including Business Administration, Sport Management and Agricultural Business.

Community of Christ Seminary was founded in 2002 and is located in Independence, MO. Students can obtain a Master of Arts in Religion degree that can be pursued online and on-site.

Graceland University continues its commitment to provide a quality liberal arts education that contributes to the growth of the whole student.

# Mission & Statement of Values

## **Mission Statement**

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

## **Statement of Values**

Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

**Learning** We believe in the life long process of the open and free pursuit of truth.

**Wholeness** We believe that the development of the intellectual, physical, social, and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

**Community** We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of guidelines and regulations.



# Academic Policies & Regulations

## Academic Integrity Policy

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. Adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Students admitted to the university are expected to uphold standards of academic integrity, i.e. the avoidance of fraud, plagiarism and cheating in any form.

1. **FRAUD.** Fraud is the act of deceit or misrepresentation. The following list describes ways to avoid the most common forms of fraud.
  - A. Do not alter or falsify or misrepresent an academic document.
  - B. Do not help someone alter or falsify an academic document.
  - C. Do not communicate false information whether oral, written, electronic or nonverbal.
  - D. Do not forge signatures.
2. **PLAGIARISM.** Plagiarism is representing someone else's work as your own. The following list describes ways to avoid the most common forms of plagiarism.
  - A. Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech you must also indicate the beginning, ending and source of all direct quotations to the audience.
  - B. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
  - C. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
  - D. Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.
3. **CHEATING.** The following list describes ways to avoid the most common forms of cheating.
  - A. Do not give assistance to, or receive assistance from, another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
  - B. Do not falsify research results or violate codes for the treatment of human or animal subjects.
  - C. Do not violate the policies of proctors, preceptors or supervisors.
  - D. Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
  - E. On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

An instructor may assign a grade of "F" for the course in cases of fraud, plagiarism and/or cheating. When an "F" grade is assigned, the student may not drop the course. All cases of fraud, plagiarism and/or cheating will be reported to the respective dean or division chair, and dean of faculty. Violation of the academic integrity policy may have additional consequences including sanctions or dismissal from a program or from Graceland University.

## Advising and Registration

Each student is assigned an academic advisor who is available for help in planning an academic program. Students who have selected a major will be advised by a faculty member in the appropriate discipline. **The academic advisor will give advice and information, but the final responsibility for planning a schedule that will meet graduation requirements rests with the student.**

Freshmen may take courses numbered from 1000 to 1999. Sophomores may take courses numbered up to 2999. Juniors and seniors may take courses numbered up to 4999. (Students who have at least a 2.50

college grade point average may enroll in a course(s) one level above their classification; entering freshmen may enroll in sophomore- level courses if their high school GPA is 2.80 or higher).

Juniors and Seniors enrolled in programs on the Lamoni campus may register for classes using the online registration system through "My Graceland". Freshmen and Sophomores must first see their academic advisors for registration clearance to use the system. It is strongly recommended that all students meet with their advisors to review their course selection, academic requirements, and graduation plans.

**Students who are not in good standing, not making satisfactory progress, or who earned less than a 2.00 grade point average in the previous semester are required to review their schedules with their advisors before enrolling for the next semester.**

Students may make changes to their schedules online using "My Graceland" until the first day of classes. Beginning the first day of classes, a Change of Registration (Add/Drop) Form with the course instructor and advisor's signatures must be processed.

Refunds in courses for which special tuition is charged will be based on the date the change of registration is completed.

Students may add a course during the first 13% of the session with the instructor's consent and may withdraw without penalty from a course during the first 60% of the session. Withdrawing from a course during the first 13% of the session results in a drop. A grade of "WD" is recorded for any course withdraw between 13% and 60% of the session. After 60% of the session, the student is not allowed to withdraw from the course, and will be awarded the appropriate grade in the course.

Deadline dates for adding Individual Study, Arranged Courses, Honors Contracts, and Internships/Practicums follow a modified schedule. Individual Study, Arranged Courses, and Honors Contracts may be added as long as the addition precedes the end of the semester by three weeks for each semester hour of credit. Internships/Practicums may be added at any time during the session, as long as the experience has not started before an approved Internship/Practicum form is submitted to the Registrar.

Graceland students may add a 1-3 hour internship to the fall schedule to allow an internship experience to take place while the student is away from campus over winter/summer breaks. The student will be allowed to register without the usual petition approval required for exceeding the 18-hour max limit.

A few internships may happen during the academic year.

Deadlines for adding and/or dropping courses offered in educational programs that are not taught on the normal semester schedule usually differ. Contact the Registrar in F.M. Smith Library on the Lamoni, IA, campus for this information or view the Academic Calendar (Trimester) in My Graceland.

## **Class Attendance**

Students are expected to attend classes regularly, be punctual, and complete all work whether present or not. Whenever possible, the opportunity for making up coursework missed as a result of an excused absence is to be worked out between the instructor and the student upon the student's initiative.

Excused absences include the following:

1. The student has contacted the faculty member prior to the absence due to a University sponsored activity,
2. The student has contacted the faculty member prior to the absence and the faculty member concurs that the absence is unavoidable and legitimate.
3. For Lamoni students, the Dean of Students (or faculty member) determines that the student has missed classes/assignments due to factors beyond the student's control (i.e. illness, family misfortune, etc.) and the faculty member concurs.
4. For non-Lamoni students, the faculty member makes the determination and, when appropriate, the Dean of School, or his or her designate, concurs that the absence was unavoidable and legitimate.

All other absences are considered unexcused, in which case the instructor is not obligated to provide an opportunity for making up coursework for credit.

\* See Administrative Withdrawal Policy listed below.

## **Final Examination Policy**

All classes will meet during final examination week for a meaningful, educational experience, i.e., examination, presentations, discussion, lecture, etc. Scheduled examination times will be published in each course syllabus and the Schedule of Classes.

Students having more than two final examinations on a single day, as evidenced by the Final Examination Schedule, should be permitted to reschedule their examinations so as not to exceed two examinations on a single day. However, rescheduling will not be permitted for the first two exams on a single day based on the final exam schedule. The rescheduling needs to be determined before the last day of classes for the semester. If arrangements cannot be made on an informal basis, the Dean of Faculty will initiate a request for the student to be granted relief from having to take more than two exams on a single day. Travel arrangements are not justification for requesting changes in the final examinations schedules.

## **Release of Information**

In accordance with the Family Educational Rights and Privacy Act, academic information about a student is not released unless written authorization is given by the student. However, the university may use its discretion to release directory information unless the student specifically requests otherwise. The following is designated as directory information: name, local and home address, local and home telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards earned, most recent previous school attended, and photograph.

The complete policy on Privacy, Disclosure, and Access to Student Records is available below.

## **Graceland University Policy and Procedure**

**SUBJECT:** Privacy, disclosure and access to student records.

**PURPOSE:** To comply with the Federal Educational Rights and Privacy Act (FERPA), and to delineate Graceland's policy for disclosure of, and access to, educational records.

### **POLICY AND PROCEDURE:**

#### **Definitions:**

**Student:** A student is any person who attends or has attended Graceland University.

**Directory Information:** Graceland designates the following as directory information: name, local and home address, local and home telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards earned, most recent previous school attended, and photograph.

Graceland may disclose any of the above items without prior consent, unless notified in writing to the contrary prior to the start of classes each period of enrollment. Requests not related to office duties and functions are to be directed to the record custodian and/or the designated office for release of information.

**Education records:** any record (in handwriting, print, film, tapes, video, or other medium) maintained by Graceland or an agent of the University, which is directly related to a student, except the following:

- A personal record in any form (including paper, electronic mail, and voice mail forms) kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- Records maintained by Health Services if the records are used only for treatment of a student and made available only to those persons providing the treatment;
- Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

**Compliance:** In accordance with Section 99.7 of the Family Education Rights and Privacy Act (FERPA) regulations to provide annual notification of students' FERPA rights, Graceland University includes such notification in the student handbook.

### **Access of Education Records**

**Student's inspection of education records:** Students may inspect and review their education records upon request to the appropriate record custodian. Students may be required to complete a written request identifying as precisely as possible the record or records he or she wishes to inspect. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. We will provide the copy as expeditiously as possible, but no later than 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

**Right of refusal to inspect records:** Graceland reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Graceland University if the application was denied.
- Those records which are excluded from the FERPA definition of educational records.

**Right to deny transcripts and copies of records:** Graceland reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student has an unpaid or delinquent financial obligation to the University
- There is an unresolved disciplinary action against the student.

**Fee for copies:** The standard fee for copies will apply for any records made available in accordance with this policy.

### **Designated Record Custodians**

The following positions are the designated record custodians for purposes of this policy:

Types of Data	Record Custodian
Admissions Records for students prior to enrollment for all programs administered by the Lamoni campus	Dean of Admissions
Admissions Records before and following enrollment for all programs administered by the Independence campus	Dean, School of Nursing – Independence Campus
Admissions Records following enrollment for all programs administered by the Lamoni campus	Dean of Admissions
Credential and Placement Records	Dean, C.H. Sandage School of Business
Cumulative Academic Records	Registrar
Discipline Records	Dean of Students
Employment Records for Students	Director of Human Resources
Financial Records for Students	Director of Student Finance Director of Accounting Services
Health Records for Students in programs administered by Independence	Dean, School of Nursing – Independence Campus
Progress Records, for courses in progress	Course Instructor
Progress Records, for degree in progress	Registrar
Miscellaneous Records	The appropriate official will collect such record, direct the student to their location, or otherwise make them available for inspection and review

## Disclosure of Education Records

No written consent required: Directory information may be disclosed without prior consent of the student unless Graceland is notified in writing to the contrary prior to the start of classes. (See written consent required section below)

**Written consent required:** Graceland will disclose information from a student's educational records only with written consent of the student, except the following:

- To Graceland officials who have a legitimate educational interest in the records.
  - A Graceland official has a legitimate educational interest if the official is:
    1. Performing a task that is specified in his or her position description or by a contract agreement.
    2. Performing a task related to the student's education.
    3. Performing a task related to the discipline of a student.
  - A Graceland official is:
    1. A person employed by the University in an administrative, supervisory, academic or research, support staff or student worker position.
    2. A person s/elected to the Board of Trustees.
    3. A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.
    4. Employees or students appointed to official University committees.
- To officials of another school, upon request, in which the student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the University.
- To accrediting organizations to carry out their functions.
- To parents of a student, if the student is claimed as a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Record of requests for disclosure: Graceland University will maintain a record of all requests for and/or disclosure of non-directory information from a student's education records, other than a Graceland official with a legitimate educational interest. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student, and/or parents of the student if the parents claim the student as a dependent for income tax purposes.

## Correction of Education Records

**Student's right to request correction of records:** Students have the right to request corrections of records they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

A student's request to amend a record must be directed to the designated record custodian. The student must identify the part of the record to be changed and specify why the information is inaccurate, misleading or in violation of the student's privacy or other rights. If the record custodian agrees with the request, the record will be changed.

If the record custodian believes that the information presented does not merit a change, the student will be notified of that decision and advised of the hearing process. If a hearing is requested the following steps will be followed:

1. A written request for a hearing must be submitted by the student to the record custodian who will arrange for a hearing and notify the student in a timely manner of the date, place and time of the hearing.
2. The hearing will be conducted by an unbiased hearing officer who may be an official of the institution. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
3. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The documentation will include a summary of the evidence presented and the reasons for the decision.
4. If the hearing officer decides that the information contested is inaccurate, misleading or in violation of the student's right of privacy, the record will be changed.
5. If the hearing officer decides that the information contested is not inaccurate, misleading or in violation of the student's right of privacy, the record will not be changed. The student will then be notified of his or her right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Graceland University discloses the contested portion of the record, it must also disclose the statement.

Approved: March 20, 2001

## **Withdrawal from the University**

Students not returning to Graceland for the next semester or term, including graduating students, are required to officially initiate the withdrawal process. Lamoni Campus students withdrawing or not returning to Graceland must formally notify Student Life of intent to withdraw and initiate the withdrawal process by contacting the Administrative Assistant to the Vice President for Student Life at 641.784.5104 or stopping by the office located in the Student Life Office (Newcom Student Union, Room 26). Students from other programs withdrawing or not returning to Graceland must formally notify their program advisor or site coordinator of intent to withdraw and initiate the withdrawal process.

Refund of the institutional deposit balance, net of any outstanding charges and contingent upon successful initiation of the withdrawal process and completion of the checkout process, will be mailed to the student's home address as soon as processing can be completed at the end of the semester or term.

Individual policies for Course Withdrawal may vary by program. Withdrawal from courses after the last day to withdraw will follow the standard Refund Policy. Contact your Program Advisor, the Registrar's Office, or Student Financial Services with specific questions.

# Policies & Regulations

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## Announcements

Announcements for students are located on *MyGraceland*. Students are responsible for checking these announcements.

## Bias Incident Protocol

### What is a Bias Incident?

At Graceland University, we define bias motivated incidents as language or acts (including, but not limited to gestures) which target a person, group or property on the basis of perceived or actual gender, race, religion, ethnicity, sexual orientation, socio-economic status, veteran status, political affiliation, nationality or disability. Bias incidents may include such things as name calling, slurs, degrading language, graffiti, intimidation, coercion or harassment directed toward the targeted person or group.

Bias incidents are not tolerated at Graceland. Students, staff, faculty, vendors and contractors are strongly encouraged to report bias incidents (as defined in this document) to the university if they occur.

### Examples of Bias Incidents

- i. Sexist or racist remarks in the classroom that are not within the context of discussing course content.
- ii. Telling jokes that degrade a particular religion, sexual orientation or ethnicity.
- iii. Email, text or social media communication that contains explicit and degrading references or photos.
- iv. Symbols of hate, such as a swastika, posted or drawn in residence halls or hallways.
- v. Images that are displayed from a classroom or residential hall that intentionally or unintentionally display language or images that promote hostility, hate or harm to members of a specific identity group.

### Difference Between Bias Incidents and Otherwise Offensive Speech

As stated above, bias incidents are not tolerated at Graceland. At the same time, it must be remembered that just because a perspective or an idea may be offensive to someone, it is not necessarily bias-related. As an institution of higher learning, Graceland welcomes the open sharing of ideas, even when those may be conflicting or controversial. Not everything that offends us is motivated by bias, and much good can come from an open sharing of perspectives, even when those perspectives are contradictory. However, any language or behavior that is rooted in hate or devalues the worth of any person is not tolerated, and is in stark contradiction to our deepest values.

### How to Report a Bias Incident

A person may report a bias incident in one of two ways.

