

# **Student Handbook**

**Bethany Global University**

**2020**

# **Student Handbook**

## **Staff & Faculty Welcome**

Welcome to Bethany Global University!

We've been praying for you and believe that God has some great things in store for you this year.

The staff and faculty of Bethany Global University (BGU) share the common goal of seeing you transformed by the cross and empowered by the Holy Spirit to take the church to where it is not. There are many opportunities available designed to help you learn and grow as a student at BGU, and it is our desire that you take full advantage of every one of them.

This Student Handbook is a reference tool for students, parents, and university staff. Here you will find details and practical information about program elements, student lifestyle guidelines, and living on campus. Please become familiar with this handbook.

We look forward to this school year together as the Holy Spirit is at work in all of us!

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## BGU Mission Statement

Bethany Global University seeks to delight God's heart by providing followers of Jesus Christ a biblically-grounded and interculturally-focused higher education experience in which they are transformed by the Cross, empowered by the Holy Spirit, and prepared to lead by serving and to extend God's Kingdom to where it is not.

## Campus Life & Standards

### LIVING IN THE LIGHT

“But you, brothers, are not in darkness so that this day should surprise you like a thief. You are all sons of the light and sons of the day. We do not belong to the night or to the darkness. So then, let us not be like others, who are asleep, but let us be alert and self-controlled. For those who sleep, sleep at night, and those who get drunk, get drunk at night. But since we belong to the day, let us be self-controlled, putting on faith and love as a breastplate, and the hope of salvation as a helmet. For God did not appoint us to suffer wrath but to receive salvation through our Lord Jesus Christ. He died for us so that, whether we are awake or asleep, we may live together with him. Therefore encourage one another and build each other up, just as in fact you are doing.” 1 Thessalonians 5:4-11

We believe that the Spirit distributes gifts and ministries to all believers, and that every believer, regardless of race, gender, or socio-economic status is accountable to God to utilize and develop their gifts and abilities to serve in God's kingdom.

## BGU Lifestyle Commitment

BGU is a university uniquely placed in the middle of a storied missional community. Central to the teaching within this community has been the message of the cross; that the complete and perfect work of Christ's death and resurrection empowers every believer to overcome sin and walk in holiness through absolute surrender to Christ's lordship (Romans 6:1-14). We are counted righteous in God's sight only by the application of his grace to our lives, grace that comes through the finished work of the cross, apart from our works (Ephesians 2:9-10; Titus 3:4-7). This grace also empowers us to walk in holiness before him and in sacrificial love toward one another in community (Colossians 3:12-17). The BGU community also values the concept of community, recognizing that the pursuit of the good of others is evidence of a life lived for God. The BGU Lifestyle Commitment is not to be seen as the standard of holiness, but instead as a guardrail within which the Holy Spirit will be able to mold us into the image of Christ without hindrance, and as a map for engaging healthy relationships within the community.

BGU students are committed to embrace a lifestyle of integrity, which includes an internal commitment both to live righteously and to quickly confess and repent of areas of sin. Those who embrace integrity desire to bring any sin, whether publicly known or secretly hidden, into the light, maintaining unhindered fellowship with God and with those in their community. We do not expect perfection of anyone, but rather a fervent pursuit of holiness and quick confession and repentance toward any areas of failure.

BGU students commit to abstain from alcohol, tobacco products, gambling, and drugs that are not sold over the counter or prescribed by their doctor. Students should be open with university leadership about past addictions in any of these areas and commit to openness and accountability while at BGU. Students are permitted to drink responsibly during the following major breaks if they are of age and not staying on campus: Thanksgiving break, Christmas break, spring break, and summer break. Students who remain on campus during any of these breaks must continue to abstain from alcohol.

BGU students are committed to live by the biblical standard of sexual purity ordained by God and affirmed by Jesus Christ, which excludes all sexual activity outside of the marriage covenant between one man and one woman (Genesis 2:24; Matthew 19:5; Ephesians 5:31; Hebrews 13:4). The commitment to purity includes fleeing actions

such as viewing pornography, masturbation, and extramarital sexual activity, as well as a commitment to reject lustful thoughts (2 Timothy 2:22).

BGU students affirm that gender is intentionally created and designated by God at birth, and is not a matter of human free will; thus, gender self-designation will not be recognized at BGU. Every student is required to use dormitories and restrooms according to their birth assigned biological gender, as well as to pursue romantic relationships only with the opposite gender.

BGU students celebrate media as an incredible resource for the furthering of the Kingdom of God, for learning, and for enjoyment, but also recognize that it can quickly become a conduit of unhealthy and harmful content. Media used for entertainment should be a means of building community, not as a means of escape or isolation. R-rated movies viewed publicly on campus should be approved by the student's mentor or dean, and all media viewed should be glorifying to God and edifying to those watching.

BGU students have chosen freely and of their own accord to embrace this code of conduct. Because each student has voluntarily chosen to be a part of the Bethany community and abide by this code of conduct, any violation of these standards will be considered a compromise of integrity. By agreeing to this code of conduct, students agree to the guidance of BGU leaders in dealing with the consequences of any violation.

BGU reserves the right to dismiss any student who does not abide by the code of conduct. Action may be taken concerning any student regardless of the amount of time since a particular violation occurred. The university may also take disciplinary action concerning students awaiting degrees or students who have withdrawn from the university while a disciplinary matter is pending.

### **When the Lifestyle Commitment Applies**

The BGU Lifestyle Commitment applies to all students:

- while enrolled in classes during the fall semester.
- while enrolled in classes during the spring semester.
- while enrolled in classes during the summer semester.
- while representing BGU in any off-campus event or function, such as short-term mission trips, required school events, and Global Internship.
- while not enrolled in classes but still living on campus or not checked out of their room.

Outside of these specific times, BGU students are still expected to conduct their lives in ways which demonstrate a commitment to pursue and model righteousness.

### **BGU Lifestyle Statement**

The overarching objective of Bethany Global University is to see students grow in spiritual maturity, personal responsibility, and knowledge of God as revealed in His Word, in order to become effective ministers of the Gospel. Therefore, BGU seeks to live by the following Biblical guidelines:

- The desire to glorify God in all things (Romans 15:5-6)
- A concern for the feelings and sensitivities of others – showing selflessness (1 Corinthians 10:23-24)
- A commitment to put off one's old way of life (Ephesians 4:20-24)
- A refusal to be shaped by the value system of this world (Romans 12:2)

- A desire to act in ways that reflect maturity (Hebrews 5:14)
- The understanding and practice of teachability (Proverbs 9:9-10)

If, at any time, students have questions about the guidelines in this handbook, they are encouraged to discuss their concerns directly with a university staff or faculty member.

Unless otherwise noted, all lifestyle policies are applicable on and off campus while students are enrolled full-time at BGU.

### **Final Authority for Matters of Belief and Conduct**

The BGU Lifestyle Commitment and Lifestyle Statement do not exhaust the extent of our beliefs. The Bible, as the inspired and infallible Word of God, is the final authority concerning truth, morality and the proper conduct of mankind. The BGU Board of Directors and executive and managerial leadership looks to the Bible's meaning and application when exercising the final interpretive authority regarding BGU's faith, doctrine, practice, policy and discipline.

### **Addictive Destructive Behaviors**

Students are required to abstain from possession, use, or sale of:

- Alcohol, drugs, or hallucinogenic substances
- Tobacco (in any form)
- Prescription drugs (misused/drugs that are not your prescription)
- Pornography (Viewing pornography of any kind or reading sexually explicit literature is prohibited.)
- Gambling
- Profanity (Cursing, profanity, and coarse language are not allowed. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29)

Students who struggle with any of the above behaviors are urged to seek help from university leadership in order to find freedom.

### **BGU Accountability System**

#### **What is the BGU Accountability System?**

At the beginning of each quarter, students receive five (5) credits which they may use at their own discretion. If all five credits are used within the eight week quarter, the student will then begin accruing marks if they take part in any of the actions outlined below. For each mark that a student receives, they will choose from the list of consequences. At the beginning of each 8-week quarter, students' credits are restored to 5, and any marks accumulated are reset to zero. If a student has earned additional credits, those credits will carry over into the next quarter if they have not already been used, and will be used first.