- In-person. Students may report bias incidents in person to the Dean of Students, Intercultural Office Director, Director of Residence Life, or Human Resources Director. Employees may report bias incidents in person to the Human Resources Director or the Vice President for Business and Finance

- The person receiving the report will become the process liaison with the student/employee. If the person making the report is a student, the process liaison will notify the Dean of Students within 72 hours of receiving the report.
- Online. If a person does not wish to make an in-person report, they may make a report online. An online report of a bias incident can be made by going to [https://my.graceland.edu/ICS/Student/Student\\_Life/Forms.jnz](https://my.graceland.edu/ICS/Student/Student_Life/Forms.jnz)
- Do I want to remain anonymous? It is possible to report a bias incident and remain anonymous. However, please be aware that Graceland may be limited in its ability to conduct a thorough investigation without the name and contact information of the person reporting the incident

### **What Happens After a Report is Made?**

Any time that a bias incident is reported, the following occurs:

1. Once the Dean of Students becomes aware of an alleged bias incident being reported by a student, he/she will initiate an investigation into the matter. If the alleged incident of bias occurred in the residence halls, the Residence Hall Dir. or her/his designee will conduct the investigation. If the reporting person is an employee, the Human Resources Director will initiate the investigation.
2. Persons investigating bias incidents will, whenever possible, speak with all persons involved in the incident and will review all pertinent evidence available.
3. Investigations will be completed in a timely manner, typically within 1-3 weeks.
4. Consistent with other investigations at Graceland and other universities, a preponderance of evidence standard will be used in determining whether or not someone has committed a bias incident.
5. Any student found to be in violation of committing a bias incident will be held accountable and will be sanctioned. Sanctions will vary according to the severity of the incident, and may include educational requirements, community service, fines, or dismissal from the university. If an employee is found to be in violation of committing a bias incident, they will be held accountable. Consequences will vary according to the severity of the incident, and may include training or disciplinary measures.

### **What About Hate Crimes?**

A hate crime is different than a bias incident. A hate crime is a criminal offense (such as vandalism, assault, etc.) that has been motivated by bias. To be specific, Congress and the Clery Act collectively define hate crimes as a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, ethnicity, gender, religion, economic status, national origin, disability, age or sexual orientation."

If a person is aware of a hate crime, they are encouraged to report it to the police. Students are also encouraged to report the matter to the Dean of Students and/or Campus Safety officer. Employees are encouraged to report the matter to the Human Resources Dir. and/or Campus Safety officer.

### **Bicycles, Rollerblades, Hover-boards and Skateboards**

Bikes, rollerblades, hover-boards and skateboards, or any other device on wheels that is not required due to disability, are not to be ridden in buildings, left in hallways or other public areas in the building. Items that are not properly stored and identified will be confiscated. Bicycles that are left in racks after the academic year will be treated as abandoned property.

## **Bulletin Board and Digital Signage Policies**

Material posted on campus bulletin boards is to be cleared in advance through the division or department office of the building in which the material is to be posted.

Bulletin boards designed for use by specific offices, departments or university-related organizations will be clearly marked and are reserved for that use. Bulletin boards intended for general campus information will also be clearly marked.

Material may be posted on the campus digital signage, by contacting the Communications Office. The campus digital signage is visible in the Newcom Student Union, Commons and other venues across campus.

Campus digital signage is intended for the use of Graceland faculty, staff and students. Information posted on campus digital signage is to be relevant to the concerns of these campus constituencies and needs to be consistent with the mission of the institution.

## **Graceland University Code of Conduct**

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity and individual worth. Consistent with its religious heritage, Graceland's values of "learning, community, and wholeness" shape the community that we strive to be. Our Code of Conduct reflects these values, and consequently there are some behaviors that are not acceptable at Graceland University. For the sake of clear expectations, those are named below.

### **EXPECTATIONS AND VIOLATIONS**

You are an important member of the Graceland community. Like all communities, we have expectations about how we live, study, work and play together. All members of the Graceland community are expected to respect one another, to respect themselves, to respect personal and university property, and to respect the principles of integrity, hard work and personal responsibility. With this being the case, the following behaviors have been identified as inappropriate, and a violation may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review.

#### Class A Violations

1. Possessing candles and/or incense in university housing.
2. Excessive noise, including violation of courtesy and quiet hours.
3. Littering.
4. Pets (other than fish) in university housing.
5. Removal of window screen in university housing.
6. Violation of the visitation policy which is contained in the Guide to Community Living in the Student Handbook – Lamoni campus. (first offense)
7. Violations of other stated residence hall rules and regulations contained within the Guide to Community Living in the Student Handbook.

#### Class B Violations

1. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (first offense). Please note: Possession also means being in the presence of alcohol or their containers. (first offense)
2. Destroying, damaging, endangering or vandalizing private, public or university property (first offense)

3. Failure to present identification, identify self, falsely identifying self and/or failure to comply with the directions of a university officer acting in the performance of their duties. (first offense)
4. Illegal gambling on university property or at a university event.
5. Use or evidence of use of tobacco in any form or use of electronic cigarettes/vaporizers on university property or at a university event (first offense)
6. Use of university property or services without proper authorization.
7. Violation of the visitation policy which is contained in the Guide to Community Living within the Student Handbook – Lamoni campus. (second offense).
8. Violation of Residence Hall Probation.
9. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university Please note: impairment due to substance use may be deemed disruptive behavior. (first offense)

Class C Violations (Anywhere, Anytime)

1. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university. Please note: impairment due to substance use may be deemed disruptive behavior. (second offense)
2. Any form of theft or stealing.
3. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (second offense). Please note: Possession also means being in the presence of alcohol or their containers.
4. Destroying, damaging, endangering or vandalizing private, public, or university property. (second offense)
5. Destroying, tampering with or altering smoke detectors, fire alarms or other safety equipment.
6. Discrimination or harassment, including but not limited to racial, sexual, ethnic, national or religious discrimination or harassment (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook).
7. Endangering the health or safety of any member of the community, or threats of endangerment.
8. Failure to present identification, identify self, falsely identifying self and/or failure to comply with the directions of a university officer acting in the performance of their duties. (second offense)
9. Hazing.
10. Intentional misuse/abuse of the university computer system, or repeated unintentional misuse/abuse. (See Technology Ethics and Use Policy contained in the Student Handbook)
11. Lying to University officials or to a disciplinary council.
12. Sexual behavior that is offensive or fails to respect other's rights. (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook)
13. Sexual contact or sexual touching of another person without consent. (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook)

14. Striking another person without consent.
15. Use or evidence of use of tobacco in any form, or use of electronic cigarettes/vaporizers on University property or at a university event. (second offense)
16. Use or possession of synthetic marijuana (e.g. K2, Spice, Black Mamba) or any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Possession of drug paraphernalia. Please note: possession also means being in the presence of a controlled substance, synthetic marijuana, or drug paraphernalia
17. Distribution of marijuana, synthetic marijuana, or any controlled substance including, but not limited to narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs.
18. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, and/or materials prohibited by law while on campus or in attendance at university sponsored activities. Please note: possession also means being in the presence of any of the aforementioned items.
19. Viewing or displaying pornography in a public access area or computer lab.
20. Violation of university policies, city ordinances and/or state and federal laws.
21. Violation of Conduct Probation or Strict Campus Conduct Probationary status.
22. Language or acts (including, but not limited to gestures) which target a person, group or property on the basis of perceived or actual gender, race, religion, ethnicity, sexual orientation, socio-economic status, veteran status, political affiliation, nationality or disability. (See Bias Incident Protocol)

***Lack of mention in the Code of Conduct with regard to objectionable actions does not imply approval, and may result in disciplinary action.***

## **DISCIPLINARY HEARINGS AND COUNCILS**

The following disciplinary hearings and councils have been formed to hear cases based upon where the violation took place, the severity of the violation, and which council, in the opinion of the Dean of Students or designated Residential Life Professional is best equipped to handle the hearing of a particular violation. Students who admit they are "in violation" may ask for an administrative hearing with either a Residence Hall Director (Class A and Class B violations) or the Director of Residence Life or the Dean Students (Class C violations). The administrator has the right to not hear a case. If the case is not heard by the administrator, the case will be referred to the Council on Student Welfare.

The Council on Student Welfare (CSW) is a council composed of faculty administrators and students as outlined in the GSG Constitution. A quorum of five CSW members, with representation from student, faculty, and administrative members is required to conduct a hearing. The Dean of Students or Residence Life Director will serve as advisory members to the CSW. The Council on Student Welfare may hear Class C violations and any case in which dismissal from the University is a possible sanction.

PLEASE NOTE: The Dean of Students may opt to handle any alleged violation at any time. Local authorities may also be called to handle potentially dangerous situations. Actions taken by local authorities will be in addition to disciplinary action by the University.

## **SANCTIONS**

Graceland's values of community, learning, and wholeness guide its approach to justice. We see restorative justice (reconciliation and reparative action), distributive justice (all parties receive what is fair and due), and procedural justice (practical wisdom of due process) over retributive justice whenever possible and practical. The purpose of sanctions is not to punish, but to help a student grow in their understanding of personal responsibility, to protect the community, and to help the student become an accountable member of the community. Consequently, there is no prescriptive formula for applying sanctions, as each student will be treated as a unique individual. Therefore, the list of sanctions below are options for university authorities and councils to consider, but the actual measures taken will depend upon the severity of the violation, previous offenses, degree of involvement, and individual circumstances. These sanctions and their descriptions shall serve as guidelines for the university and may be modified and used in any combination to meet the needs of the university and the individual student involved.

A record of the disciplinary action will go to the student. A copy of the action will be kept in the Dean of Student's Office. Disciplinary actions are not recorded on a student's permanent file unless a student is dismissed from the University.

### ACQUITTAL

Student is found not to be in violation of the charge against them and the matter is dismissed.

### FACILITATED CONVERSATION

In facilitated conversation, the student found in violation of the Code of Conduct must engage in a conversation with the offended parties regarding the incident in question. The conversation is facilitated by a third party selected by the administrator or council hearing the case.

### REFLECTION OR RESEARCH PAPER

The student is required to write a paper that involves research and/or reflection on a matter pertinent to the Code of Conduct violation that they were found in violation of. Students given this sanction will meet with a person designated by the administrator or council hearing the case, in order to discuss the paper.

### RESTITUTION

Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.

### COMMUNITY SERVICE

The work, not less than five hours and not more than ten hours per violation, may be assigned. Community service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when it is believed that the student will learn the consequences of their actions as a result of the service. It is also appropriate when the action that brought the student to disciplinary review involved a lack of concern for the community. Community service must be completed within 21 calendar days (three weeks) from the date the sanction is issued. If hours are not completed within this time frame, a fine (amount to be determined by the administrator/council) will be applied to the student's account.

### FINES

Fines will depend upon the severity of the violation, previous offenses, degree of involvement, and the circumstances. Fines may be levied as a sanction according to the following guidelines:

- Class A violations: Fines may be assessed up to \$50 per violation.
- Class B violations: Fines may not exceed \$100 per violation.

- Class C violations and other cases heard: The fine will not exceed \$250 per violation– with the exception of violations of C5 which will not exceed \$500 per violation. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.
- The student may be ordered to make restitution to the university for vandalism or to another injured party, in addition to any fine that may be given.

#### ALCOHOL EDUCATION

Offenders of the alcohol policy may be required to complete an alcohol awareness course and/or meet with a personal counselor.

#### DRUG RESPONSE PROGRAM

The student will be required to undergo a substance abuse assessment and, if recommended by the administrator of the assessment, must engage in subsequent substance abuse counseling. The expense of the assessment and required sessions will be the responsibility of the student. The initial session must be scheduled by the student within one week from the date the sanction is issued.

#### ANGER MANAGEMENT COUNSELING

A student issued this sanction will be required to meet with a counselor until released by the counselor. The first session must be scheduled by the student within one week from the date the sanction is issued.

#### COMPUTER/NETWORK USAGE RESTRICTIONS

A student may be restricted from certain privileges for a given time.

#### PARENTAL NOTIFICATION

A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. Students may choose or may be requested to join the administrator when parental contact is made.

#### PROGRAM DIRECTOR NOTIFICATION

Program directors, including coaches, will be notified if a student is in violation of a Class C Violation. The program director may impose further sanctions at their discretion.

#### RESIDENCE HALL PROBATION

This is a formal probationary status for a period of time not to exceed one semester. The terms and conditions will be set by the RLC, CSW, Dean of Students or Residence Life Director, depending on the circumstances and the individual needs of the student.

#### REQUIRED HOUSE CHANGE

The student will be required to change Houses. If the student is living in the residence halls, the student will be required to change floors. The student will not be allowed to attend House-sponsored events of the previous House membership.

#### CONDUCT PROBATION - Class C Only

This is a formal probationary status for a period of time determined by CSW, Residence Life Director, or the Dean of Students. Restrictions and provisions of this probation are individualized to allow for the

particular need of the student, the University and/or the situation. The student will be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.

#### STRICT CONDUCT PROBATION - Class C Only

This term describes a set of conditions making it possible for a student to remain a student in the university in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the university. This status is very near dismissal from the university and indicates the extreme seriousness of the probation. The student may have one or more of the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the university.

- The student will be ineligible to graduate until the student is returned to good standing.
- The student will be restricted from representing the university in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- The student will be ineligible to receive scholarships and/or or grants from the university with the exception of need-based aid.
- Any further violation of university standards while on probationary status means that a student is subject to suspension from the university.

#### DISMISSAL FROM RESIDENCE HALLS - Class C Only

The student will be required to move out of the residence halls within 72 hours after issue of this sanction. The terms of the dismissal as well as the length of time this dismissal will remain in effect will be determined by the CSW, Residence Life Director, or the Dean of Students. A student placed on Dismissal From Residence Hall status will be banned from all residence halls and may not attend House sponsored events without the specific permission of the Dean of Students.

#### DISMISSAL FROM THE UNIVERSITY - Class C Only

A student may be dismissed immediately from the university for a period of time to be designated by the CSW or the Dean of Students.

### **APPEAL PROCEDURES**

Any student found in violation of the Code of Conduct has the right to appeal their case. In cases heard by the Hall Director or the Residence Life Council, appeals will be heard by the Residence Life Director. In cases heard by the Residence Life Director, appeals will be heard by the Vice President for Student Life/Dean of Students. In cases heard by the Council on Student Welfare or the Vice President for Student Life/Dean of Students, appeals will be heard by the Vice President Council. The Vice President Council is composed of the Vice President for Academic Affairs (chair) and one other Vice President (other than the VP for Student Life).

If a student wishes to appeal a decision, they must submit a written appeal within three days (72 hours) after the student has been notified of the decision. Appeals will be heard based on the following:

- Insufficient evidence
- Lack of due process
- Prejudice on part of person/council hearing the case
- Improper notification of the hearing

Questions concerning policies or procedures may be directed to John Godfrey, Vice President for Student Life/Dean of Students (godfrey@graceland.edu).

## **Confidentiality of Student Records**

The Family Educational Rights and Privacy Act (FERPA) grants university students the right to inspect, to challenge and, to a degree, control information contained in educational records or printed in university directories, etc.

Directory information may be disclosed without prior consent. The following is designated as *directory information*: name, local and home address, local and home telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards earned, most recent previous school attended, and photograph.

The complete FERPA policy is available in the "Release of Information" section of this Handbook in the Academic Policies and Procedures section.

A student may choose to allow access to a specific person(s) to academic information and/or financial aid and student information by completing the "Set Up Guest Access" form on My Graceland.