#### **Dates for the 2019-2020 school year quarters:**

- Fall Q 1: August 19, 2020 – October 18, 2020
- Fall Q 2: October 19, 2020 – December 18, 2020
- Spring Q 3: January 11, 2021 – March 14, 2021



- Spring Q 4: March 15, 2021 – May 7, 2021
- Summer Q 5: May 10, 2021 – June 13, 2021
- Summer Q 6: June 14, 2021 – August 15, 2021

**Rewards for not using credits:**

- Credits exist to give each student the opportunity to exercise wisdom on when to not participate in a required activity, or program function. Credits are available for use at a student’s own discretion. If however, a student does not use any credits for all 8 weeks of the quarter, they will receive a small reward.
- If a student does not use any credits for an entire semester, they will receive a small but more significant reward than at the end of the quarter.
- If a student does not use any credits for the entire school year (all four quarters) they will be invited to participate in the Nickelodeon Universe Chipotle lunch extravaganza.

**Actions requiring the use of a credit or accrual of a mark:**

- Do not attend chapel or Student Development – 1 credit used
- Do not attend Life Group – 2 credits used
- Fail a room check (miss 3 or more items on the clean room check list) – 1 credit used
- Fail an assigned dorm chore when it is the student’s turn to do so – 1 credit used
- Do not wear appropriate business casual attire on Tuesday during chapel and class – 1 credit used and the student will be asked to return to their dorm to change into appropriate attire for business casual Tuesday
- Do not complete a Quiet Time during the weeks when it is required – 1 credit used
- Do not attend a required event – credit uses vary per event.
- Any violations of the handbook policies may result in the use of a credit or the accrual of a mark as determined by the Deans.

**What happens when you use a credit or receive a mark?**

- **1<sup>st</sup> Credit** – 1<sup>st</sup> Credit is used
- **2<sup>nd</sup> Credit** – 2<sup>nd</sup> Credit is used
- **3<sup>rd</sup> Credit** – 3<sup>rd</sup> Credit is used
- **4<sup>th</sup> Credit** – 4<sup>th</sup> Credit is used
- **5<sup>th</sup> Credit** – 5<sup>th</sup> Credit is used
- **1<sup>st</sup> Mark** (6<sup>th</sup> Credit) – The student will meet with their respective Student Life Mentor
- **2<sup>nd</sup> Mark** (7<sup>th</sup> Credit) – Choose a consequence OR a \$10 fine
- **3<sup>rd</sup> Mark** (8<sup>th</sup> Credit) – Choose a consequence OR a \$20 fine
- **4<sup>th</sup> Mark** (9<sup>th</sup> Credit) – Choose a consequence OR a \$30 fine
- **5<sup>th</sup> Mark** (10<sup>th</sup> Credit) – The student will meet with their respective Dean, consequences will be determined at that time

**Consequence Choices:**

- **Cafeteria Lunch Service:** The student will begin their lunch service at 12:15 p.m., and will serve through the lunch hour until 12:55 p.m. (the last five minutes of the hour are given to ensure prompt arrival to the student’s P.T. assignment). The student must clear at least 30 trays, refill beverages for those who are eating, wipe down the tables with sanitizer from the kitchen after the tables are vacated, and vacuum the dining room.
- **Write an Essay** – the student will write a 500-word essay, with the topic to be determined by the Dean or Student Life Mentor. The student must cite two sources in addition to/other than the Bible and write this essay in MLA format. The paper is to be submitted to the Dean or Mentor within one week of receiving the mark, and the student will meet with the Dean/Mentor to review the paper.
- **Life Group Cleaning Chore** – the student will complete their entire Life Group chore for that week.

The student can determine the order in which they will receive the consequences for marks they earn. No consequence can be completed twice in one quarter until all consequences have been completed. Unresolved marks will automatically become fines (billed to the student's account via Populi) at the end of every quarter or during the last two weeks of any semester.

#### **Tracking of the Accountability System:**

- Student Life Advisors, Student Life Mentors, Practical Training Supervisors, and Deans will all be in communication with each other and the students to ensure that if a student elects to use a credit it is recorded. The BGU Accountability System is coordinated by the Dean of Men.

#### **Accountability Probation**

- After using all Marks once, or getting into Marks two quarters in a row, the student will go on probation.
- The student ends probation by not going into their Marks during the following term.
- If the student goes into their Marks again while still on probation the student will meet with their respective Dean and Mentor to determine if they still want to attend BGU. The student may either be dismissed from the program or go on a Growth Plan as determined by Student Life.

## **Confidentiality**

When a student confides in or confesses wrongdoing to BGU leadership, this information is kept in confidence, and shared only with authorized university leadership on an as-needed basis with the goal of restoration.

The student may be encouraged by the staff member to confess to someone else in leadership. However, students should understand that certain situations require that confidential information may be released to other university staff, and public authorities. These situations include:

- Perceived imminent risk of the student doing serious harm to themselves or others.
- Any reported physical or sexual abuse against children under the age of 18 or dependent adults over the age of 18. (This will be reported to local authorities. In keeping with Minnesota law, such reports must be filed within 24 hours.)
- Title IX Mandatory Reporting may be applicable.

Student records are confidential and cannot be disclosed beyond authorized university staff without the written consent of the student. Students may not see reference forms without the written consent of the one who wrote the reference.

## **Dating/Courtship**

Students should seek to honor their fellow students and treat them as brothers and sisters in Christ. As such, all relationships between students should be God-honoring and edifying to the greater BGU community. Students choosing to enter into romantic relationships should welcome accountability from the community, including fellow students, faculty, and staff.

Students should be assured that all BGU faculty and staff seek to build relationships upon biblical precepts, with the aim of discipling and mentoring students in their pursuit of a successful life in Christ. Our campus community exists to foster authentic, healthy, and safe relationships among all staff and students.

Staff and students are allowed to date if both parties are at least 21 years old. If staff and students wish to start dating, these parties must meet with Human Resources and/or the Executive Vice President of BGU to inform them of their intent before beginning a relationship.

## Public Displays of Affection

Public displays of affection for all students are limited to brief hugs and hand-holding while on campus (this includes the church and business facilities).

## Engagement & Marriage

Students entering into relationships should be aware that any plans for engagement and marriage must fit within the structure and timeline of the program. Students in their first year of marriage should understand that it may affect their BGU Global Internship.

## Dress Code

As a member of the campus community, students agree to comply with standards that reflect community values. While Bethany Global University realizes that students come to this campus from a wide range of backgrounds and may hold different ideas regarding appropriate dress, we highly value modesty and respect for self and others. Both of these values need to be taken into consideration when choosing clothing. The way we dress can be reflective of our heart. Let's love and encourage each other in this biblical way—always seeking to care for each other as brothers and sisters in Christ.

- Our choices as a community should be focused on our testimony as representatives of Jesus Christ rather than on our own rights or personal taste.
- Choices should also be appropriate to the setting, and reflect sensitivity, respect, and consideration of others.

The following general dress code guidelines should be followed in all circumstances:

- All clothing should be modest, neat and clean.
- Hair should be clean and well kept.
- Business casual attire is required for class and BI chapel on Tuesdays.
- Men are asked to always wear a shirt during sports activities/exercising.
- Slippers and pajamas are acceptable in resident hall buildings only.

The following is not permitted:

- Clothing with ads, scenes, branding, or wording that promotes alcohol, drugs, sexual promiscuity, or other unbiblical values
- Shirts & dresses with the following styles: halter, spaghetti strap, and strapless
- Exposed cleavage, midriffs, or lower backs
- Skirts/dresses (including any slits) that are shorter than 3 inches above the knee when standing (Disclaimer: this will look different for different body types)
- Shorts that are shorter than finger tips when standing with arms extended
- Leggings are acceptable when worn under skirts/dresses/shorts/shirts that are no shorter than finger tips when standing with arms extended

- Yoga pants are acceptable to be worn by themselves when exercising
- See-through clothing
- Any undergarments that are showing
- Please note:
  - Gym/workout clothing outside the dorm should also adhere to these same standards.
  - Appropriate footwear is always required in all buildings except the dorms.
  - The following is not permitted in class:
    - Visors, ball caps, or other headgear
    - Athletic clothing (i.e. sweatpants, track pants, gym shorts)
    - Clothing or footwear that is torn, frayed, dirty, excessively wrinkled, or stained
- Students should dress appropriately while in the classroom, for cultural outings, outreach or any other event that is considered part of Bethany Global University. The faculty and staff reserve the right to ask any student to change their clothing if it is deemed inappropriate. If you have any questions regarding your wardrobe, please ask an SLA, faculty, or staff member.

Piercings and tattoos are, for the most part, irreversible choices which may affect a student's ability to effectively minister within certain cultures; therefore, BGU strongly recommends that students do not get tattoos while enrolled in the university, and piercings are limited to the ears for both genders and a small stud or hoop nose ring and Monroe for women.

## **Drug and Alcohol Abuse**

BGU is committed to abiding by and enforcing state and federal underage drinking laws, as well as state and federal drug laws regarding the possession, use, and sale of alcoholic beverages and illegal drugs. Legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol include imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order to allow convicted persons to attend colleges or continue their jobs. Felony and certain other convictions can prevent you from entering many fields of employment or professions and may have to be listed on applications for employment or admission to graduate or professional schools.

The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. BGU partners with Water's Edge Counselling and Healing Center in order provide counseling options for students struggling with drug and alcohol abuse. Non-professional options include scheduling appointments through the Prayer Ministry Office and setting up a growth plan through the Student Life Office.

In compliance with Section 120 of the Higher Education Act (HEA), BGU will impose sanctions on students consistent with local, state, and federal law, up to and including expulsion from the university and referral for prosecution for violations of the standards of conduct listed here.

## Employment

It is suggested that students refrain from working for the first six weeks of the program. This is to allow for adequate adjustment to the program and to ensure realistic expectations as to time commitments.

Students struggling in any aspect of the program may be asked to reduce their work hours or refrain entirely from employment.

International students must adhere to all work-related requirements mandated by the U.S. government.

Bethany International does not hire students for pay.

## Grievance Policy

### I. Definitions

A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner by a university department or a representative of the university.

### II. Grievances covered by this policy

A grievance against a university official arises when a student believes he or she has been subjected to inappropriate behavior by a department or university representative (faculty or staff) acting within their role and duty.

A grievance of personal misconduct by a faculty member or other university employee arises when a student believes he or she is the subject of inappropriate behavior outside of the employee's role and duties within the university.

### III. Grievances not covered by this policy

- Grade disputes, academic evaluation disputes, and other matters related to a faculty member's assigned duties. The grievance process for these disputes is found in the Academic Policies section.
- Issues of sexual harassment or discrimination. These issues should be referred to Melanie Hurlbut, the Title IX coordinator, (952-829-4687, [melanie.hurlbut@bethanygu.edu](mailto:melanie.hurlbut@bethanygu.edu)). See the Title IX section in the handbook for the policy on Sexual Misconduct.

### IV. Informal grievance resolution

Prior to bringing a grievance forward against a university official or representative acting within their role or duty, students are encouraged to attempt a good-faith resolution of the grievance in the spirit of Matthew 18. The student should limit discussion of the grievance with others to seeking advice without giving details or names before going to the person involved to discuss the issue at hand and attempt a resolution.

This attempt may be made with the party directly involved with the disputed matter, or if more appropriate, with the head of the department in which the grievance arises. Contact them either in person or via email for an appointment. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process.

Attempts at informal resolution should be initiated within 15 days of the incident in dispute.

If the issue is not resolved at that level, the student should discuss the issue with the staff involved and their immediate supervisor. If that does not produce a resolution, the senior supervisor will then meet one-on-one with the student to continue the dialogue. (See Matthew 5:23-24, 18:15-17.)

### V. Formal grievance resolution

Should a situation arise in which a student is unable to resolve his or her grievance informally, the university's formal grievance process may be employed. This process, outlined below, should also be initiated within 15 days of the failed informal resolution if applicable.

*Step 1*

A formal grievance is presented in writing to the Executive Vice President of BGU (David M. Hasz) using the Student Grievance Form, which can be found in the Student Life offices.

*Step 2*

Upon receipt of the formal grievance, a designee is appointed by the Office of the Executive Vice President of BGU to investigate the dispute.

If the grievance involves a university official or representative acting within their role or duty, the investigator determines the involvement of pertinent supervisors, department heads, and deans in the investigation. Depending upon the grievance, pertinent data (interviews, etc.) will be gathered by the investigator or the university office involved in the grievance. This data is then presented to the department for resolution.

If the grievance is based on personal misconduct by a faculty member or other university employee, the investigator gathers pertinent information and presents it to either the Executive Vice President of BGU (faculty complaint) or the Human Resource Manager (staff complaint). The Office of the Executive Vice President of BGU assists the appropriate office with resolution and the resolution process.

## **VI. Elevated grievance**

*Step 1*

If the complainant and the respondent do not agree through the formal grievance resolution, an elevated grievance becomes necessary. The grievance will be elevated to the President of Bethany International, who will review all data that has been gathered and propose a solution based on the information received.

*Step 2*

If the student's grievance is not satisfied at the president's level, the president will then arrange for the student to make an appropriate contact with Bethany's University Board of Directors. The Board has the final say in the decision.

Students who follow this process will not incur reprisals for disagreement with university faculty and staff. Over the years the overwhelming majority of BGU issues have been solved through conversations with staff. Seldom has the Board of Directors become involved, but the Board is available and willing to do so as needed.

### **Anonymous Grievance**

Though a personal grievance submission is far more beneficial to ensuring a satisfactory solution, we understand that some students may wish to voice their concerns anonymously. Students may voice concerns anonymously via the following avenues:

Phone: 952-996-1308    or    Email: [bguconcerns@bethanygu.edu](mailto:bguconcerns@bethanygu.edu)

## **Media**

Students should refrain from becoming overly absorbed in any type of media to the detriment of their walk with God, relationships, and/or studies. Since it is possible in this culture to become "intoxicated" with the things of the world, recommended guidelines have been established in this section to give students direction in developing a stronger daily Christian walk.

The following guidelines apply to the use of media both on and off campus during the school year.

The dorm is a shared space; therefore students should exercise courtesy when using electronic entertainment. Roommates are encouraged to discuss preferences and personal media standards with one another, preferring one another in love (Philippians 2:3-4).

### **Content and Music**

Students should not listen to music or view content that contradicts biblical morals or values.

## Internet Use

In this era the internet can be used for great good, but can also be detrimental.

To help students foster healthy internet usage habits, the following guidelines are in place:

Students should wisely manage their time on social media, blogs, forums, email, surfing the web, computer games, and video streaming platforms.

Bethany provides wireless internet access campus wide. This service is provided primarily for use in study and ministry service. The campus system uses filters that block access to certain web sites containing questionable content. In addition, all traffic is logged and inappropriate or excessive use can be traced back to individual computers, providing some level of accountability.

In addition, students are highly encouraged to subscribe to one of the following accountability services for the duration of their enrollment in BGU, listing their Student Life Advisor as one to whom their bi-weekly report is sent:

- [www.x3watch.com](http://www.x3watch.com)
- [www.covenanteyes.com](http://www.covenanteyes.com)
- [www.safeeyes.com](http://www.safeeyes.com)

Despite the presence of these services, students must still exercise self-control and integrity when using the internet.

## Movies

Any movies shown as part of a public viewing or student-driven event must have prior approval from the Student Life Department.

Students may make their own judgment call as they ask the Lord for guidance as to what media they view personally on or off campus. To help prevent exposure to material that could compromise their integrity, we suggest students make use of a Christian movie review site before they watch a movie off-campus that would not be allowed on campus (good review sites include [www.pluggedinonline.com](http://www.pluggedinonline.com) and [www.christiananswers.net/spotlight](http://www.christiananswers.net/spotlight)).

## Gaming

Gaming systems are permitted in the dorms, and should be primarily used as a means of engaging with community. Students are expected to use good judgment in which games they play, and to be moderate in the amount of time given to this form of entertainment. Video games should not be used as a means of escape or isolation, but should be used intentionally within community as an additional outlet to enjoy Christ-centered friendships. Games that are rated M (Mature) must receive approval from a student life Mentor or Dean before being played on campus.