## **Campus Safety and the Annual Safety and Security Report**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Graceland publishes an Annual Safety and Security Report that is available to all current students and employees, and to any applicant for enrollment or employment on My Graceland, or upon request in the Student Life Office.

Please refer to the Annual Safety and Security Report for detailed information about campus safety, reporting criminal incidents, emergency response, preventing and responding to domestic violence, dating violence, sexual assault and stalking, campus crime statistics and fire safety.

You may access the Iowa Sex Offender Registry at [www.iowasexoffenders.com](http://www.iowasexoffenders.com).

## **Drug and Alcohol Abuse Prevention and Treatment Resources**

Drug and alcohol abuse prevention information is available on My Graceland. Also located here are the drug and alcohol counseling, treatment and rehabilitation resources. All students are required to complete the "Know your Limits" on-line course about alcohol abuse prevention. Personal counselor on campus is an excellent resource.

## **Drug-Free School and Campus**

Graceland has published information compiled in accordance with the Drug-Free Schools and Campuses Act. This information is available on My Graceland and by request in the Student Life Office to all current students and employees, and to any applicant for enrollment or employment, upon request.

## **Fire Safety Equipment**

Tampering with fire extinguishers, fire alarms, smoke detectors and other fire safety equipment is a violation of the Code of Conduct and is against the law as stated in the Iowa Code. Persons found tampering with such equipment are subject to severe disciplinary action.

Graceland's Fire Safety Statistics are included in the Annual Campus Safety and Security Report.

## **Fundraising**

Sanctioned clubs or organizations may petition the Council on Student Life for permission to raise money for a specific purpose. Request for Fundraising Activity forms are available on My Graceland.

## **Garments and Paraphernalia**

Graceland reserves the right to approve designs to be printed on any garment and/or paraphernalia that

uses or infers the university's name, mascot, House, club/organization, or any other person/group otherwise affiliated with the university. The Graceland University Identity Guide is available on My Graceland.

Approval of the design for all garments and paraphernalia is required PRIOR to purchase or ordering. Garment/Paraphernalia Approval forms are available on My Graceland. Sale of garments and paraphernalia outside of the House and/or club/organization requires the approval of the Dean of Students or the Council on Student Life if the sale is in excess of the purchase price.

## **Graceland Mascot & Logo Use**

Students, alumni, and employees may use Graceland logos for appropriate uses (promotion, advertising, identification). To obtain printed or electronic copies of Graceland's logos or to ask questions about the approved uses of a Graceland logo, please review the Visual Identity Guide on My Graceland. If you still have questions, please contact the professionals in the Communications Department. Inappropriate use of the wordmark, seal or mascot may result in legal or punitive action.

## **Harassment**

Harassment of students is not tolerated at Graceland University. Harassment undermines the mission of the university through its insidious and detrimental impact on individual students, faculty, staff and on the university community as a whole. Harassment stifles the realization of the victim's full potential as a student, faculty or staff member.

Harassment is especially serious when it threatens relations between faculty and student or supervisor and subordinate by unfairly exploiting the power differential between the parties in the relationship. Likewise, Graceland University does not tolerate harassment between people of equal university status.

Additional information is available in the Dean of Students Office to all current students, and to any applicant for enrollment. Please review the Graceland University Sexual Harassment Policy it is available online or in the Dean of Students Office.

## **Missing Student Policy**

Graceland's Missing Student Policy is designed to guide a collaborative response if a student living in university-owned, on-campus housing, who based on the facts and circumstances known to the university is determined to be missing.

Anyone who believes a residential student is missing needs to report their concern to the Dean of Students' Office which will investigate each report and make a determination whether the student is missing.

A student will be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. This policy is in compliance with the Higher Education Opportunity Act of 2008.

Each residential student will have the opportunity to identify an individual to be contacted by the university in case the student is determined to be missing. This confidential, emergency information will be available to the Dean of Students and may be updated at any time by the student in My Graceland.

If a missing student is under the age of 18 the university is required to notify the parent or guardian of the missing student no later than 24 hours after the determination by the Dean of Student's office that the student is missing. The Dean of Students' office will also notify the Lamoni Police Department no later than 24 hours after it is determined a student is missing.

## **Obscene or Profane Materials**

Faculty, students and all other persons associated with Graceland University are prohibited from distributing and/or displaying in any manner, including but not limited to the mail, computer transmission or posting, of any material that is obscene or profane. This is not intended to prohibit the use of materials that may have an obscene or profane content for demonstrable educational purposes. Accessing obscene or profane materials in public areas is forbidden. The determination that material is inappropriate is at the sole discretion of the university and will be made based on the university's understanding of prevailing community standards. Violation of this policy will result in referral to the Dean of Students office for disciplinary action.

## **Photo and Video Policy**

Graceland University takes photographs and videos of students throughout the year. These images often include students in classrooms, residence halls, micro labs, athletic events and other university activities. Graceland University reserves the right to use these photographs and videos in the promotion of the university. Students who enroll at Graceland University do so with the understanding that photographs may be taken that would include them and these photos may be used in university publications, websites, newspapers and other media for promotional purposes only. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

## **Safety and Security Equipment**

Severe disciplinary action will be taken against persons tampering with security and safety equipment or other acts that put the campus community at risk (e.g. loaning an ID card to someone else for unauthorized entrance to a building, propping a locked door open or allowing unauthorized access to secured areas).

## **Scheduling of Events**

Student organizations/clubs and House activities must be scheduled by submitting an online request using your GU Outlook Calendar. Sunday mornings (9 a.m.- noon) and Wednesday evenings (6-9 p.m.), during the academic year, are reserved for worship, rest, church-related activities and recreation. These times are free of classes, co-curricular activities and work-related meetings on the Lamoni campus. Exceptions to this policy may be granted by the Dean of Students.

## **Sexual Harassment Policy**

Please see the Graceland University Sexual Harassment Policy available online or in the Dean of Students office by request.

## **Solicitation**

The selling of items or solicitation of funds, by anyone including students, is prohibited on campus. Any exception to this policy must be cleared through the Council on Student Life. If you are approached on campus to make a purchase, please notify your Residence Hall Director or the Vice President for Student Life/Dean of Students.

## **Technology Ethics and Use Policy**

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on

Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

All technology provided by Graceland is covered by this policy, including computers, networks, internet services, telephones, voicemail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided for use by students and employees to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland does not block access to external resources. Graceland expects that the technology will not be used for purposes that are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Micro labs, classrooms, etc.)

Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- Harassment - sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives;
- Random or unauthorized bulk sending or mailing of messages;
- Inappropriate use of access
- Any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- Failure to comply with software license restrictions – (All licenses for software that are licensed by Graceland will be filed by ITS).
- Disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource;
- cheating - use of technology resources to achieve academic credit by dishonest or deceitful means;
- copyright infringement (including illegal downloading of music, movies, etc.);
- forgery;
- malicious transmission of a computer virus;
- malicious alteration of system files or configuration;
- abuse of established storage space limitations;
- use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

**Consequences:**

Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment.

Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the university president.

## **Theft Report**

Any student who has their belongings stolen is encouraged to file a Theft Report available online. These reports are shared with the Residence Life and Facility Services staff. Report stolen books as soon as possible.

The university DOES NOT carry insurance on personal property. The university, under its coverage, does not insure a student's personal property for damage from fire, water, steam, theft, or anything else. Students are encouraged to check their parents' homeowners' policy or purchase a renter's or a College Student Property policy. Information about College Student Property Insurance is available online.

## **University Housing Requirement/On Campus Living Policy**

On the Lamoni campus, in accordance with the *On Campus Living Policy* (available online), residence hall living is required of all students unless approval is received from the Residence Life Office. Students exempt from this policy are: students who are 23 years of age or older, military veterans, married students, students living with legal dependents or students approved to live in university apartments. Students who qualify for one of these exemptions need to complete the Off Campus Application along with a copy of the necessary documentation to verify their exempt status, i.e.: copy of marriage license, dependent birth certificates, military ID card.

Students who live with their parent(s) or legal guardian(s) within a 45 mile radius of the GU Lamoni campus may qualify for a local vicinity exception. Student and parent(s) legal guardian(s) must complete and submit a signed notarized copy of the Local Vicinity Exception Form. Students who are found not living with their parent(s) or legal guardian(s) will be billed full room and board for the semester in question.

Other exceptions to the *On Campus Living Policy* are rare, but are considered on a case-by-case basis. Students who do not meet the above exemptions to the policy need to submit an Off Campus Application to the Residence Life Office for consideration by the advertised March deadline. Notice of approval to live off campus for the following academic year will be sent in early April. Students living off campus are responsible for their own arrangements.

## **Vehicle Registration and Parking Regulations**

The purpose of these regulations is to provide for the safety and welfare of students, employees, and visitors by controlling traffic and parking on campus.

All Lamoni residential students must register their vehicle through their Slate portal if they plan to have an automobile or other motorized vehicle on-campus. Residents and commuter students must park in the appropriate designated student lots, and must follow marked parking areas. Anyone who parks in ADA-accessible, loading zones, or fire lanes are subject to tow at the owner's expense.

•Note: Registration does NOT guarantee a parking space. The lack of space is not considered a valid excuse for violating regulations. Vehicle Registrations must be renewed each academic year.

# Residence Life

## Mission Statement

Residence Life participates in the educational mission of Graceland University by creating safe, organized, and supportive residential learning communities which are ideal for holistic student development and enhancing students' sense of belongingness.

Grounded in the value of "The Worth of All Persons", our inclusive House System, robust Residential Living Curriculum, and intentional Guide to Community Living cultivate a culture where students can discern who they are called to be and realize their potential for meaningful and productive lives.

## House System

Part of Graceland's uniqueness is found in its innovative housing program. The basic unit of student life is known as a "house." All full-time students living on and off campus are assigned to a house when they enroll as students and remain in the house until graduation. There are eight men's houses and eight women's houses located in the residence halls. Each house has students who have a wide range of skills, interests, backgrounds, attitudes and experiences. By cooperative effort, the house organizes its own educational, social, religious, and intramural programs. Students are free to determine the extent of their participation in all house activities. Participation in any house activity is completely voluntary.

## House Inclusion Philosophy

The House system is based on the principle of inclusion that recognizes the 'worth of all persons'; each student attending the university is valuable and the individuality of each person is celebrated.

*Everyone who is here belongs here just because they are here, and for no other reason. This is our rule. It depends on nothing else. Nothing changes it.*

## Residential Belongingness Model

The Graceland Residential Belongingness Model purposefully promotes advancement of the university's priority of radical belonging within the residence halls. The model's goal is to live our mission by providing opportunities for leadership, peer-to-peer counseling, policy compliance, social engagement, regular resident gatherings, and participation in traditional university activities that will lead to feelings of belongingness, assist in student success, and foster persistence to graduation!

## On Campus Living Policy

All full-time students (enrolled in 12 credit hours or more) are required to live in university housing. First-time freshman are required to have a roommate. Exemptions to the campus live-on policy are granted for students who meet at least one of these criteria: 1) are 23 years of age or older; 2) have a legal dependent(s) who live(s) with them; 3) are a military veteran; 4) are legally married or partnered in a legal civil union.

## **Residence Life Staff and Student Leaders**

Residence Life's qualified professional staff and student leaders uphold policies, which create safe, organized, and supportive residential environments ideal for holistic student development.

### **Director of Residence Life**

Reporting to the Dean of Students, the Director of Residence Life is responsible for the administration of the overall residence life program and the daily operation of the residential living experience for 600-750 undergraduate students. The Director is responsible for creating living-learning communities that support students' personal growth and academic success. The Director of Residence Life establishes the mission of the Residence Life Office, oversees professional and student staff selection, provides staff training and development, assists with student discipline, develops departmental policies and procedures, makes initial student room assignments, administers the area budget, and supervises the daily operations of the office and staff.

### **Area Coordinators**

Reporting directly to the Director of Residence Life, the Area Coordinator is a full-time, live-in, professional-technical employee of the division of Student Life. The Area Coordinator is – first and foremost – a residential educator, responsible for creating and sustaining a community of learners who are challenged to grow in all aspects of their Graceland Experience. They are responsible for the total operation of the residence hall where they live. Area Coordinators are student-centered, collaborative, and intentional educators who supervise student staff, mentor student leaders, and manage a residential learning community of approximately 250 students. The Area Coordinators is a partner with the academic departments in promoting the university's educational goals. Area Coordinators are available to residents for consultation in a number of areas, including: personal and academic concerns, House relationships, university procedures, and accessing college resources. Residents with concerns or ideas are welcome to visit with the Area Coordinators.

### **Assistant to the Area Coordinators**

Assistant to the Area Coordinators are full time students who are hired part time to assist the Area Coordinators in educational and social programs for their residence hall, as well as manage the front desk and hired desk assistants.

### **Apartment Managers**

Apartment Managers are full time students hired part time as building supervisors for the Small & Thomas Apartments. Apartment Managers are available to connect residents to the resources they need to be successful, as well as handle concerns regarding student conduct and maintenance management.

### **Desk Assistants**

Desk Assistants are full time students who are hired part time to staff the front desk of the residence halls. Desk Assistants are on duty during visitation hours of the halls, and monitor activity in the main lounges and front entries of the residence halls.

## **House President**

The House President (HP) is a full-time student whose part-time job is to assist students. The HP is a peer educator, there to help students learn how to find their own answers to important questions of career, lifestyle, and personal values. The House President is responsible to the Area Coordinator and the Director of Residence Life for the activities which occur within the house. Weekly meetings with the Area Coordinator and with the Council of House Presidents help prepare the HP for the responsibilities of the job.

## **Members of the House Council**

The House Council is responsible for organizing house activities, for representing student opinion at student government meetings, for supporting and encouraging residents throughout the year, and for enforcing the university's rules and regulations. The following positions officially serve on the House Council:

The **Chaplain** is responsible for the spiritual dimension of the house and works to build positive interpersonal relationships in the house. The chaplain serves as a resource liaison and meets regularly with the Campus Minister. The Chaplain meets weekly with the Council of House Chaplains organization and announces Campus Ministries events to the house at the weekly house meetings and through other means.

The **COSA Representative** (Campus Organization for Social Activities) is responsible for the social dimension of the house. They plan, schedule and coordinate the house's social activities. The COSA representative meets weekly with the COSA organization and announces campus social events to the house at the weekly house meetings and through other means.

The **Intramural Representative** (IM) is responsible for the physical dimension of the house and encourages all members to participate in the intramural program. The intramural representative meets weekly with the IM organization and announces intramural events to the house at the weekly house meetings and through other means. The IM Representative serves as a resource and liaison to the Intramural Board.

The **ASC Representative** (Academic Student Council) is responsible for the academic dimension of the house and will serve as a resource and liaison with the academic sector of the university. The ASC representatives receive initial training in peer advising from the CAP Center. The ASC representative meets weekly with the ASC organization and announces campus academic dates, events, and services to the house at the weekly house meetings and through other means.

The **Senator** is responsible for eliciting and voicing the concerns of house members to the appropriate administrators. The senator takes a campus-wide view and acts on legislation concerning student life within the jurisdiction of the Graceland Student Government. The Senator meets weekly with the Senate organization and gathers information regarding key issues from the house membership at the weekly house meetings and through other means.

The **IDEA Representative** (Inclusion Diversity Equity Alliance) will incorporate diversity initiatives at Graceland University by: acting as a catalyst for diversity dialogue; planning activities and events that educate on issues of diversity; building relationships that foster inclusivity and celebrate difference; and serving as a role model within the community.

## **Guide to Community Living**

### **Community Living Expectations**

Residence halls are a form of community living. Community living requires each resident to be aware that their behavior or actions will affect others. The rules, regulations, policies, and guidelines contained within this handbook were established by both student leaders and university administrators to set the standard for community living. Community living expectations help make each member of the residence hall

community feel psychologically and physically safe. Community expectations create responsibilities for members and help safeguard the basic human rights of residents. Finally, community expectations also help protect the property of both students and the university.

The policies and procedures listed in this handbook provide a framework within which all members of the community are expected to operate. At all times, residents and their guests are required to abide by all Residence Life regulations, general Graceland University rules, and applicable federal, state, and local laws. Besides this resident handbook, additional expectations for students are found in the Graceland Code of Conduct. The Code of Conduct expectations are applicable in the Residence Halls, throughout campus, and at any Graceland University event or function.

Living in a residential community comprised of students from diverse backgrounds is a valuable learning opportunity that requires the cooperation and understanding of each and every individual. The Code of Conduct, Guide to Community Living, and the House Community Standards expectations set the tone and direction for that cooperation and understanding. If problems arise that residents cannot resolve initially amongst themselves, they should seek assistance from a House President or other Residence Life staff member.

It is important that all residents recognize their rights and responsibilities as well as the rights of others and to take full responsibility for their own actions. It is the resident's responsibility to be aware of all announced or posted deadlines, requirements, potential fines, or other general information distributed or published by the Residence Life Office. Failure to adhere to any established Residence Life policies and regulations stated herein, or to maintain facilities and furnishings in requested conditions, can subject the resident to a full range of possible charges, disciplinary sanctions, student conduct proceedings, legal actions, and/or eviction, for either singular or repeated occurrences. No verbal statement made by Residence Life student staff that is contrary to the terms written in the Guide to Community Living or the Residence Life housing contract is considered a waiver of any term or condition, whether expressed or implied.

## **House Community Standards**

One of the ways a healthy community in the Residence Halls is built at Graceland is through community standards. Community Standards are expectations negotiated between House members of each floor community. When residents share their individual desires and build group expectations with their fellow residents, a strong foundation will be established. This foundation will help community members not only resolve future conflicts, but thrive in group living. Through the House Community Standards process, residents will learn how to negotiate common expectations, solve problems, and be a contributing member of a team—skills valued by graduate schools and future employers.

House Presidents will explore the standards process at one of the first two House Meetings each semester. House Presidents will lead the discussion, and together with House members, determine the best way to address ideas in a respectful and effective manner. Before that meeting, residents should take some time to think about what is important to their campus living experience. *Do you think quiet/study hours are important? How do you want the floor community to handle concerns?* Students should prepare to discuss their point of view, make compromises, and commit themselves to upholding the House Community Standards agreement.

Both Residence Life staff and residents share stewardship over the living learning environment and must work together to maintain a successful community. Students living in a residence hall have permission to address disturbances. Coaching and role play assistance can be provided by residence life staff to aid students in being able to talk with their neighbor about disruptive behavior. Advocating for oneself is an important life skill, therefore students are encouraged, when possible, to respectfully speak with their neighbors to address noise issues before notifying residence life staff. This simple gesture can go a long way in preserving a positive neighbor relationship.

In situations which are unsafe or residents feel unheard in addressing problems, it is appropriate to contact the House President or the Area Coordinator.

### **Courtesy Hours**

To ensure a quality experience for all residents, residence halls observe Courtesy Hours 24 hours a day, 7 days a week. Courtesy Hours are in effect at all times in university housing and guarantee that any individual in a residence hall may choose to study at any time. All residents are required to keep themselves and guests from any unreasonable behavior that would greatly interrupt the living-learning environment.

Unreasonable noises and disturbances at all times include, but are not limited to:

- Loud volume from televisions, stereos, musical instruments, or other amplified mechanical or electronic equipment (including voice, computer games, or electronically enhanced equipment) which can be heard more than three doors down.
- Loud behaviors such as jumping or pounding in the room, loud noise in and around common areas, parking lots, laundry rooms, community centers, balconies, stairwells or lobbies.
- Belligerent conduct that includes verbal or physical threats, derogatory comments, or brandishing of weapons or objects which could be construed as weapons.
- Bouncing balls, playing with sports equipment, riding skateboards, longboards, penny boards, bicycles, hover boards, etc.
- Obnoxious odors, which are the result of persons using or being in the presence of tobacco, marijuana, or other illicit substances.

### **Quiet Hours**

To maintain an even greater atmosphere of study and scholastic achievement, the university supplements Courtesy Hours with specific Quiet Hours from 11:30 p.m. to 9 a.m. every day of the week. Individual houses can extend Quiet Hours for their House during their Community Standards Meeting, which will be posted at the entrance to each hallway. Quiet Hours may be lengthened but not shortened. Starting the day before final exams and throughout finals week, quiet hours will be in effect 24 hours a day, with the exception of courtesy hours from 3 p.m.-7 p.m. daily.

When Quiet Hours are in effect, residents are expected to keep themselves and guests from any behavior that would even minimally interrupt the living-learning environment. During Quiet Hours, residents are encouraged to close their room door so that sound is not audible more than one door away. Noise from talking, radios, electronic devices, phone conversations, etc. is strictly prohibited in the hallways during quiet hours.

Residence Life staff will regularly and consistently enforce quiet hours. During nightly rounds staff will request that residents, who are making noise, close their doors to ensure nothing can be heard more than one door away (except in Walker Hall where acoustics are different). Any behavior or noise that is in violation of these residence hall rules will be documented by student staff and referred to the Residence Life office for follow up.

### **Housing Notice regarding Noise**

Students will receive notice of noise violation during Courtesy Hours and Quiet Hours if the noise level is determined by staff to be disruptive to the living-learning environment. Common sanctions for noise violations are:

- First Noise Violation Offense - \$ 5.00
- Second Offense - \$10.00
- Third and following situations result in a referral to the Area Coordinator

Students may request an alternate sanction by emailing *residence life @graceland.edu* within 24 hours of receiving email notification of the Housing Notice.

### **Daytime / Evening Visitation Policy**

Graceland University has in place a daytime / evening visitation policy for guests who are visiting

*The following rules apply to the daytime / evening visitation policy:*

- Visitation hours for guests begin and end according to the designated clock at each front desk of each residence hall.
- Guests are welcome provided they are acceptable to **ALL ROOMMATES, AT ALL TIMES**. Residents are not obligated to accept guests. A roommate who does not want a guest has priority in the use of the room. Visitation in a specific room may be limited in accordance with any roommate agreement.
- Residence hall visitors are required to check-in and check-out at the front desk located in the residence hall they wish to visit. Residents wishing to host such a visitor must also physically come to the reception desk to check-in and check-out their guest; visitors must be escorted by their host to the hosts room. Graceland student visitors of the opposite gender must leave a student ID while non-student opposite gender guests must provide an official photo ID. Debit cards, credit cards, library cards, shopper discount cards, etc. are not acceptable. Escorted visitors may proceed with the resident after checking in properly.
- Hosts must account for any guest or visitor at all times. If a host leaves the building, the guest or visitor will need to leave with them.
- Individual hosts assume complete responsibility for their visitors and guests. Room residents and student visitors will be held responsible for any violation of any residence hall regulation or violation of any rule in the student Code of Conduct. Hosts need to address inappropriate behaviors themselves, and if they cannot, enlist the help of a Residence Life staff member.
- Visitors and guests are to use the restrooms provided in the public areas of the hall. Male floor restrooms are for males only and female floor restrooms are for females only, unless the restrooms are designated as gender neutral.
- Violations of the visitation policies may result in loss of guest visitation privileges, fines, and /or other disciplinary action.
- Residents are required to alert a staff member if violations to the visitation policy are occurring. Residence Life Staff in the residence halls have a responsibility to enforce visitations policies.

### **Daytime / Evening Visitation Hours**

Visiting hours will begin the first day of classes of each semester and will be as follows:

- *Sunday through Thursday*: 3pm until midnight
- *Friday and Saturday*: 3pm – 3am.
- Residents of the Upperclassmen units, may have extended visitation hours on the weekends from *Friday evening through Sunday at midnight*. Guests can study or visit as long as they want, however, they are **not to sleep overnight**.

The clock utilized by the residence hall desk staff will be the official record of time.

### **Visitation Violation Fines**

The Area Coordinators, Assistant to the Area Coordinators, Apartment Manager, or a House President will provide notice of violation to students who are in violation of the visitation policies. Violations will be documented immediately at 12 midnight (12:00:01am) Sunday through Thursday and immediately at 3am

(3:00:01am) Friday and Saturday. Students need to plan to exit well in advance of the deadlines, to avoid being found in violation. House Presidents will only monitor the front desk until 12:10am Sunday through Thursday and 3:10am Friday and Saturday.

*Failure to check-in/check-out properly or Late exit:*

- First offense - \$5.00
- Second offense - \$10.00
- Third and following offenses – Referral to the Area Coordinator
- Late check-out past 10 minutes – Referral to the Area Coordinator for a Student Conduct Meeting

Major violations, or the intent to commit a major violation (i.e. entering residence area outside of guest hours, being in the residence hall unapproved during any break when the residence hall is closed, or violation of guest hours by more than 10 minutes will result in direct referral to the Area Coordinator. The Area Coordinator may, when deemed appropriate, refer students to the Student Conduct Board to address behaviors not consistent with the Guide to Community Living. Visitation violation consequences will be based on violations within the current semester only.

### **Overnight Guest Policy**

Overnight guests of the same gender as the residents of the hall in which they are staying are welcome provided they are acceptable to all roommates, at all times. All overnight guests need to register at the front desk; student workers at the front desk will provide an overnight guest registration form to hosts and notify the building's Area Coordinator of any overnight guests. Information to be provided by hosts to the reception desk include: full name of guest (visitors ID will be reviewed), age, and contact information (e.g. cell phone, home address).

All overnight guest visits are limited to three (3) consecutive days unless approval has been given by the Residence Hall Director. Children under the age of five are not allowed to stay overnight in the residence halls. The individual host or hostess is responsible for the behavior of their guests.

Whenever non-resident overnight guests are permitted in University provided housing, visits by these guests must be in done in agreement with both roommates and the visitation policy. Roommate agreements include, but are not limited to, agreements reached through mediation or a Roommate Agreement Form.

Guests are not to disrupt the academic mission of the university. An excessive number of visits, even if they last no more than three (3) consecutive nights, may be limited by this policy.

### **Cohabitation Policy**

Cohabitation exists when a person who is not assigned to a particular Residence Hall room or apartment uses that room or apartment as if he or she were living there. Cohabitation is not permitted and is considered a violation of the University's Housing contract. Examples of this may include, but are not limited to: accessing the room or apartment while the assigned occupants are not present; utilizing a key or combination to enter a room or apartment to which one is not assigned; keeping clothing and other personal belongings in the Residence Hall room or apartment; sleeping overnight in the room/apartment on a regular basis; and using the bathroom and shower facilities as if they lived in that room/apartment.

### **Door Security and Lock Outs**

Access to the living areas in all residence halls is restricted after 12:00 am (midnight) Sunday through Thursday and after 3:00 a.m. on Friday and Saturday to same gendered students who are approved guests of residents of the building. Each resident will be issued an ID card that will allow entrance to the building in which they live. Loaning an ID card to someone else, or propping a door open, which jeopardizes the safety of all residents, will result in disciplinary action. Residents should also not give their individual room door lock codes to anyone. Unauthorized use of another person's room combination or

attempts by anyone to acquire a room code other than their own is a violation of university regulations and will result in disciplinary action. At no time shall any door be removed from its hinges.

Students are required to carry their university provided ID with them at all times while in the residence halls. Residents are especially reminded to carry their ID to prevent being locked-out of the interior security doors to their residence hall. In the event that a student is locked out of the building or their room, they can contact any Area Coordinator or the Residence Life Office during business hours. If a lock out occurs after hours, residents should make every attempt to contact their roommate or another peer (friend) living in the residence hall to let them in. If attempts to find a fellow resident fail, locked out students can knock on their Area Coordinators door (1<sup>st</sup> floor of each residence hall) for help. As a last resort, locked out students can call the Area Coordinators On Duty Phone at (641) 442-5759.

### **Common Areas/Lounge Use Policy**

The main lounges and lobbies in the residence halls are open 24 hours a day, seven days a week for residents and their invited guests. The house lounges on each floor follow visitation hours. Quiet Hours are observed in all common lounges and house lounges from 11:30 p.m. to 9:00 a.m. every day of the week. Main lounges and lobbies may be closed for special events at the direction of the Area Coordinator. Lounges are for the use of all students and should be treated with respect and care; this includes following these expectations:

*These rules are in place in residence hall common areas such as main lounges, house lounges, and lobbies:*

- Inappropriate public displays of affection are not acceptable
- Students and guests must refrain from sleeping in lounges
- If any furniture has been moved, students are responsible to return furniture to its original position
- Profanity, racial slurs, belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, and / or derogatory comments are prohibited at all times
- Students must clean up any messes they or their guests make and must pick up any of their trash
- Quiet Hours and Courtesy Hour rules are in effect, this includes prohibition of:
  - Excessively loud volume from televisions, stereos, musical instruments or other amplified mechanical or electronic equipment (including voice, computer games, or electronically enhanced equipment).
  - Excessive and loud behavior such as jumping or pounding in the room, loud noise in and around common areas, parking lots, laundry rooms, balconies, stairwells or lobbies.
  - Belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, derogatory comments.
  - Bouncing balls, playing with sports equipment, riding skateboards, longboards, penny boards, hover boards, bicycles, etc.
  - Obnoxious odors that are the result of persons using or being in the presence of tobacco, marijuana, or other illicit substances are prohibited.

The Area Coordinator will determine fines and/or other consequences for not abiding by lounge rules. At the discretion of the Area Coordinator, any lounge or lobby may be closed to students if behavior is determined to be out of control or unmanageable. Common damage costs are equally divided among all residents for unclaimed damages on their floor or section of the building.

### **Residence Hall Property and Personal Furniture**

All university property (room furniture, lounge furniture, clocks, trash cans, mirrors, residence hall doors, bathroom stall doors, etc.) is to remain in their designated areas and appropriately attached or hung unless approval is given by the Area Coordinator. Any missing items found in a resident's room or possession will be considered an act of theft. If missing university property is not located within one week of disappearance, the cost to replace the item will be charged, at the discretion of the Area Coordinator,

to all the members of the house or entire building. The same applies for any damaged or vandalized university property.