## Restoration

“Those who conceal their sins do not prosper, but those who confess and renounce them find mercy.” Proverbs 28:13

University leadership desires the healing restoration of those who have done wrong that they might walk in wholeness once again. It is not our desire that anyone should be expelled from the university due to any wrongdoing in regard to the Student Handbook.

Students enrolled at BGU agree to uphold the standards and guidelines found in this Student Handbook. When students recognize, at any point, that they have not followed these guidelines, they are required to bring this to the

attention of leadership rather than to wait for someone else to confront them about it or report what they are observing to university leadership.

Confession is where healing begins. “Confess your sins to each other and pray for each other, so that you may be healed.” James 5:16

The path to restoration is to:

- Confess and repent before God.
- Meet with your Student Life Advisor or mentor and receive their guidance towards next steps, which may or may not include restitution, systems of accountability or escalation to higher levels of leadership and potential consequences.
- The restoration of trust is the responsibility of the student; however, university leadership is available and willing to help give guidance to this process. If a student does not desire to restore trust that has been broken or is unwilling to do so, university leadership may need to separate that individual student from the community of students for a season. For the sake of clarity and restoration, documentation of a student’s wrongdoing may be kept.

### **Escalating Concerns to University Leadership**

If students become aware that one of their fellow classmates is not upholding the guidelines in this Student Handbook, they are encouraged to confront this classmate in a loving Biblical manner.

“If a brother or sister sins, go and point out the fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.” Matthew 18:15-16

If the classmate does not take heed and repeats the offense, the student should tell the classmate that the classmate should talk to their SLA/SLM about their struggles by the end of the next day and that the student will also talk with the staff the following day about the situation for their own benefit. The student should offer to accompany the classmate if desired to give them courage, context and possibly accountability. In the case of there being danger of physical harm to the classmate or others, the student should ask the classmate to immediately make an appointment with staff to inform them of the situation and let the classmate know that they will also be contacting staff immediately.

### **Student Proposal Process**

Students that wish to submit a proposal request (either for a programmatic change or an individual request) can do so by completing the following steps:

- The proposal request form is available as an electronically fillable form in the shared Files of Populi.
- Submit the completed form to Student Life for processing. An official written response to the originator of each proposal will be given within approximately 2-4 weeks of it being submitted.

### **Title IX**

Title IX of the Education Amendments of 1972 is a federal law that states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance” (20 U.S.C. Sec. 1681).



Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault, and sexual violence.

### **Scope and Policy**

Bethany Global University (BGU) is committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms as defined in this policy. BGU prohibits domestic violence, dating violence, sexual assault, and stalking. BGU will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to BGU are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by BGU or otherwise related to BGU or its business.

The purposes of this policy include:

1. Prohibiting all forms of sexual misconduct
2. Creating a work environment that is free from sexual misconduct
3. Encouraging good faith complaints when sexual misconduct has occurred
4. Addressing and resolving complaints of sexual misconduct
5. Preventing recurrence of sexual harassment, sexual violence, and sexual misconduct and correcting its effects on complainants and others

All students and employees are required annually to take an online training to make them aware of the scope of Title IX and its protections against discrimination on the basis of sex, including any form of sexual misconduct, in any BGU education program or activity. Currently BGU contracts with trainEd, a division of GrayPlantMooty to customize its SpeakUp! online training for BGU students and employees. Persons who believe that they have experienced sexual misconduct or have witnessed sexual misconduct of another community member are expected to bring the conduct to the attention of appropriate individuals so that BGU can take prompt corrective action. BGU will take prompt corrective action against any sexual misconduct by or against its community members. All BGU community members are directed to implement and abide by the procedures outlined in this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur, and to appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal.

### **Title IX Coordinator**

The Title IX Coordinator has primary responsibility for training, education, oversight, enforcement, administration, and supervision of this policy and procedure, as well as identifying and addressing any systematic problems that arise during the review of complaints. The Title IX Coordinator is also the administrator to whom a complaint is reported. The Title IX Coordinator ensures the complaint is addressed according to policy and procedures and assigns an Investigator to help with resolving the situation. Any questions related to these policies and procedures should be addressed to the Title IX Coordinator.

All complaints may be reported to:

Chelsey DeLong, Human Resources Mgr. and Title IX Coordinator  
952-996-1479 [chelsey.delong@bethfel.org](mailto:chelsey.delong@bethfel.org)

Complaints may also be reported to:

Melanie Hurlbut, Faculty and Deputy Title IX Coordinator  
952-829-4687 [melanie.hurlbut@bethanygu.edu](mailto:melanie.hurlbut@bethanygu.edu)

#### Immediate Action and Assistance Following an Incident of Sexual Misconduct

The safety and care of a victim of sexual assault is of primary importance. The resources below are trained to provide first step victim care assistance.

#### On campus:

\*BGU confidential resources:

Christine Ramirez, Prayer Ministry Leader, [Christine.ramirez@bethanygu.edu](mailto:Christine.ramirez@bethanygu.edu), 952-918-1979

Steve Eliason, [steve.eliason@bethfel.org](mailto:steve.eliason@bethfel.org)

#### In the community:

\*Minnesota Day One Crisis Hotline, <http://dayoneservices.org>, 1-866-223-1111

They help to provide victims with an advocate who can accompany a victim to the hospital or other health provider.

\*Sexual Assault Resource Services at a local Hennepin County Medical Center for an exam by a SANE nurse (Sexual Assault Nurse Examiner), 612-837-5832

[http://www.hcmc.org/services/HCMC\\_MAINCONTENT\\_428](http://www.hcmc.org/services/HCMC_MAINCONTENT_428)

\*Bloomington Police Dept., 952-563-4900, [police@BloomingtonMN.gov](mailto:police@BloomingtonMN.gov)

While victim care is primary, it is important to also preserve evidence as may be necessary for the proof of sexual assault or a Violence Against Women Act (VAWA) crime, or in obtaining a protection order. A SANE nurse (see above) is trained to assist with this process during a physical exam. Victims should also preserve evidence including things such as texts, emails, social media posts, photos, etc. for violence and/or stalking. See VAWA regulations, 668 CFR 668.46

Law enforcement agency information for the state of Minnesota concerning registered sex offenders may be obtained using the following link: <https://coms.doc.state.mn.us/publicregistrantsearch>

### **Considerations**

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps assure the preservation of evidence. Preserving evidence may be necessary for the proof of criminal sexual misconduct or to obtain a protection order. In an emergency, call 911.

All BGU faculty and employees are mandatory reporters. They have a duty to report sexual misconduct to the Title IX Coordinator (Chelsey DeLong) when they are made aware of such conduct or witness such conduct. Conversations with the Title IX Coordinator will be kept as confidential as possible, but information about incidents of suspected violations of Title IX must be shared to the extent necessary to conduct an investigation and to take any corrective action deemed appropriate by BGU. Only the specifically designated Confidential Resources noted above can guarantee full confidentiality.

BGU shall provide a prompt, fair, and impartial investigation and resolution. The Complainant is understood to be an individual or group of individuals who believe that unlawful discrimination or sexual misconduct may have or has occurred. The Respondent is an individual or group of individuals against whom an allegation of sexual misconduct is made.

The complainant and respondent are entitled to the same opportunities to have others present during a BGU misconduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an

advisor of their choice. The complainant and respondent shall be simultaneously informed in writing of the outcome of any proceeding, right to appeal, any change in results that occurs prior to the time that such results become final and when such results become final.

There are two procedures to consider for addressing sexual misconduct concerns, the Informal Complaint Procedure and the Formal Complaint Procedure. All proceedings of informal and formal complaints are kept confidential with information about incidents of suspected violations of Title IX shared only to the extent necessary to conduct an investigation and to take any corrective action deemed appropriate by BGU. All those involved in the process (complainant, respondent, Investigators, Title IX Coordinator and others) are required to keep all information confidential as stated above, except as may be required by applicable law or court order. Mental health professionals are generally required by law to protect confidential communications, unless he or she perceives an immediate or serious threat to a person or if there is an allegation of abuse to a person under 18.