Residents of any university owned property can bring their own furniture into the buildings but are not permitted to physically remove university owned furniture out of their rooms or apartments. For example, any student who wants their own bed or mattress can bring in their own bed or mattress but they cannot remove the bed or mattress that is already in the residence hall or apartment room; the student will need to keep both sets. Neither Residence Life nor Facilities Services will be able to provide storage for extra furniture. The only exception is for students paying for a private room; these residents can request that the second set of university owned furniture be removed from the room.

It is the full responsibility of students who bring in additional furniture to totally remove the furniture from university housing at the end of the year or upon vacating if leaving at mid-year. Students are not permitted to 'donate' their unwanted furniture to other student rooms, lounges, or commons spaces unless explicit written (e-mail) permission is given from the Residence Hall Director. Students will be charged a \$50 disposal fee for any personal furniture left in university housing.

Personal furniture that students elect to bring into the common spaces of apartment style housing will be shared. For instance, if a roommate brings a couch into the living room of a university owned apartment or house, it is expected that all occupants of the apartment or house be able to use the couch in the living room. The same is not true of personal furniture that is moved into a private or shared bedroom. Students who do not want their personal furniture to be used by others should not bring their furniture into common spaces like the living room.

### **Prohibited Items**

- **Fire Hazards**  
Candles, incense, extension cords, and items with an open or exposed heating element are not permitted in university owned housing because of the fire hazard involved. Items with an exposed heating element typically produce intense heat and / or have a visible electric coil or flame. You may bring surge protectors and small counter-top appliances (e.g. coffeemakers, crock pots, rice cookers, tea boilers) that do not disrupt the living-learning environment and have an automatic shut-off feature engaged at all times (two-slice toasters that have an automatic shut off mechanism and produce only limited heat are permitted despite the visible electric coil). Examples of prohibited items include all hot plates and most toaster ovens. A fine of \$50 will be assessed for having candles, incense, or other items that have an exposed heating element as noted.
- **Evidence of Use of Tobacco**  
Students, guests and visitors are not allowed to smoke or chew tobacco on campus. Both activities pose health and safety risks for our campus. Spit cups, ash trays, ashes, cigarette butts, e-cigarettes, vapor from vaping, obnoxious odors, and smoke are indications of health and safety risks and are prohibited in university housing.
- **Alcohol Cans, Bottles, and Containers**  
Possession of alcohol and alcohol containers is prohibited. Alcohol containers (such as beer cans, wine bottles, liquor bottles, etc.) distributed for the purpose of consumption is prohibited empty or full. Stemware, beer steins and shot glasses are acceptable for decorative and utilitarian purposes other than the consumption of alcohol. Any disturbance to the living-learning environment or any violation of university or housing policy while under the influence of alcohol, constitutes an alcohol violation.
- **Controlled Substances, Obnoxious Odors, and Drug Paraphernalia**  
Students, guests, and visitors are not allowed to use, possess, distribute, or be in the presence of any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants,

barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician and legal in the State of Iowa. Obnoxious odors that are the result of persons using or being in the presence of tobacco, marijuana, or other illicit substances are prohibited because such smells disturb the living-learning environment. Alcohol and drug violations, including obnoxious odors, are subject to investigation and adjudication by the university. In addition, local, state, or federal law enforcement authorities can investigate and prosecute illegal behavior. Possession of drug paraphernalia, such as hookahs, e-cigarettes, bongos, pipes, grinders, etc. constitutes a drug violation. Any disturbance to the living-learning environment or any violation of university or housing policy while under the influence of drugs, or intoxicants, constitutes a drug violation. Residents choosing to violate these policies must accept the consequences for their actions.

- **Knives, Guns, and other Dangerous Items**  
Possessing, discharging, or using any firearms, ammunition, explosives, firecrackers and fireworks; toxic chemicals; paintball, airsoft or BB guns, or any item that has the appearance of a weapon or firearm or other potentially dangerous weapons are absolutely prohibited on or within all on-campus property. Due to the potential of personal injury and property damage, knives whose blades are 4" or longer, as well as metal tipped darts are not allowed in the residence halls. Items may be confiscated and residents fined up to \$100 for non-compliance. Kitchen knives are allowed in the Small, Thomas and Tower Apartments as well as in the 520 College Avenue House.
- **Christmas Trees and Pumpkins**  
Live Christmas trees are not permitted in the residence halls or university housing. Seasonal pumpkins used for decoration must be removed at the first signs of decay.
- **Pets**  
For reasons of safety, health, and sanitation, pets (except fish in 20 gallon tanks or smaller) are not allowed in university housing. Violation of this policy will result in immediate removal of the animal, a \$50 fine, plus any additional cleaning charges. See Special Housing Request for Emotional Support Animal and Service Animal Policies.
- **Hover Boards**  
Due to fire hazards associated with manufacturing defects of many commercial hover boards, these devices are not allowed to be ridden or stored in university housing.
- **Sound Systems**  
Sound systems are not to be disruptive and are not to be projected out windows. In accordance with Graceland University values and mission, music which disrupts the living/learning environment may result in disciplinary action. If a stereo or other equipment becomes a problem, it will be confiscated and stored until the resident is able to take it home.
- **Rogue Access Points**  
All personal wireless routers, repeaters and extenders (sometimes referred to as 'rogue access points') are strictly forbidden as it negatively impacts the Graceland WiFi signal.

Consequences regarding visitation will be based on occurrences within the current academic semester only. Students may request a consequence other than a fine, by replying within 24 hours to the Residence Life email regarding the Housing Notice.

Students may appeal a Housing Notice by submitting an appeal form to the Residence Life Office within 7 days of the violation. This form is available from the Residence Life Office or online in MyGraceland. The Residence Life Professional staff will meet and review the documentation; they make the decision to grant or dismiss the appeal and the Residence Life Office will relay the decision to the student via their Graceland email account.

Students, including roommates and guests, in the presence of or having knowledge of violations of the Guide to Community Living or university Code of Conduct, are equally responsible for such violations occurring in the residence halls. This is true unless they promptly leave the situation, report the incident, and / or attempt to resolve the situation through the appropriate channels. Residents should report Code of Conduct or Housing violations immediately to their House President, Assistant to the Area Coordinator, Apartment Manager and/or Area Coordinator.

## **Residence Hall Standard Procedures**

### **University Communications**

Electronic mail (e-mail) and traditional campus mail are official forms of communication from the Residence Life Office. Students are required to check their university provided campus mailbox and university provided e-mail inbox at least once weekly for important university communications. Billing information, semester breaks, conduct notifications, and other important messages will be sent via e-mail and / or campus mail. Students will be held responsible for all communications sent via campus mail or e-mail, including building closing notices, student conduct meeting dates, sanction letters, and appeal decisions.

### **Student IDs**

For safety and security reasons, all residents are required to carry their Graceland University student identification (student ID) on their person at all times when in the residence halls. If contacted by faculty or staff of the university, students must promptly give their student ID to any authorized personnel who asks for it. Failure to provide student ID to a university staff member who requests such, giving a false name, or providing an ID not their own, will result in student conduct proceedings.

### **House Activities, Events, or Functions**

A house activity exists when the house leadership, house name and/or house funds are used. Full responsibility for house activities rests with the House President and House Council. All house activities shall be concerned with the positive spirit of enjoyment, creativity and service, which will provide unity and fellowship. House activities must not conflict with or violate the standards and expectations of Graceland University. House activities must be designed to involve each member in a positive social or educational program that will provide experiences which will maintain the health (mental, physical, spiritual and emotional) and safety of the individual and the group. All House Activities, Events, or Functions require Area Coordinator approval through the "House Activity Proposal Form", submitted one week prior to the activity.

The following house activity guidelines are given to clarify and are not intended to be exhaustive:

Once advertised as a house activity, a written or oral disclaimer will not change the status.

- Activities contrary to Graceland's values cannot be promoted by signs or announcements in the house.
- Houses are encouraged to invite university personnel to their activities.
- Initiations and/or hazing are banned.
- House funds cannot be used without pre-approval of the Director of Residence Life Assistant.
- Proper authorization or reservation must be obtained ahead of time from building managers for any event that takes place on campus outside of the residence halls.
- Use of live animals by student leaders in the Residence Halls, especially for human entertainment purposes, is controversial and is almost always prohibited unless there exists a strong and compelling reason; in limited circumstances approved by the Area Coordinator, student leaders who are allowed to have live animals incorporated into their activity will be required to provide a written plan for the animal(s) welfare.

The following checklist is to be used as a guide when planning house activities. If you cannot answer “yes” to each of these questions, then your house must discard or discontinue this activity:

- Is this activity legal?
- Is this activity safe and non-disruptive to others?
- Is there a purpose or value to this activity? Does this activity support the values of Graceland University?
- Does this activity promote mutual concern, dignity, and individual worth?
- Does this activity promote community without compromising the rights of individuals and other houses?
- Would you be willing to tell your Residence Hall Director, the Director of Residence Life, and the Dean of Students about this activity?
- Would you be willing to perform this activity in front of any university official?
- Would you be willing to send the family of the house member involved a snapshot of this activity?
- Would you be willing to share a written description of this activity for other houses to use?

Violations of this policy by individuals may result in referral to the judicial process. Suspension from the university is a possibility. If the violation involves a group from a house, the House Council will meet with the Director of Residence Life and/or the Dean of Students. Resolution may include withholding of house funds and/or suspension of house privileges.

## **Roommate Rights and Responsibilities**

*The basic rights of residents include but are not limited to:*

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distraction inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
- The right to alert residence hall staff about any problem; staff are available for assistance in settling conflicts.
- The right to be free from fear of intimidation, physical, verbal, and/or emotional harm.

*The basic responsibilities of roommates include but are not limited to:*

- Treat roommates and other residents with respect.
- Respect the rights of roommate and other residents.
- Respect roommates' and residents' belongings.
- Abide by all regulations and policies of Graceland University.
- Treat Graceland University property with respect.
- Take responsibility for one's actions and environment (roommates are equally responsible for all violations and damages in their rooms unless they have attempted to resolve the issue through the appropriate channels: roommate, House President and Area Coordinator).
- If a resident feels their rights are being violated or another resident(s) is not living up to community standards, the resident has the responsibility to discuss the issue with the person(s) causing the problem. If difficulties continue, contact the House President or Area Coordinator for mediation.

## **House Changes**

A House Change Form is available in the Residence Life Office. House change requests will not be considered until after the first two weeks of class have been held. A committee comprised of the two House Presidents impacted by the change, and the appropriate Area Coordinator will meet with the resident requesting the change and decide on the advisability of the change. The decision of the committee will be communicated via the student's Graceland email account. Any house change request that is submitted is not guaranteed for approval. House Change requests will be accepted until the advertised deadline in November for the following Spring Semester and the advertised deadline in March for following Fall Semester.

## **Room Change Requests**

Room change request forms, are available in the Area Coordinator office, it can be submitted to the Area Coordinator after the first two weeks of each semester. Student staff cannot give residents permission to change rooms. Except in rare circumstances, no changes will be made during the first two weeks of the school year; such changes require the direct approval of the Director of Residence Life. Approved or denied room change requests will be given in writing to students via their Graceland e-mail address. Unauthorized room changes will result in a \$50 fine and the resident being required to move back to their original location.

Many times room change requests are the result of roommate conflict. Residents will not be given permission to change rooms to avoid working through problems with roommates. As an educational institution, Graceland University, along with the Residence Life Office, strongly believes that residents must learn to work out differences with others. Only after meaningful, but unsuccessful, efforts to resolve challenges have been made will room change request be considered. Because of limitations of space and logistics, room changes are never guaranteed. Residence Life tries to avoid excessive moving around in the buildings for a variety of reasons. Room changes are disruptive to residents, roommates, and the staff. Room changes are not simple or easy, they require paperwork, cleaning, and oversight.

## **Room Consolidation**

At the beginning of each semester, students will be consolidated into the room type for which they are paying. Where a room is occupied by two residents, each occupant will be charged the shared rate. Some rooms may become under-occupied during the semester. When a resident initially assigned to a shared room loses a roommate, and a vacancy occurs, Residence Life may ask the remaining occupant to select one of the following options:

- 1) move to another shared room with a current vacancy;
- 2) find a new roommate of their choice who will move to their room;
- 3) accept a new room or roommate provided by Residence Life; or
- 4) take the room as a guaranteed private, paying a pro-rated premium for the private room based on the resulting benefit of increased space and privacy for the rest of the semester. Because university policy requires first year students to have a roommate, the private room option is available only to sophomore students and above. Area Coordinator may make exceptions for second semester freshmen during spring semester. Residents who have paid for a shared space should not occupy the other half of the room even if there is no occupant.

Residents will be notified to indicate their preference if they wish to keep their current room and pay for a private, or move and participate in the consolidation process. All consolidations are done as space becomes available at the start of each semester, and until approximately the third full week of each semester. Residence Life reserves the right to reassign residents for the benefit of the House. Such efforts are necessary to ensure equity for all students regarding payment for private space and to ensure that community standards may be met. Residents in need of consolidation will be notified by the Residence Life Office of the time line for requesting a roommate, after that time, consolidation locations will be determined by the Residence Life staff. Special housing accommodations can also be approved for people who have special needs or their room is experiencing maintenance problems.

### **Roommate Connections Workshops and Roommate Agreements**

Students with roommates are required to participate in the Roommate Connections Workshops and create a Roommate Agreement at the beginning of the year. If problems arise, it is primarily the resident's responsibility to work out a solution to their roommate/floor mate challenges. It is the House President's job to help, when needed, by offering to role play problem scenarios with residents or perhaps facilitate a 'roommate meeting' to review the Roommate Agreement. House Presidents must intervene and assist in problem solving in roommate conflicts before suggesting a room change to a resident; House Presidents will not be able to sign off on a Room/House Change Request until roommates have attempted problem solving with the House President. Policy violations by roommates must be reported to the House President, who is required to submit an Incident/Situation Report to the Area Coordinator. Disciplinary action may be warranted if in limited circumstances a student refuses to complete a roommate agreement.

### **Roommate Ready Rooms**

Residents who are assigned to a shared room and who are not assigned a roommate (or the roommate moves out) may receive a new roommate at any time during the term of the contract (school year). Residents in a shared room are expected to have the room 'roommate ready' by having half the room clear of personal belongings and clean for any new potential roommate. Unused room furniture should be positioned in the room so that it is accessible to any new roommate, preferably in the original position. Residents who brought in their own furniture may be required to remove the excess furniture if it creates an appearance of overcrowding in the room. Finally, half of the room's wall space and floor space should be clean and clear of any personal belongings.

Residents are also expected to respond positively to a new roommate through an attitude of welcoming. Failure to have rooms 'roommate ready' or the refusal of a roommate to move in because of cleanliness, lack of space, etc., can result in a \$50 fine to the offending resident. In addition to the fine, the resident will be charged the single-private rate for the room if the space is not 'roommate ready' within 24 hours. House Presidents will regularly be attentive to and document 'roommate ready' violations. Roster verifications will take place at the beginning of each semester as well as at mid-semester each year.