Under the Clery Act, BGU is obligated to annually report sexual misconduct and issue a timely warning through the Office of Campus Safety and Security if there exists an ongoing threat to the community. Any publicly available notice or recordkeeping will keep the victim's name confidential and any identifying information will be protected to the extent reasonably possible to take appropriate preventative measures.

In addition to and separate from addressing sexual misconduct concerns within the institution, complainants may notify or decline to notify local law enforcement. BGU will give assistance to any complainant who requests help notifying law enforcement. A report to police is not necessary for BGU to proceed with interim measures, informal procedures, or formal procedures.

### **Interim Measures**

Interim protective measures, such as changing the work, transportation, living or academic environment, will be considered immediately, regardless of whether the complainant chooses to report the crime to local law enforcement. BGU will provide a written explanation of the complainant's rights and options, as well as a copy of this policy. BGU will make information available to complainants on the right to seek orders for protection, no contact orders, or restraining orders.

Bethany Global University will maintain as confidential any accommodations provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

Bethany Global University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and within the community.

### **Informal Complaint Procedure**

In the Informal Complaint Procedure, a complainant may discuss a sexual misconduct concern with the Title IX Coordinator without putting the complaint in writing. A complainant may, however, elect to discontinue the informal complaint procedure and commence a formal complaint at any time. The informal complaint procedure will not be employed in cases of sexual assault.

The role of the Title IX Coordinator and/or the Investigators is to assist in resolving the complaint by direct involvement or by assisting the complainant in resolving the complaint. The steps are:

1. The complainant should contact the Title IX Coordinator, Chelsey DeLong, [chelsey.delong@bethfel.org](mailto:chelsey.delong@bethfel.org), 952-996-1479. If the complainant informs any other community member of a sexual misconduct concern, other than the Title IX Coordinator, that community member shall promptly inform the Title IX Coordinator of the concern.
2. In order to promptly respond, the Title IX Coordinator, or a designated Investigator, should ensure the following procedure is completed within thirty (30) calendar days of the date the complaint is received: (a) Either the Title IX Coordinator and/or Investigator along with one additional person assigned by the Title

IX Coordinator, shall meet with the complainant to understand the nature of the concern and obtain a complete description of the alleged misconduct; (b) Provide a copy of and review this policy and its procedures with complainant; (c) Offer appropriate assistance to the complainant; (d) If deemed appropriate, meet with the respondent.

3. If feasible and appropriate, informal resolutions may be attempted to resolve the complaint. These resolutions include, but are not limited to, the following: (a) The respondent being directed, in writing, to cease the behavior; (b) Third-party assistance to the complainant and/or the respondent to resolve past differences, and/or to establish guidelines for future interactions; (c) Changing the work, living, transportation or academic environment of the complainant and/or respondent
4. If the parties agree, the resolution will be implemented and the informal process will be concluded. If the parties do not agree upon a resolution, or at any time during the informal process, the complainant may initiate a formal complaint.
5. Whether or not the complainant files a formal complaint and/or the parties reach a resolution, BGU may at its sole discretion initiate a formal investigation and take appropriate actions to attempt to fully resolve any harm that occurred and prevent any further harm.

The Title IX Coordinator and/or Investigator shall keep a written record of the investigation and resolution. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant, the respondent, and senior administrator responsible for the involved student, faculty or staff member (as applicable), and kept as part of the record. A full copy of the record shall be promptly provided to the Title IX Coordinator.

### **Formal Complaint Procedures**

When informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the concern of sexual misconduct, the complainant may file a formal written complaint with the Title IX Coordinator.

1. The complaint should describe in detail the alleged sexual misconduct and the action the complainant requests to resolve the matter. All written complaints must be signed and dated by the complainant and, where known, should contain the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, a detailed description of the actions constituting the alleged unlawful discrimination or sexual misconduct, and any other relevant information. If possible, names, addresses and phone numbers of witnesses or potential witnesses should also be included.
2. Within five (5) working days after receipt of the signed complaint, the Title IX Coordinator, or a designated Investigator will review the complaint to determine if the complaint sufficiently describes the alleged sexual misconduct. (a) If the complaint does not sufficiently describe a concern within the definition of sexual misconduct under this policy, the complaint will be returned and other assistance may be recommended. (b) If the complaint does not sufficiently describe the factual details of the concern so that a determination of sexual misconduct can be made, the complaint will be returned and the complainant may submit an amended complaint providing enough factual details to allow a determination to investigate.
3. Within ten (10) working days of receiving a complaint or amended complaint, either the Title IX Coordinator or Investigator, will notify the respondent that a formal complaint has been received and an investigation has begun. The Title IX Coordinator or an Investigator will also give the respondent a copy of this policy.

Investigators include:

Ken Freire, Director of Enrollment, [ken.freire@bethanygu.edu](mailto:ken.freire@bethanygu.edu), 952-829-1316

Amy Zaffke, Director of Student Life, [amy.zaffke@bethanygu.edu](mailto:amy.zaffke@bethanygu.edu), 952-996-1321

All Investigators will receive investigator training annually. The designated Investigator will be one determined not to have a conflict of interest or bias for or against the complainant or the respondent.

4. Within the next ten (10) working days the Investigator and one additional person assigned by the Title Coordinator will meet with the complainant to review the nature of the complaint and identify the scope

and nature of the investigation. The Investigators will also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's response to the complaint and to review with the respondent the scope and nature of the investigation.

5. Both the complainant and the respondent may request that an advisor be present with them during any of the meetings with an Investigator. The advisor may be an attorney only if the investigation is of an alleged sexual assault or VAWA crime.
6. The Investigators shall thoroughly investigate the complaint. Prior to completing the investigation, the Investigators shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the Investigators should speak with, and to request any additional information.
7. After completion of the investigation, the Investigators shall meet with the Title IX Coordinator and the Adjudicator to review the Investigators' report and reach conclusion based on a preponderance of evidence (i.e., more likely than not standard) regarding the allegations and appropriate corrective action(s), if any.

The BGU Adjudicator: David Hasz, Executive Vice President/Provost, [david.hasz@bethanygu.edu](mailto:david.hasz@bethanygu.edu), 952-829-1896

8. It is the goal of these procedures that, to the extent possible, the above steps be completed within sixty (60) calendar days of receiving the formal complaint. The Title IX Coordinator shall forward to the complainant and respondent all of the following: (a) a summary of the investigative report including the conclusion reached as to whether sexual misconduct did or did not occur with respect to each allegation in the complaint; (b) a description of actions to be taken, if any, to resolve any sexual misconduct that occurred, and to prevent similar issues from occurring in the future; (c) a description of the complainant's and respondent's right to appeal either the finding or the appropriateness of the corrective action(s)

### **Sanctions**

Depending on circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal from BGU. Sanctions may be imposed on an individual who knowingly provided false information or initiated in bad faith a claim of sexual misconduct.

### **No Retaliation**

Federal and state law, as well as BGU policy, prohibits retaliation, threats of retaliation, suspension, or discharge against persons for raising good faith concerns regarding sexual misconduct. Any retaliatory conduct is subject to disciplinary actions.

A full listing of BGU's Title IX Policies and Procedures can be found online at <https://bethanygu.edu/title-ix/>

## **Violence**

Acts or threats of violence may be grounds for expulsion. BGU will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code found here <https://www.law.cornell.edu/uscode/text/18/16>), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by BGU against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of this policy.

## **BGU Program Policies**

### **Academics**

As you set this time of your life aside to gain deeper knowledge and understanding, we encourage you to do it whole-heartedly and with a commitment to excellence in all you do.

## Academic Policies and Procedures

Please refer to the BGU Catalog for all academic policies and procedures.

### Classroom Etiquette

- Students are expected to behave in a respectful manner.
- Students are encouraged not to sit at the back or far sides of the room if there are empty chairs near the front.
- Cell phones must be silenced during class and chapels. Electronic devices may be brought to class but should only be used for class-related purposes.
- No food may be brought into the classrooms, the Furnace Prayer Room or Church Auditorium (exception: small, mess-free packaged snacks such as candy or nuts may be allowed in the classroom at the discretion of faculty). Drinks in personal containers with attached lids are allowed.