### **New Student Room Assignment and Reassignment**

The Residence Life Office reserves the right to initially assign students to rooms and to later consolidate any student in order to better use available space. New incoming students are notified through their Graceland University e-mail account starting in June for their Fall semester placements. New students are given their roommates contact information. Room assignments and roommates are also visible in [my.graceland.edu](http://my.graceland.edu) under the student tab - student life - my house.

New students who apply and are confirmed for Spring during the traditional work week and during regular business hours will be notified about their room assignment and / or roommate through their Graceland University e-mail. Late admits who apply and are confirmed during holiday periods, weekends, or past business hours should expect a delay in getting their room assignment and / or roommate information. When a student is assigned a room in university housing it will immediately show in [my.graceland.edu](http://my.graceland.edu). The same is true for when any student receives a roommate.

### **Returning Resident Room Selection**

The room selection process for returning residents is primarily conducted in the Spring Semester of the academic year for the Fall Semester of the next academic year. Current students living on the house have selection precedence over students who have changed their house membership and over new incoming students.

In order to be eligible to select a room, current students must be enrolled full time for the upcoming Fall Semester. The order in which students select a room is based primarily on their academic classification. Further ranking within academic standing (seniors, juniors, etc.) is merit based and orders students by conduct, GPA, and hours of completed course credit.

Those students who are enrolled full time at Graceland and do not sign a University Housing Contract during the Spring room selection process will be placed in available spots on their house at the discretion of the Director of Residence Life. All returning resident assignments will be completed prior to the placement of new incoming students, which begins in May.

### **Room Modification, Décor, and Lofts**

As a general rule, walls, doors, ceilings, and floors must remain unchanged. Products recommended for use on walls and doors: In Graybill, and Tess Morgan, you may use sticky tac on walls and doors and s-hooks; in Gunsolley, sticky tac on walls and doors are acceptable; in the Small & Thomas Apartments and Walker Hall, students may use small staples for walls and sticky tac for doors.

Any resident wishing to loft their bed must rent a lofting kit from College Products at [www.collegeproducts.com/gu/store/gu](http://www.collegeproducts.com/gu/store/gu).

### **Repair Requests and Facility Emergencies**

Any item in a student's room needing repair is to be reported using the online Service Request form in MyGraceland. Follow up questions or emergency facility related requests are to be directed to Facilities Services by phone (641-784-5191). Please identify your residence hall building and room number when requesting service. The After Hours Assistant is authorized to respond to and handle all emergency facility related problems after 5pm on weekdays and all hours on the weekends. The After Hours Assistant should be called (641-784-5199) to help with lock-outs as well. For emergencies that include police, fire, and ambulance, dial 911.

### **Repair, Cleaning and Damage Charges**

**The University expects normal wear and tear through the everyday use of a student's room and the residence hall in general. However, any damage to the room and furnishings or to the public areas of the hall caused by a student's carelessness, negligence or improper conduct will be charged to the student. Costs are equally divided among all residents for unclaimed damages on their floor or section of the building.** Common charges are listed on the residence hall room inventory, and are available upon request.

Residents are not only responsible for their rooms but are also responsible for the environment in which they live. This includes, but is not limited to, the bathroom, lounge, and lounge furniture, hallway and house belongings. Any damages or excessive cleaning that cannot be attributed to a specific person or persons responsible will be prorated among the members of the floor or the entire hall. Students are expected to report any act of negligence or vandalism immediately to Residence Life staff.

The screens in the windows are permanent and are not to be removed or tampered with under any circumstances. A minimum charge of \$50 will be issued for missing, damaged, loose screens, or screens that have removed.

### **Trash**

Residents are responsible for carrying trash to the dumpsters provided outside the university housing facilities. Residents of the College Avenue houses will carry their trash to the dumpsters at the West end of the Tess Morgan Hall parking lot. Cardboard is to be broken down and taken to the dumpsters. Residents who leave their trash in the hallway or overflowing in the trash can or trash closet will be fined \$25 and face possible further sanctions. If Area Coordinator staff is unable to identify the individual responsible, the charge will be prorated among the entire house or hallway.

### **Pest Control**

Residents must notify Facilities Services (641-784-5191) if there is an insect problem. An exterminator service is scheduled with a local provider and is usually available at no charge to residents. However, if a resident's lack of cleanliness is a contributing factor of an infestation, the resident may be billed for their

own and neighbors' extermination costs. If it is determined that there is a major problem, all living units or rooms in a localized area will be sprayed and treated together. Residents cannot opt out of spraying once it is determined necessary. Residents should remove themselves from the sprayed area for several hours afterward as a routine safety precaution.

**Many insect and pest problems can be addressed by practicing good housekeeping techniques.**

*The following suggestions are helpful:*

- Purchase a trash can with a tight-fitting cover and use plastic liners.
- Do not leave dirty dishes or food on countertops or in sinks overnight. This is when insects feed.
- Store open food containers (cereal boxes, etc.) in plastic bags, containers, or in the refrigerator.
- Do not use contact paper in cabinets. Insects feed on the sticky backing.
- Do not let paper bags or newspapers accumulate. Insects nest in these areas.
- Keep all floors clean and free of food crumbs and wipe up spills when they occur.
- Keep household insect spray on hand and apply to the following areas where moisture may appear: behind the stove and refrigerator; the top and bottom edge of all hollow doors; in closets; and under sinks or around heating and plumbing pipes protruding from walls. These sprays are very effective when used properly and safely. Read and follow all label directions carefully and use reasonable caution when applying these sprays to avoid contact with skin or food. Avoid inhaling these vapors in enclosed areas.
- Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down.
- Do not allow grease to build up on stovetops, burners, or in the oven.
- Do not leave dirty clothes on closet floors or in corners.
- Spray your ankles with bug spray if you are going to be outdoors – in particular if you are going to be walking through grassy areas.
- If you have been outdoors near tall weeds, bushes, or trees, please shower and place your exposed clothing in an enclosed laundry hamper.
- Once every three months, move all major appliances-refrigerator, stove, washing machine-and thoroughly wash the floor and wall behind them. Spray before replacing appliances.
- Please report any bugs living inside or torn window screens to Facility Services via the Online Work Request in MyGraceland (Resources tab)
- During fall and winter month's mice migrate indoors. Residents are responsible to notify Residence Life staff and Facility Service staff of problems with insects or mice.

To further prevent unwanted pests from populating campus, including wildlife and feral cats or dogs, residents are not allowed to place food or shelter for any animal outside.

**Mold**

Mold can be found in virtually all indoor and outdoor environments. All mold growth can be linked to moisture. The key to preventing mold from becoming excessive and causing building damages or aggravating allergies is to control excessive moisture.

*Should residents notice mold growth the tips below may be helpful:*

- Promptly report all leaks to Facilities Services at 641-784-5191.
- Keep heat registers and air returns/vents open and unobstructed.
- Keep your apartment warm (at least 60 degrees) in the winter.
- Once a week open at least two windows in your apartment for at least five minutes (yes even in the winter).

- If your apartment has a bath and/or a kitchen exhaust fan use it while cooking or showering and then let it run for 10-20 minutes after you are finished cooking or showering.
- If condensation forms on your windows or window sills in the winter, wipe it up.
- Avoid use of a humidifier.
- Never dry laundry in your apartment.
- Clean small patches of mold as they appear.

If you have reoccurring mold growth use common sense to determine where the moisture is coming from and then take steps to minimize it. Most reoccurring mold issues can be solved by increasing ventilation and/or reducing humidity. If you are unable to address mold growth on your own please contact Facilities Services for further information/suggestions for preventing mold growth. Also the EPA has some useful information on their website at <http://www.epa.gov/mold/moldresources.html>.

### **Bicycles and Other Personal Transportation Equipment**

Bicycles and other personal transportation equipment must not be secured to any tree, post, sign, or building. Bicycles are only to be secured to university provided bike racks. Additionally, bicycles and hover boards cannot be stored in residence hall rooms. Hover Boards are not allowed inside any university owned building because of the documented risk of such devices catching fire. Bicycles can become a fire escape hazard if stored inside the limited space of a traditional residence hall room.

Bicycles and other personal transportation equipment that is considered abandoned will be removed by the university; a full-scale removal of abandoned items will typically be coordinated by Residence Life and Facilities Services at the end of each school year.

### **Semester Start Check-in for New and Returning Students**

Both new and returning residents are required to check in with Residence Life staff prior to occupying their rooms. During the designated check-in times and days, residents will be given a room/apartment inventory form. This form inventories the condition of the room prior to the student's residence. It is the resident's responsibility to check the accuracy of the form and return any discrepancies they have with the form to their House President/Apartment Manager/Assistant to the Area Coordinator/Area Coordinator within 24 hours. This same inventory form will be used at the end of the year to assess any damages done to the room.

### **Thanksgiving Break, Semester Break, and Spring Break**

The residence halls are closed over holiday breaks. However, students with no alternative for housing may sign up in advance to stay in the residence halls over the Thanksgiving and Spring Breaks for an additional fee. Students cannot stay over Winter Break. Due to security and communication needs there is a deadline to sign up to stay for Thanksgiving or Spring Breaks, which is approximately one week prior to the start of the break. It is the responsibility of the student to read the emails, campus mailbox fliers, closed circuit tv ads, and posters regarding the deadlines and fees.

*Before leaving for any break, residents are required to:*

- Unplug all electrical appliances.
- Unplug, empty, and clean refrigerators.
- Remove all food
- Close all windows
- Turn heat down to 60 degrees
- Clean room
- Take trash to dumpsters
- Turn in Express Check Out slip to House President or Area Coordinator as you exit the building

If not utilizing Express Check Out option, students must sign up to check out with a Residence Life staff member 24 hours in advance. Failure to complete check-out tasks will result in a \$20 improper check-out fee and possible cleaning charges. Residents who are moving off campus or leaving the university after the fall semester are required to remove all belongings and follow final check-out procedures.

### **Final Check-out**

Residents are required to check-out with Residence Life staff before leaving Graceland University Housing. Final check-outs can occur at the end of the academic year, during mid-year for students graduating or leaving, or anytime in between.

*Before checking-out residents need to:*

- Sign-up with Residence Life staff for a check-out time 24 hours prior to departure
- Remove all belongings from the residence hall room
- Clean room (sweep, mop, dust, remove tacky tape or tape from walls doors, etc.)
- Return room furniture to its original configuration
- Close and lock all windows

All final check-out steps must be completed before residents will be given final clearance. During the check-out process with Residence Life staff, the room condition form will be reviewed and any damages or cleaning charges will be billed to the resident's account. Failure to complete any or all of these steps will result in a \$50-\$100 failure to check-out fine in addition to any cleaning charges.

### **Emergency Notification**

Residence hall residents are required to complete an Emergency Notification Card for each official break of the university: Thanksgiving, Semester, and Spring breaks. Failure to complete this form may result in a \$25 fine if university personnel are required to attempt to locate the resident.

Emergency Notification Cards may be completed online at [my.graceland.edu](http://my.graceland.edu) or at <http://www.graceland.edu/CurrentStudents/currentstudent-lamoni/>

### **Unclaimed or Abandoned Personal Property**

Residents are expected to remove all personal property from their rooms and storage at the end of the academic year or when their contract is canceled or terminated. Students have 7 days from the date of their departure, contract cancellation or termination, to notify the Residence Life Office of their (or their authorized representative's) plan to retrieve their belongings in a timely manner. Any property left more than thirty (30) days, will be considered abandoned and disposed of at the discretion of Residence Life personnel.

If available, Residence Life staff can package important personal items for a fee of \$100 plus the cost of shipping. The fee and the required postage will need to be received by the Residence Life Office prior to the items being shipped.

### **Threat or Danger to Self and Others**

Gestures or behaviors which inappropriately impact the university community or its educational processes are of concern to the university. Every effort to assess the needs of the individual and connect them with the necessary resources will be made. Ultimately, and after intervention, any behavior which places inappropriate or unreasonable expectations or responsibility on residence life community members or staff may result in a student's removal from on campus housing.

### **Failure to Comply**

Students are expected to comply with the directives of university personnel in performance of their duties. Failure to comply means a failure, refusal, or neglect to obey an official order. Examples include but are not limited to: not properly identifying yourself and failing to follow a reasonable request of a university official or staff member. Failure to comply will result in disciplinary sanctions.

### **Room Entry / Search and Seizure**

Authorized university staff and personnel have the right of entry into a student's room for purposes of repair and maintenance; assessment of damages and inventory of university property; determination of violation of public health, sanitary regulations; or emergencies where imminent danger to life, safety, health or property is suspected.

With the permission of the Dean of Students or Director of Residence Life, university personnel have the right to enter individual rooms, search individual rooms and/or search room by room if there is reasonable cause to believe that there is violation of housing rules or the university Code of Conduct.

Whenever possible, room searches will be conducted with the room resident(s) present. Following a search in which a student is not present, a written report will be given to the student(s) explaining when the search was conducted and for what reason. Substances and property not in compliance with university policies will be confiscated.

Roommates in the presence of or having knowledge of housing rule violations or university Code of Conduct violations are equally responsible for such violations occurring in the residence halls unless they have reported and / or attempted to resolve the situation through the appropriate channels. Roommates must report violations immediately to their House President, Assistant to the Area Coordinator, Apartment Manager and/or Area Coordinator.

Civil authorities have the right at all times to come onto the campus, including making entry into residence hall rooms, with or without the knowledge of the Dean of Students, for purposes of investigation of illegal activity, including search and/or seizure with a search warrant. If you need to contact the authorities, please call the Lamoni Police directly at 641-446-4111 or contact the Dean of Students at 641-784-5106 for assistance.

### **Fire Equipment and Fire Regulations**

Graceland University considers the fire alarm system to be a matter of life and death. As such, tampering with the fire alarm system is a serious offense and has an automatic fine of \$500.00. The fire alarm system includes but is not limited to fire extinguishers, fire pull stations, and smoke detectors. In addition, criminal charges may be filed for tampering with the fire alarm system.

All students, including apartment residents, must leave the building if a fire alarm is sounded. Students may be fined \$20.00 for failing to leave the building when the fire alarm is sounded. Tampering with the fire extinguishers or smoke detectors or setting off a false fire alarm will be cause for severe disciplinary action.

*For your safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following regulations:*

- Appliances with exposed heating elements are not allowed.
- Light fixtures must not be tampered with in any way.
- Halogen lamps are not allowed.
- Space heaters are not allowed.
- Candles or incense are not allowed.
- Flammable substances such as gasoline, oil based paint, aerosol paint, lighter fluid, and mineral spirits are prohibited in the residence halls.
- Hallways, stairways, and fire doors must be kept clear.
- Fire doors must only be used for fire emergencies.
- Electrical Power expansion must only be made with surge protectors not in-wall adapters.
- No resident will be allowed on the roof of any residence hall without the permission of the Facilities Services Director.

### **Air Conditioners & Other Special Housing Need Requests**

Students making requests for special housing needs (including a medical need for air-conditioning) must complete the permission to release information and forward the Special Housing Needs Request Form for completion by a physician. The submission deadline will be June 1 for the fall semester and December 1 for spring semester. The deadline allows a decision regarding accommodation to be determined prior to the start of an academic term. Applications for accommodations submitted after those deadlines will be accepted and responded to as soon as possible.

The Director of Residence Life, and the Special Housing Accommodations Committee, will review the request and notify the student of the committee's decision. If approved, the student will bear the expense for the air conditioner. The unit must be installed and removed by Facility Services. Air conditioners must be between 5000-6000 BTUs and in good repair. Residents are encouraged to bring fans. Non-approved air conditioners will be removed and a \$50 fine will be levied to students who are not in compliance.

### **Refrigerators**

Residents may bring their own refrigerator providing it complies with the following specifications:

- Only one refrigerator per residence hall room.
- The unit capacity is no larger than 3.5 cubic feet.
- The power required is not greater than 1.5 amps.
- Graceland reserves the right to remove units not kept in acceptable sanitation standards.

### **Microwaves**

Residents may bring their own microwave providing it complies with the following specifications:

- Can only be equal or less than 700 watts.
- Only one microwave is permitted per residence hall room.
- The microwave is cleaned regularly for health and sanitation.
- Graceland reserves the right to remove units not kept in acceptable sanitation standards.

## **Residence Hall Amenities and Services**

### **Internet**

High speed wireless internet connections are provided for each student.

### **Elevators**

Walker, Gunsolley and Graybill Halls, have elevators. However, the elevators in Gunsolley and Graybill Halls are service elevators. Contact the Area Coordinator if the elevator is needed for emergency use. Students with disabilities will be accommodated, and should contact the Residence Life Office to make the necessary arrangements.

### **Kitchen Facilities**

Kitchens are located in the Small & Thomas Apartments, the Tower Apartments, Walker and Tess Morgan Hall. A microwave and sink are available in Gunsolley Hall. Students who choose to use these facilities must return them to a clean and sanitary condition after each use. Residence Life staff and / or facility service staff may remove abandoned items (e.g. dishes, personal belongings) after three (3) days. Kitchen facilities may be closed to student use if they are not being properly maintained by students.

### **Laundry**

Coin-free laundry facilities are located in each of the residence halls. The cost for laundry services is included in the cost for university housing. Problems with machines are to be reported to the 1-800 service hotline number listed on the machines. The university is not responsible for damaged or lost clothes.

### **Room Lock Combinations**

Residents can request to get their room lock code changed through their Area Coordinator, who will usually be able to complete the request within 48 hours. In order to verify the validity of any such request, Area Coordinator must have room lock code change requests come directly from the resident(s) and be in writing (e-mail). The resident is required to notify their House President if changing the code is related to theft, vandalism, or another resident coming into their room without permission. In those cases, House President's will write an Incident Report with details about the situation and submit the Incident Report to the Area Coordinator. House Presidents can call the Area Coordinator On-Duty if the need to change the code is urgent because of eminent safety or security reasons.

**Storage Rooms**

Storage rooms are available as space allows in some residence halls. Only students who are registered full time for the upcoming semester are allowed to store items in their residence hall. Please check with your Area Coordinator to inquire about whether or not storage is available in your residence hall. Area Coordinators will open these areas when students wish to store items. Boxes must be filled and taped or tied shut with the student's name and address on them. Empty boxes will not be stored. Graceland assumes no liability for stored items.

**Copier / Printer / Scanner**

Each of the main lounges of the residence halls have a copier/printer/scanner for student use. These are serviced and maintained by the IT Department. They can be reached by calling 641-784-5400.

# Academic Services

## TRIO Student Support Services Program

The TRIO program is sponsored by Graceland University and funded by a U.S. Department of Education grant. TRIO provides opportunities for academic development, assists students with basic university requirements and serves to motivate students toward the successful completion of their postsecondary education. The goal of TRIO Student Support Services is to increase the retention and graduation rates of its selected participants. Program eligibility is based on the grant guidelines. TRIO participants must be low income and first generation, or low income and have a documented disability. The TRIO Program provides small group or one-on-one tutoring, personal counseling, academic advising, informational workshops, financial literacy training, peer mentoring, and advocacy. Eligibility does not insure program selection.

## Student Disabilities Services

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodations for students with disabilities so that they can participate fully in the university's educational programs and activities. Although Graceland is not required by law to change the fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students, the university will provide reasonable academic accommodations.

Students with documented disabilities are encouraged to contact the Office of Student Disability Services before classes start or as early as possible. The office will work with the course instructor and the student to arrange for reasonable accommodations. Students are required at their own expense to provide documentation verifying disability.

The general definition of a student with a disability is any person who has "a physical or mental impairment which substantially limits one or more of such person's activities, and any person who has a history of, or is regarded as having, such an impairment."

## **Graceland University Writing & Tutoring Center**

Located on the main floor of the Frederick Madison Smith Library (Room 119), the Graceland University Writing & Tutoring Center provides a supportive, welcoming environment where students enrolled in all academic programs can work, together with trained tutors, on improving both general writing skills and specific writing assignments. Supported by writing tutors—experienced readers trained to assist at any stage of the writing process—students can learn to become effective writers.

The Graceland University Writing Center offers both face-to-face tutoring (for on-campus students) and online tutoring (for distance learners). Students are encouraged to schedule appointments by calling (641-784-5206), by visiting (main floor, FMS Library, Room 119), by emailing ([writingcenter@graceland.edu](mailto:writingcenter@graceland.edu)) or by clicking (My Graceland>Resources>Writing Center).

For additional information, student writers are invited to visit the Writing Center on My Graceland.

## **Frederick Madison Smith Library**

The Frederick Madison Smith Library provides access to services, tools, and materials necessary for academic success as well as offering items and an environment for leisurely enrichment at no additional fee.

Students, Faculty, and Staff may check out library items such as books, audiovisual materials, government documents, and more using their Graceland-issued ID cards.

Certain course materials such as textbooks, films, or other readings may be available on closed reserves at the library.

Students, Faculty, and Staff also have unlimited access to online resources and publications like the New York Times. The library provides access to a number of scholarly research databases serving a variety of programs of study and areas of research.

If library users are unable to find the resources they need either online or at the library, The Frederick Madison Smith library provides Interlibrary Loan opportunities that enable us to acquire anything users may need from another library at no additional cost.

The library participates in the Federal Repository Library Program, and has staff dedicated to providing access and information on Government Documents. Anyone from anywhere may access government information from our physical collection or online using the Digital Federal Document Library, FDsys.

For more information regarding library services and partnerships, please visit <http://library.graceland.edu>.

## Information Technology Services

Graceland's Information Technology Services department provides information services to Graceland University in many different forms. Those provided directly to all students include:

- Wireless access (see [coverage map](#)) and internet access
- Student email account with OneDrive and other Office 365 features and free Office
- Both black and white and color printing including a \$20 print credit each semester
- Network logon for access to university systems
- Access to My Graceland website
- Access to public computer labs located in the Newcom Student Union, F.M. Smith Library, The Helene Center for the Visual Arts, Resch Science & Technology Hall and the Nursing Arts Building on the Independence Campus.
- Access to online library services
- Campus security including cameras and card access locks

In addition, students staying in residence halls receive the following information services:

- Data network connection for personal computers, which includes access to the Internet. (Peer-to-peer (p2p) sharing software not allowed access to the Internet.)

# Services & Facilities

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## ATM

An automatic teller machine (ATM) is located in the Newcom Student Union by the Computer Suite.

## Campus Dining

Sodexo Campus Dining Services provides quality dining services for all students, staff, faculty and guests.

All campus residents are required to purchase a meal plan. Please click [here](#) for information regarding various meal plan options. Meal plans are also available to student living off-campus. Please click [here](#) for the Meal Plan Selection form.

In addition to meal plans, students, faculty and staff also have additional options for dining both on and off campus. Currently there are two declining balance options, Dining Dollar\$ and G BUCK\$.

**Dining Dollar\$** are available for purchase at any Food Service register or online. Dining Dollar\$ can only be used to purchase food and drink on campus and can be used at either the Commons or the Swarm Inn. There is a 20% enrichment or bonus with the minimum purchase of \$40.00 Dining Dollar\$. Dining Dollar\$ may also be purchased by faculty and staff of Graceland University.

Graceland University, Sodexo Campus Services, and some of the local participating businesses in Lamoni have teamed up to bring you G BUCK\$. Safer than cash, G BUCK\$ allow you to use your University ID to purchase food and drink both on and off campus. You can purchase GBuck\$ at any Food Service register, on My Graceland, or by contacting the Food Services Office at 641.784.5339 or at 641.784.5331. Please click [here](#) for participating G Bucks locations.

Students living both on and off campus may purchase and use G BUCK\$. G BUCK\$ may be used to purchase additional meals or individual meals on an as-needed basis. G BUCK\$ may also be purchased by faculty and staff of Graceland University.

Additional meals are also available by purchasing individual meals with Credit or Debit Card, NO Cash.

**Using Your Meal Plan, Dining Dollar\$ and G BUCK\$** - Each student is issued a picture ID with a magnetic strip that will hold all of their Meal Plan, Flex Point, Dining Dollar\$ and G BUCK\$ information. Each student is responsible for their card. The card is to be used only by the person to whom it was issued. Your student ID must be presented anytime you wish to use it to purchase

a meal. If a student loses or misplaces their card, a temporary ID can be issued through the Commons (**photo identification required**).

If a special diet is necessary due to medical or religious reasons and the student cannot find or obtain meals within Dining Services on their own they can complete the "Special housing Needs Request Form" and return it to the Student Disabilities Office. Once approved, this form will be provided to Sodexo with the prescribed needs and permission to discuss any details with their physician if applicable. A student who is ill may contact their Hall Director or House President to make necessary meal arrangements.

There are no refunds for meals missed. When it is necessary to miss a meal, sack lunches are available, with advanced order, for Meal Plan students and may be picked up during regular operation hours. Students can order individual sack lunches with any Commons cashier.

All students and guests are expected to act appropriately and follow the campus Code of Conduct. If an individual or group's behavior is disruptive to others, a warning will be issued. A second incident will result in a meeting with the Food Service Director and the Dean of Students. The third incident will result in the loss of the Meal Plan and no refund will be given.

### **Swarm /Snack Bar**

Graceland's snack bar, the Swarm, is located in the Newcom Student Union and serves a variety of quick and convenient choices. Items may be purchased either with cash, flex points, Dining Dollar\$, G BUCK\$ or with Meal Exchange. *(A Meal Exchange is the use of a Meal Plan meal that would have been eaten in the Commons that is exchanged for an item or group of items in the Swarm Inn; only available Monday through Friday, up to five times/week. Menu restriction apply. See the Swarm Inn menus for details.)*

## **Campus Safety**

### **Campus Security**

During the school year Campus Security is available to escort students, employees or guests anywhere on campus any time between the hours of 7:00 p.m. and 3:00 a.m. seven days a week. To arrange for assistance, please call 641.784.5199.

Campus Security patrols campus including parking lots, grounds, athletic fields, exterior of residence halls, and interior and exterior of other buildings. They also regularly check to make sure pathways are well lit and egress lighting is working in hallways and stairwells.

### **Emergency Notification System (RAVE)**

Rave is an emergency notification system that will send a text message to a cell phone or an email to an email address when there is an emergency that needs to be quickly announced to a campus. Messages are sent only in the event of a emergencies.

Graceland encourages all employees, students and faculty to enter their cell phone number or email address to receive these notices.

### **SafeRide/Safe Walk**

SafeRide/Safe Walk is a student-operated program (sponsored by Campus Ministries) offering rides to students within a 10-mile radius of campus) to their home or other place of safety, or walking across campus. This service is SAFE, FREE & CONFIDENTIAL and is available on Friday and Saturday nights from 10 p.m. until 2 a.m. To request a ride or someone to walk with you, please call 641.784.5438. Safe walk is available Sunday, Monday, Wednesday, and Thursday's from 8 a.m. until Midnight.

For more information about Campus Safety, please review the Annual Campus Safety and Security Report on My Graceland.

### **Communications – Student Media Newsroom**

The Student Media Newsroom is the hub for student publications. It is located on the top floor of the F.M. Smith Library. The Tower, Acacia and KBUZZ.

### **Emergency Numbers**

Ambulance, Fire, Police 911  
Infinity Health, Lamoni Office 641.784.3371  
Campus Safety, 641.784.5199  
General Maintenance and Repair 641.784.5191

For additional information about emergency response, please visit the Safety at GU page on My Graceland.

### **Emergency Weather Warnings (RAVE)**

When a tornado warning has been issued, the campus siren will sound a ONE MINUTE BLAST. When the threat of severe weather has ended, a TWENTY-SECOND BLAST will be sounded.

The RAVE system will also be used to notify students and employees. To register for RAVE or to change registration information, please [click here](#).

### **Fitz Center**

The Fitz Center is an exercise facility located west of the Newcom Student Union. The primary purpose of the facility is to promote student wellness. The facility is equipped with state-of-the-art cardiovascular machines, strength-building equipment a group fitness room. Additional information about the facility is available on My Graceland.

## **GU Emergency Notification System (RAVE)**

RAVE is an emergency notification system that will send a text message to a cell phone or an email to an email address when there is an emergency that needs to be quickly announced to a campus. Messages are sent only in the event of an emergency.

Graceland encourages all employees, students and faculty to enter their cell phone number or email address to receive these notices.

To register for RAVE, or to change registration information, please [click here](#).

## **Health Insurance**

All full-time students are Strongly Encouraged to have an insurance plan that is valid in the state of Iowa. Please note: Some policies, including Medicaid, are only valid in the home-state.

## **Health Insurance for International Students**

All international students, including Canadians, will be automatically enrolled with LowerMark Health Insurance which will be charged to their student account each semester. For more information about the International Student Health Insurance plan, please visit My Graceland.

## **ID Number & ID Card**

Every enrolled student is assigned a permanent identification number upon acceptance for admission to the university. This number and the student's photo will appear on the ID card which is issued by the Student Life Office. ID cards serve many purposes -- access to your residence hall, library services, access to your meal plan, and admission pass to theatre performances, concerts, athletic events and more.

DO NOT punch a hole in your card - doing so will ruin the access technology inside of the card! If you lose or break your ID card, a temporary card, valid for five meal periods only, can be requested in the Food Service Office (photo identification REQUIRED). Student are allowed ONE temporary card per semester. If the card is not found before the temporary card expires, a \$15.00 replacement fee will be charged for a new ID card. A new ID can be purchased in the Residence Life/Student Life Reception Office (Newcom Student Union, Room 23).

## **Lost and Found**

For lost items, check with the Student Help Desk located in the Newcom Student Union. You may also turn in any "found" items to the Student Help Desk. Please report stolen articles by completing a Theft Report.