## Chapels

In addition to continued spiritual growth, the focus of chapels is to bring together the students and staff of Bethany Global University and Bethany International as a family with one common mission. Chapel topics will remain flexible and respond to the current spiritual needs within the Bethany family. To encourage unity among our community and a strong support for the individuals teaching or leading in worship, all students are required to sit in the chairs in the church; do not sit in the back or on the floor. Only stand against the back wall if you are attempting to stay awake.

- Chapels occur weekly on Tuesday and Friday.
- Chapel and church attendance is required.
- Chapel and church absences are monitored via the credit accountability system.

### Student Development

Student Development occurs every Monday morning from 8-8:50, and is a gathering of the student body to hear weekly announcements as well as receive teaching on various essential topics regarding life and character.

## The Furnace Prayer Room

“The fire on the altar shall never go out.” – Count Zinzendorf

The mission of the prayer room is to create and cultivate a continual altar of prayer and worship on our campus, leading to personal transformation into Christ-likeness and the thrusting forth of laborers into the global harvest to take the church to where it is not.

The Furnace Prayer Room is a centralized location on campus where Jesus continually receives the glory, praise, and adoration that He is due. Through prayer, we are changed into the likeness of Christ as the cleansing fire of the Holy Spirit burns away everything that is not of Him, and we are equipped to be agents of reconciliation in the world. Students operate as priests before the throne of God as they worship in song, engage in corporate intercession, connect with the Holy Spirit in personal prayer, and meditate upon Scripture. There are many opportunities for students to get involved in the various prayer meetings hosted every day.

Bethany International is committed to following the Lord in establishing a culture of prayer in our organization. Everything starts with prayer, knowing that the Lord always shares his heart and plans with His people. We must

spend time in prayer every day with Jesus, abiding in Him, in order to cultivate ears to hear and eyes to see what He is doing in the nations.

**Etiquette:** Please feel free to express your love to the Lord! In order to sustain a prayerful atmosphere, please refrain from distracting others through side conversations or overtly loud singing or praying. As a general rule, follow the Lord where He is leading the whole group.

**Hours:** Monday-Saturday, 6 am – midnight; Sunday 3 pm – midnight.

## **Intercession Hours**

Bethany's campus is blessed to have a designated space for continual prayer and worship called the Furnace Prayer Room (description below). All students participate regularly in the Furnace Prayer Room as a means of developing a habit of engaging weekly in corporate intercession in their community. All students are required to complete at least 1 hour of intercession per week in 12 separate weeks of the semester. Weekly completion of the intercession hour requirement is tracked through 1 course each semester during the Freshman and Sophomore years.

## **Local Church Attendance**

BGU highly values the individual believer's involvement in a local church body. We recognize that being involved in a local church gives students a broader perspective of what God is doing in the Church at large, allows inter-generational relationships to develop, and provides opportunities to serve. The role of the Church as the "sender" of missionaries is valued. The university serves the Church by training its people for ministry. Therefore, students are encouraged to maintain a strong relationship with their home church. In addition, they are required to select a local church to be involved in and attend weekly during their time at BGU (online church does not fulfill the Local Church Attendance requirement). Weekly local church attendance is tracked through 1 course each semester during the Freshman and Sophomore years.

## **Practical Training/Work Education**

From the foundation of BGU in the late 1940s, student involvement in on-campus missions, business, and ministry operations has proven invaluable in giving them "real world" experience and skills. BGU continues to give students these opportunities through the Practical Training (PT) program.

BGU graduates are highly praised by mission-sending agencies for their excellent work ethic and integrity. Over the years, alumni have testified time and again as to the impact PT has had on their ministries, lives, and character.

This experiential learning allows students to acquire new skills, develop a strong work ethic, work under good leaders, learn to be good team members, and take on leadership responsibilities themselves.

In addition to these many benefits, each full-time student enrolled in the PT program can receive up to \$3,337.50 practical training tuition scholarship per semester. For receiving this tuition scholarship each student will have a PT placement for 230 hours per semester (16 weeks). They are to complete all hours required to earn the full scholarship. In order to complete their hours there are 5 additional work weeks available. The student may pick any of these work weeks and can work as many as the supervisor approves. Work weeks are scheduled as follows:

- The week prior to the start of the fall semester
- The week of Thanksgiving break
- The week prior to the start of the spring semester
- The week of spring break
- The week following spring graduation

## Guidelines

- All students must complete 230 hours of PT per semester and will be compensated \$14.51 an hour. This money is applied to their tuition scholarship total.
- Specific schedules are determined by individual PT supervisors working with students.
- PT placements are made according to a student's skill set balanced with overall ministry needs.
- Students may request a specific PT placement (although requests cannot be guaranteed).
- Individual PT departments may have specific requirements relating to attire, grooming, behavior, and schedule.
- Cell phone use during PT is limited to work-related activities.
- Each student will have a PT assignment description detailing assignment summary, rate of pay, responsibilities and learning opportunities.

## Personal Time

- Each student can request personal time off of PT with consent of their PT Supervisor. Keep in mind, any personal time taken off must be made up to meet the 230 hour requirement.
- Personal time should be scheduled with PT supervisors at least one week in advance.
- If students are going to miss PT due to illness, they should contact their PT supervisors immediately to make notification of their absence.
- If a student is absent from PT and fails to inform his/her supervisor, it can result in disciplinary action up to and including dismissal from the university.
- Being more than 15 minutes late for PT without notification also results in disciplinary action.

## Assessments

- Each semester, students meet with their PT supervisors for assessments.
- PT supervisors complete an evaluation form and identify areas of strength and areas for growth. Students also complete a self-evaluation form.
- A student who receives an unsatisfactory PT assessment may be placed on probationary status during the next semester.
- Probationary students who fail PT may be expelled from BGU.

## Summer Work Program

During the summer between the student's freshman and sophomore years, a work program exists for those who would like to stay on campus. Students work 20-30 hours per week in a PT assignment, throughout the summer.

## Spiritual Disciplines

As a university centered on the Word of God, BGU strives to keep the spiritual disciplines reflected in the Bible at the core of its training to take the Kingdom to where it is not. Students enrolled at BGU are challenged to go deeper in their walk with the Lord and cultivate a life of wholehearted communion with Him. BGU desires to see disciples raised up who not only have the practical skills necessary for effective, sustained Kingdom work, but also minister from the overflow of their love for God.



The university recognizes that practicing spiritual disciplines is new for some students. By offering teaching, oversight, and opportunities to practice the spiritual disciplines, the students will also experience the blessings associated with them.

### **Quiet Times**

In an effort to help all BGU students establish a daily habit of personal quiet time with Jesus, 30 minutes each day (Mon. - Fri.) are protected for QT. Protected QT days will be in affect during the first quarter of the fall semester. After this time, students are encouraged to continue having personal QT daily.

### **Fasting**

The discipline of fasting challenges us to become voluntarily weak so that God can fill us with His strength and draw us to the place of encounter (prayer) with Him. As a University, we desire to grow in humility before the Lord, harnessing the desires of the flesh, and incorporating this practice into the Christian walk. To continue growing in the discipline of fasting, BGU staff and students are encouraged to incorporate fasting regularly into their lives, as well as to participate in corporate fasts during our biannual “Day Set Apart” community gatherings.

### **Student Life Advising**

Each student is part of a life group made up of 6-12 students living together in the dorms under the oversight of a Student Life Advisor. BGU SLAs are chosen for their leadership abilities, good organizational and communication skills, spiritual maturity, humility, and genuine love for their fellow students.

The primary role of an SLA is to provide accountability to students related to the standards of conduct, honor and godliness as outlined in this handbook.

Student Life Advisors will have the support and oversight from a Student Life Mentor. Mentors are partnered with an SLA for the year and are available to help with special concerns, meet with students, and offer advice and prayer.

Student Life Advisors in conjunction with the Mentor lead a weekly life group time with their students. During this time, they discuss various topics focused on spiritual maturity, pray together, encourage one another, and talk through concerns. Students may also meet with their SLA or Mentor each week for accountability, prayer, and support.

Student Life Advisors are responsible for supervising dorm life. Students are expected to respect the authority of SLAs as leaders that the administration has placed in their lives for this time.