## **Mail Room**

The Graceland University Mailroom is located in the Newcom Student Union. The Mailroom processes all incoming/outgoing and departmental mail and parcels for the campus. Each Lamoni student is issued a campus box in which mail and parcel notifications can be delivered. Campus mailbox numbers and address corrections/updates are maintained by the Residence Life Office. Mailbox numbers and combinations can be obtained from Mailroom employees and are also available on My Graceland.

For efficient delivery of incoming mail, please address mail using the following format:

Student Name  
Campus Box #  
Graceland University  
1 University Place  
Lamoni, IA 50140

USPS, UPS and FedEx services are available both for incoming and outgoing packages. Please see the Mailroom staff for packaging and addressing instructions.

If you have questions regarding Mailroom operations, please contact us directly at 641-784-5235. For After Hours Assistance, please contact 641-784-5199.

## **Meeting Rooms and Facilities**

Meeting rooms and facilities may be reserved electronically through your GU outlook Calendar Room Management.

## **Morden Center**

The Morden Center is the hub of recreation, intramural and intercollegiate activities on campus. Facilities available for student use include the weight room, indoor track and playing courts. Outside of nets and baskets, sport specific equipment such as balls, racquets and paddles must be provided by the user. Hours are posted for student use.

## **Publications**

The [Tower](#) is a newspaper published by the students addressing issues, events, and opinions on campus. In addition to digital publications, biannual issues are printed for the community to enjoy. Click [here](#) to view the Tower online.

The [Acacia](#) is the Graceland University yearbook. It has been published since 1912. Its purpose is to capture and tell the story of Graceland University in Lamoni, Iowa, for a specific academic year through the student expression of photo essays including excellent digital photography, graphic design, and writing. Students participate on the Acacia team either as student employees or through internships. Both of these publications are under the supervision of a faculty sponsor.

## **Spirit Store**

The Graceland University Spirit Store is located in the Newcom Student Union.

Business hours for the academic year are:  
Monday through Friday ~ 9:00 a.m. to 4:00 p.m.  
Saturday ~ CLOSED  
Sunday ~ CLOSED  
(Spirit Store will be open for special events i.e., Homecoming, Graduation etc.)

Receipt is needed for **all** returns.

Please contact the bookstore personnel if you have any questions. #641.784.5237

## **Textbooks**

Textbooks may be ordered at [www.gracelandstore.com](http://www.gracelandstore.com) (for textbook technical support 888.511.5114)  
All textbook orders will be sent to your Campus box or home shipping address.

## **Student Financial Services**

Student Financial Services, located in the lower level of the F.M. Smith Library, handles financial aid, tuition and other charges, as well as payments and payment plan arrangements for balances not covered by aid. During the school year, Student Financial Services will send monthly statements to students who have balances due. Payment on accounts may be made by visiting your Financial Advisor, online or mail payments to the attention of Student Financial Services. More information about Student Financial Services is available on My Graceland.

## **Technology Services**

### **Computer Labs**

Graceland maintains a number of labs on both campuses. More information can be found at [Labs](#).

### **Office 365 – Email, Storage and Software**

Graceland provides all students with an email account, online storage and free versions of Microsoft Office. See Full Office for FREE for more information.

### **Printing Services**

Graceland provides a print balance that covers many students' entire printing needs without providing unlimited printing. More information can be found at Student Printing. You can print from your own computer following the instructions at Print from Anywhere.

### **Wi-Fi**

Graceland provides extensive public Wi-Fi indoors and in a handful of key outside areas. More information can be found on the Wireless Map and at Using the Public Wi-Fi. If you are a residential student, see the information on the In-Room Access Points.

## **Vending Machines**

Vending machines are available throughout the campus. Money lost in the machines can be refunded in the Dining Services offices, located in the Commons.

# Student Life

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The purpose of Student Life is to make Graceland a home for all students. We collaborate with the Graceland community to cultivate a culture where students discern who they are called to be, and where resources, support and opportunities are provided to help them answer that call.

## Campus Ministries

Campus Ministries mission is to build community, share faith, and create peace. We are a partnership between the university and Community of Christ, the founding and sponsoring church of Graceland. We collaborate with others to create a spiritual home for all students—a courageous space where each person can explore and deepen their relationship with God, and if a disciple of Jesus Christ, can live out more fully Christ's mission.

Our team consists of house chaplains, who are elected to serve their respective houses as part of student government; campus chaplains, who provide specialized service and ministry through student employment; and the campus minister.

Graceland is non-sectarian, which for us, means that students have the choice to participate in worship. Most weekly activities and worship, offered in the Community of Christ tradition, are student-led. We collaborate with other faith traditions for both on-campus and off-campus options for students, Sunday afternoon and Wednesday nights (6-9 p.m.) are reserved for students to find relaxation, renewal and restoration (protected time). Campus Ministries sponsors activities during those times to help students meet those objectives.

We sponsor InSpire, the missional ministry and leadership practicum. It helps students recognize/begin/continue their journey as life-long, bi-vocational ministers merging their education with ministry and spiritual formation. It is one-hour and offered for credit every semester. It is open to any student interested.

Our ministries include pastoral care; assistance related to basic living needs; Sunday afternoon and Wednesday evening Christian worship; workshops, classes, and retreats related to Christian disciple formation; special events related to the liturgical year, peace and justice, and interfaith ministry; and providing support to student faith-based groups on campus.

## Career Readiness

Graceland University utilizes its Alumni sponsored GU4U, the Life & Leadership courses, academic advisors, and success coaches to support students in their professional development and job search. These resources provide aid in securing internships, professional mentoring, practice in resume writing and cover letter development, LinkedIn profile creation, and mock interviews.

## Dean of Students

The Dean of Students is responsible for student-related programs and services other than those assigned to be a part of the academic program. The Dean is a student advocate who provides leadership for the Student Life area. Responsibilities of the Dean of Students include sponsoring the Graceland Student Government, administering the student judicial process and administering programs designed to enhance the co-curricular educational experiences of students.

Students are encouraged to talk with the Dean about their ideas to improve student life, personal concerns, or matters that require some resolution to make their life and experience more enjoyable.

## **Graceland Student Government**

All students enrolled at Graceland are members of the Graceland Student Government (GSG). Student government is involved in all campus areas affecting students. The GSG includes the following branches:

### **Campus Organization for Social Activities (COSA)**

COSA is responsible for planning and carrying out all campus-wide student-initiated social activities. COSA sponsors campus-wide events such as dances, live acts, concerts, variety programs, movies and other special events. COSA assists the house representative in planning and implementing social activities for each house.

Those attending weekly COSA meetings are the COSA President, the COSA Board (including the Vice President and Publicity Manager) and the house representative from each house. The COSA Board is appointed by the COSA President.

### **Council of House Chaplains (CHC)**

The Council of House Chaplains consists of sixteen elected chaplains, one from each house. They serve on both the CHC and their respective house councils. The CHC meets weekly, focusing on building community, sharing faith, and creating peace in their houses and across campus. In addition, they focus on wholeness of body, mind, and spirit. They are called to be friends and advocates for members of their house for spiritual/religious well-being. They are a part of the Campus Ministries team and work with Campus Ministries Associates (CMAs), student employees who coordinate specialized services and ministries. Chaplains are an important link between their houses and the Campus Ministries Associates. The CHC is chaired by the President of the Council of House Chaplains who also serves as a CMA. The Campus Minister serves as the advisor to the CHC.

### **Council of House Presidents (CHP)**

The Council of House Presidents consists of sixteen House Presidents, one from each house, the CHP President, Hall Directors and Director of Residence Life. They meet weekly for in-service workshops and to develop quality programming for their housemates. Much of CHP's meeting times are spent in developing skills and techniques to adequately prepare house presidents for the responsibilities they have undertaken as leaders for their houses.

### **Inclusion Diversity Equity Alliance (IDEA)**

The Inclusion Diversity Equity Alliance (IDEA) inspires peers to embrace diversity and respect differences, by raising awareness and seeking institutional change through education and open discussions, encouraging students to pursue a lifelong commitment to justice and equity. IDEA representatives will incorporate diversity initiatives at Graceland University by: acting as a catalyst for diversity dialogue; planning activities and events that educate on issues of diversity; building relationships that foster inclusivity and celebrate difference; and serving as a role model within the community. Those attending weekly IDEA meetings are the IDEA President, the IDEA Council (President or designee of clubs that represent a historically marginalized population in society on Graceland University's Lamoni Campus) and the house representative from each house. The IDEA Council is appointed by both the IDEA President and CSL.

### **Intramurals (IM)**

Graceland sponsors a comprehensive intramural sports program for full-time students, faculty and staff of the university. The purpose of IM is to create a program of recreational activities to promote physical, social and cultural growth to all participants and spectators.

## **Senate**

The purpose of the Graceland University Student Senate is to actively, justly and accurately represent, to the greatest degree of its whole and/or for a greater good, the interests and preferences of the Graceland University Student Body and general community through legislative action that also supports the mission of the university. Senators report the actions of the Senate to their respective houses and represent their house's viewpoint at Senate meetings. Those who attend weekly Senate meetings include the Speaker of the Senate, senators from each house, CHP President (when necessary), and the Senate advisor.

## **Academic Student Council (ASC)**

ASC is composed of a student representative from each of the sixteen houses. The ASC Board is made up of five students who go through an application process separate from the house representatives. ASC is responsible for the academic area of the GSG. The duties of ASC are to assess student views on academic matters, to relate students' views to the faculty or administration, to maintain an academic atmosphere in the residence halls and sponsor academic activities.

## **Intercultural Office**

The Intercultural Office is responsible for the orientation, support and government compliance of international students while attending Graceland. In addition, the office provides support and leadership training for leaders and sponsors of the Black Student Union, International Club, Latinx Student Alliance and the Polynesian Club. The office is located in the Newcom Student Union.

## **Judicial System**

Please refer to the Code of Conduct, under Policies and Regulations for information about the judicial system.

## **Professional Personal Counseling**

Personal Counseling specialists help students with problems that interfere with their academic and social life on campus through individual, group or couples counseling, crisis intervention, or brief problem-solving sessions. Through the counseling process, students may explore their interpersonal relationships and their university life experience. Graceland University's Counselor is also available to talk with student groups on personal development topics such as assertiveness, eating disorders, sexual harassment, conflict resolution and other topics. The Counselor may refer students to other professional services when necessary.

## **Residence Life**

Please refer to the Residence Life section.

## **Student Activities**

The Office of Student Activities is located in the Newcom Student Union and offers a wide variety of programs, services, events and social opportunities for the campus community on a regular basis.

The Director of Student Activities works with students to develop exciting and stimulating campus programs. This office works closely with the Campus Organization for Social Activities (COSA) to develop programs funded by the student activity fee.

All students are encouraged to participate in and take a leadership role in the campus programming effort. The goal is to not only provide quality programs, but to develop leadership in those students planning, coordinating, and assisting in the program implementation.

## **Choices**

Established in 1985, Choices provides an alcohol and tobacco-free environment every other Friday or Saturday night until 1am. Located in "The Alley" on South Linden Street in downtown Lamoni, Choices features, theme nights; contests; free food and many other activities.

## **Clubs and Organizations**

All special interest groups seeking to be recognized as an authorized student group on the university campus must receive official approval from the Council on Student Life. Charters and other information regarding clubs and organizations are available from the Student Activities Office or on My Graceland.

### **Charters**

To be chartered, the organization must file the information contained in the Application for Charter with the Council on Student Life through the Director of Student Activities Office. Each organization shall be recognized from the date of its registration through the end of the fourth week of classes of the succeeding fall term. Student organizations are responsible for chartering themselves in the spring of each year. A current list of clubs and organizations is available in the Student Activities Office.

### **Fundraising Requests**

Fundraising requests require the approval of the Council on Student Life prior to the event. A Request for Fundraising Activity form is available in the Student Activities Office and must be submitted 14 days in advance of the activity.

## **Coliseum Theatre**

Featuring state-of-the-art digital technology, the Coliseum Theatre provides featured movies at 6pm and 8:30pm every Friday and Saturday; Sunday hours are 3pm and 6pm, as well as a free movie for Graceland students on Thursday nights at 9:30pm.

## **Newcom Game Room**

Located in the Newcom Student Union, the Game Room is open 10am-midnight Monday through Saturday, noon to midnight on Sunday. The game room provides pool, foosball, table tennis, chess, board games and many other options for students.

# **Traditions & Trivia**

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### **Alma Mater Hymn:**

Come Graceland sons and daughters all, and join our happy throng.  
With loyal voices let us raise our Alma Mater song.  
O hillcrest home of vision wide, where bonds of love hold sway.  
Where all may learn in life and lore 'tis Thee we praise today.  
Through memory a thread shall run, of golden richness made.  
Cementing there the treasures rare in thy foundation laid.  
O Alma Mater, guide us on, thy standard e'er unfold  
And call us on with memories of days 'neath the Blue and Gold.  
Through years and decades long to come thy battlemented tower  
Shall rise to call the youth of lands to answer to the hour.  
And while thy work shall carry on, our benisons are told  
In lives of honor, truth and right, the seal of the Blue and Gold. – Roy A. Cheville, 1926

**Colors:** Blue and Gold

### House Names and Origins:

<u>House</u>	<u>Year of Origin</u>	<u>Meaning of Name</u>
Agape	1962-63	Greek: "Love and Brotherhood"
Amici	1985-86	Friendship
Aponovi	1979-80	Indian: "Where the Wind Blows"
Cheville	1962-63	Named for Roy A. Cheville, Graceland Professor and Campus Minister
Closson	1962-63	Named for Eugene E. Closson, Graceland Professor
Faunce	1962-63	Named for Roscoe Faunce, Graceland Professor
Hanthorne	1994-95	Named for Cleo Hanthorne, Moon, Graceland Professor and Librarian
Khiyah	1994-95	Hebrew: "Mother Earth"
McKevit Manor	1970-71	Named for Margaret L. McKevit, Graceland Professor
Orion	1985-86	Constellation known as the "Hunter"
Paloma	1966-67	Spanish: "Dove"
Powell	2013	Named for Tom Powell, Graceland Dean of students and Athletic Director
Sariah	1962-63	Named for <u>Book of Mormon</u> ; Sariah, wife of Lehi
Shalom	1962-63	Jewish: "Peace"
Solah	1962-63	Initials for Motto: <u>S</u> isterhood of <u>L</u> ove and <u>H</u> onor
Stewart Manor	1962-63	Creed: "Leaders in Excellence"
Tiona	Resurrected in 2013	Tahitian: "Zion" Condition of Peace and Equality

**Mascot:** Yellowjacket "STING"

**Motto:** Prudens futuri (Wisdom for the Future)

**Newspaper:** The Tower

**School Song:** Graceland Forever

Graceland Forever, dear Alma Mater  
Long may she ever firm keep her stand.  
Her sons and daughters carry to others  
Her fame throughout the land, Rah, rah, rah.  
Graceland, Graceland, we're all for you,  
Strong, united, loyal and true.  
We'll carry on 'til victory is won,  
Oh, Graceland, we're all for you!  
—Warren McElwain, 1925

**Yearbook:** Acacia