### **Personal Development Plan**

During the freshman year, students have the opportunity to create a Personal Development Plan (PDP) which encompasses community life, social development, time management, and academics as well as spiritual and personal disciplines. The PDP is periodically re-visited throughout the student’s enrollment for revision and accountability.

### **Prayer Ministry**

Trained prayer ministers are available to host individual prayer ministry appointments for the purpose of inner healing and deliverance. Prayer Ministry Appointments (PMA) can be arranged through the Prayer Ministry Department: [prayer.ministry@bethanygu.edu](mailto:prayer.ministry@bethanygu.edu).

### **Worship**

There are many occasions to take part in corporate and personal worship on campus.

## **Worship Teams**

There are opportunities for students to be involved on teams that lead prayer and worship in the Furnace Prayer Room. Students who are interested in being involved can find out more from the Prayer and Worship Coordinator.

# **Scheduling & Calendar**

## **Weekly Schedule**

Weekly schedules detailing classes, chapels, and special events can be found in Populi.

## **Time Off**

Students must give their Student Life Advisor advance notice when personal hours result in them being off campus overnight. This provides protection, contact information, and accountability.

For more information on taking time off, please refer to the Academics and Practical Training sections.

## **Required Special Events**

Student attendance, and/or availability to serve, is required for the following events:

- Orientation (fall & spring)
- Campsplosion (fall)
- The Forge/Furnace (fall)
- Preview/Conference (fall & spring)
- Graduation Banquet (spring)
- Graduation (spring)
- Men's and Women's Retreats (spring)
- Bethany Homecoming Picnic (fall)

Students can find the exact dates for these events on the Academic Calendar in Populi.

## **Travel**

Travel arrangements should coincide with the designated vacation/holiday dates and times in the academic calendar, even if lower fares or optimum connections are missed. For any exceptions, students must receive permission from their PT supervisor and their Student Life Advisor at least one week in advance and notify the current instructor(s) prior to leaving.

## **Vacation & Holidays**

Designated student vacations consist of:

- Labor Day
- Thanksgiving (3 days)

- Christmas (3 weeks—campus is closed)
- Martin Luther King Jr. Day
- Spring Break (1 week)
- Good Friday
- Memorial Day
- Mid-summer Break – January students only (2 weeks)
- Independence Day

Students are given the option to stay on campus during all mid-semester breaks. A sign-up sheet will be posted in the serving line so students can inform Foodservice of their intentions. If a student wishes to stay on campus outside of the regular semester (i.e., Christmas break or during the summer) they can work 4 hours per day in exchange for room and board. Please note that this is considered taxable income and must be submitted with that year's tax return at a rate of \$40 per business day. Otherwise, students can pay \$25 per night for lodging (meals are not included).

## Facilities & Services

### Appliances & Furniture

Kitchen appliances are only allowed in the kitchenettes. Microwaves are provided on each floor.

No personal appliances such as electric grills, air conditioners, space heaters, etc. are allowed in the dorms. The following personal appliances are permitted: computers, fans, clock radios, stereo equipment, coffee makers and popcorn makers. All personal kitchenette/student lounge appliances must be labeled with the student's name.

All electrical equipment must be in good working condition and is subject to inspection to ensure a safe environment for students living on campus (e.g. original parts, no taped cords, etc.).

Students may not add to, remove, or disassemble the furniture provided in their dorms or lounges. If dorm rooms are not supplied with standard furniture, students should contact the Services Department: ([servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org)).

Students must submit a \$50 deposit with the university if they would like to bring in an armchair. No loveseats or couches are allowed due to space limitations. This money is refunded in full once the student has properly removed the armchair.

### Banking

No banking or cashiering services are available on campus.

### Bulletin Boards

Before posting a notice on campus, approval must first be received from the student services manager.

### Cleaning

Each student is expected to take part in weekly dorm cleaning duties. Student Life Advisors (SLAs) coordinate this process and post cleaning schedules.

Student Life Advisors and building managers perform random checks of rooms and community areas between 8:00am and 5:00pm on weekdays, as well as once during vacation breaks.

## Communications

### Internet

Wireless internet access for students is provided in the T.A. Hegre Ministry Center, the Union, and in the student dorms. The wireless network provided on campus has a website filtering service. Additional personal servers used to strengthen wireless signals are not needed and are prohibited because they may interfere with network operation.

#### **Bethany International's Official Internet Usage Policy**

Bethany International provides internet access throughout the campus for the explicit use of students, staff, faculty, and residents only. Internet access is granted as a privilege, not a right, and is provided for academic and organizational purposes.

Therefore, please note and abide by the following guidelines.

- Internet access is not to be used to access or to disseminate illegal, objectionable, or obscene materials; to engage in any conduct, which may be considered to be inflammatory, abusive, or harassing; or to conduct personal business for profit.
- Users must respect all copyright and other intellectual property rights. Inappropriate use constitutes fraud, plagiarism, or theft; downloading any piece of copyrighted material is illegal, even if the materials are not sold.
- Under the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Bethany International reserves the right to monitor and record all internet usage activity. Bethany does not routinely inspect internet usage, but reserves the right to inspect and record at any time any activity. Users should not have any expectation of privacy as to their network usage.
- Bethany International will report to law enforcement authorities any activities that may be considered illegal, as well as any reports it receives of such activities. Bethany International will cooperate with law enforcement authorities when requested.
- Network access is provided on equipment owned and managed by Bethany International and may not be modified, or attempt to be modified, in any way. No unauthorized network devices may be connected to any physical or wireless connection on campus.
- Bethany International reserves the right to grant or deny network access at any time.
- Bethany International is not liable for any damage to users' computers as the result of utilizing internet access provided.
- Bethany International will review alleged violations of its Acceptable Use Policy on a case by case basis, and reserves the right to modify this policy at any time.

All questions regarding internet access should be directed to the Bethany IT Department.

Please note that normal selling activity on the internet is not prohibited; however, if you are conducting personal business using Bethany's network, you do so at your own risk. Bethany International is not liable for any loss or damage of any kind.

### Text Message Alert System

The university employs a text message alert system for emergencies, last minute announcements, and schedule changes. Students are strongly encouraged to opt into this system by verifying their phone number in the Populi account.

## Property/Dorms

Men are not permitted in the women's dorms, and women are not permitted in the men's dorms, with the exception of moving days. Exceptions for visiting family members to take a quick look during day time hours may be obtained by asking permission from a Dean or Student Life representative.

Students who wish to change dorm rooms must submit a request in writing to the Dean of Women or Dean of Men. Student-initiated changes require a \$50 processing fee.

When hanging items on the wall, please note the following: no Command strip products or sticky tack may be used; however painter's tape, small picture nails, pins, and tacks are permitted.

## Facility and Maintenance Express (FMX)

FMX is Bethany's facility and maintenance request system. This tool can be used to input any maintenance or service request needed for the campus. To request a Login please visit the services office.

## Food Services

### Student Meals

Daily meals are provided for students in the campus Dining Room. Posted serving times are strictly adhered to.

### Policies & Procedures

All students are provided with an access card upon enrollment. These cards are necessary in order to go through the serving line, so students are asked to keep their cards on them at all times. If an access card is lost, it should be reported to the Services Office so it can be deactivated and replaced (a \$25 replacement fee will be applied). Damaged cards can be exchanged for a \$10 replacement fee.

Meals are intended for student use only. Students are not permitted to give away food from the Dining Room or allow others to use their access card. Due to the number of people being served on campus and the wide variety of individual food preferences, Foodservice cannot accommodate special dietary needs, with the exception being documented medical conditions. Allergies and food intolerances are assessed on a case by case basis. No items belonging to the dining rooms are permitted to leave the dining area (e.g. dishes, utensils, salt & pepper shakers, etc.).

Students wishing to eat a gluten/dairy-free diet can purchase this option for an additional \$500 per semester. Students wanting a second entrée when going through the serving line may purchase this option for an additional \$500 per semester.

For take-out meals, students are required to bring their own containers for food transportation.

Students are not permitted in the kitchen under any circumstances. PT workers are, of course, exempt from this policy, but only during their scheduled shift.

## Guests

Bethany International has a number of guest rooms available on campus. Students should contact the Services Department for information on availability and pricing of these guest rooms ([servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) or 952-829-2459).

Students are allotted a total of five nights per semester during which they may invite a friend or relative to stay with them. Guests are to stay in an empty bed or on the floor in their friend or relative's dorm room, not in the lounge.

Before inviting a guest to stay in the dorm, a student must receive approval from a Student Life Dean or Mentor at least 24 hours before the guest arrives on campus, and ensure the agreement of his or her roommates.

Any individual guest may stay for a maximum of 5 nights per semester in student housing unless an exception is granted by a Student Life Dean or Mentor. If the guest is approved to stay more than five nights during a semester, the host student will pay \$25/night per guest to the Services Office for every night in excess of 5 nights.

Students must make arrangements for friends or relatives of the opposite gender to stay with a classmate of the same gender in his or her dorm. Their nights in the dorm are counted toward the five-night allowance of the student who initiated the stay.

Everyone who stays in the dorms is required to abide by campus policies and guidelines.

Campus guests may not always be permitted to participate in student activities. Students can contact the registrar for more details.

Meal tickets may be purchased in the Oasis (cash/check/credit card) or in the Dining Room (cash/check).

## Laundry

Pay laundry facilities are provided on campus for student use. The approximate cost to run a load of laundry (washing and drying) is \$4. Re-loadable laundry cards used to run the machines are available for purchase at a kiosk inside Entrance A of the T.A. Hegre Ministry Center. The minimum initial purchase price is \$15. Money can be loaded on to pre-purchased cards online. Since laundry service is provided by a supplier, any problems with the machines or with the purchase of laundry cards/reloading money on to cards must be directed to the service. The customer service phone number is located on the machine cards and on the card reload kiosk. BGU is not responsible for items that are lost or damaged in the machines or the laundry facilities. Students must provide their own laundry supplies.

## Lost & Found

Valuables found should be turned in at the Oasis. Please note that the items in the Lost & Found will be disposed of periodically.

## Mail

Outgoing mail is picked up from campus daily on Monday through Saturday. Packages and odd-sized mail can be sent directly from the U.S. Post Office.

Standard incoming mail is delivered to the student mailboxes in the afternoon on Monday through Friday.

Packages for students can be picked up at the Welcome Center.

All students have the following address while at Bethany:

Student's Name  
6820 Auto Club Road, Suite A  
Bloomington, MN 55438-2849

## Pets

Students may not keep pets on campus. However, fish are allowed in the dorms as long as they are in bowls or tanks that hold no more than three gallons of water.

## Property Damage

All damage to university property must be immediately reported to a Student Life Advisor who will report it to the Services Department. The offending student will be invoiced for the cost of replacement or repair for any damages, or it will be taken out of his or her room deposit. Restitution is not required if reported damage is deemed normal wear and tear by services staff.

## Room Transfer/Departure

Any time a student moves out of their room, whether they are making a room change or leaving on-campus housing, they must follow the proper check-out procedures. Failure to follow these procedures will result in a fine. Please see the Port in order to obtain the necessary documents. If a student is making a room change they must trade in their old key for a new key in the Services office.

## Safety

### BGU Campus Safety Policies

The mission of Campus Safety at Bethany Global University is to serve the campus community by providing a safe and orderly learning and living environment.

Achievement of this mission is accomplished by:

- Overseeing the parking and vehicle regulations.
- Administering building entry and security technologies.
- Patrols of the campus buildings and grounds.
- Records and reporting of incidents occurring on campus.
- Providing awareness in safety, crime prevention and emergency notification.
- Being available for on-campus response to incidents and emergencies.

Please read the BGU Emergency Procedures guide which is available at the Services Office and posted at each door of student housing. You should familiarize yourself with these procedures, and print a copy to post on your office or residence room door. All students and employees are strongly encouraged to add the Bethany 24 Hour Emergency Number, 952-207-4490, as a cell phone speed-dial option; calls are answered 24 hours a day, and this is the number you would call after the Services office is closed. Another phone number that all students and employees are strongly encouraged to have as a speed-dial option is the Bethany Night Security line, which is 952-607-6797. This phone is monitored by the Nightly Security staff. You can call and text this number from 8 pm – 5 am. You may also call the Services office during business hours at 952-829-2459 if you have a question or need.

Prevention of theft is a high priority.

- BGU Safety stresses that all faculty, staff and students should lock their assigned living and work spaces when you are not there.
- Each student, faculty and staff member is responsible to provide their own personal property insurance. BGU is not responsible for lost or stolen items.

Your personal safety is an even higher priority.

- Do not prop open doors or allow persons you do not recognize in controlled access areas.
- Walk with friends after dark and remain aware of your surroundings.
- Do not hesitate to report any suspicious behavior that you observe. Early reporting is a key in preventing or stopping anyone who would have a plan to cause harm.

BGU keeps a record of each reported safety incident or crime that occurs on campus and provides a yearly report to the Department of Education in compliance with the Clery Act. Copies of that report may be viewed at the website <http://ope.ed.gov/Security/> by clicking on the link for “Get data from one institution/campus” on the right hand column of options. At any time, a student may also access the daily crime and fire log or annual security and fire safety report via the Services Office.

### **Campus & Dorm Guidelines**

- For safety reasons, as well as to prevent damage, no one is allowed on the roof of any building unless they are accompanied by a staff member from the Services Department (\$100 fine per violation).
- Camping is not permitted on campus.
- Bonfires are only allowed in designated fire pits around campus and must receive pre-approval from the services office.
- Students may not climb on porches or balconies.
- Due to security concerns, public access doors must not be propped open.
- Students are not permitted to sleep in the T.A. Hegre Ministry Center at any time.
- For security reasons and out of roommate courtesy, each student is to sleep in one’s own bed. Permission to sleep in another dorm space must have approval 24 hours in advance from both their SLA and the SLA overseeing the dorm space they are seeking to stay in.
- Bloomington fire code prohibits the use of grills or flammable items on the balconies/decks of any of the dorms/apartments.

### **Hazardous Materials**

The following items are not permitted in the dorms:

- Flammable liquids (e.g. gasoline, kerosene, automotive oils, oil based paint or their containers, etc.)
- Burning candles (warmers are permitted)
- Halogen lights

The following items are not permitted anywhere on campus:

- Fireworks, firecrackers, blasting caps, etc.
- Explosives
- Weapons or firearms (including BB guns, hunting knives, hunting bows, ammunition, swords or machetes)

### **Medical Emergencies**

If an injury occurs during PT, a student should notify his or her PT supervisor immediately.

If the situation requires immediate emergency medical attention, a student should call 9-1-1. They should ask for the emergency medical technicians to meet an uninjured individual at the flagpole in the main parking lot. The uninjured person should then direct the emergency medical technicians to the injured party.

If an injury occurs outside of PT hours, and a 911-call or ambulance is not required for immediate emergency attention, the student should contact his or her SLA to arrange transportation to a medical facility.

Non-emergency transportation to medical facilities is the student’s responsibility. Regular dental and doctor appointments should be made during personal hours or vacation time.



## Missing Student Notification Procedures

If a student who lives in on-campus student housing is determined to have been missing for 24 hours, BGU has a maximum of 24 hours after receiving the report in which to initiate specific notification procedures. Students should report a person who has been missing for 24 hours to one of the following individuals:

1. Dean of Men – Derek Brokke ([derek.brokke@bethanygu.edu](mailto:derek.brokke@bethanygu.edu))
2. Dean of Women – Bethany Freire ([bethany.freire@bethanygu.edu](mailto:bethany.freire@bethanygu.edu))

Any missing student report must be referred immediately to BGU's Campus Security Office.

Each student has the option to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing. Students' contact information will be registered confidentially, and will be accessible only to authorized campus officials and disclosed only to law enforcement personnel in furtherance of a missing person investigation. If the student is under 18 years of age and not emancipated, BGU must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. BGU will notify our local law enforcement agency within 24 hours of the determination that a student is missing, unless the local law enforcement agency was the entity that made the determination that the student was missing.

## Student Services

### Email

When a student enrolls in BGU he or she is also assigned a bethanygu.edu email address. Students are required to check their bethanygu.edu email daily. If students prefer to forward their bethanygu.edu email to a personal email account, this may be helpful.

### Financial Services

Student profiles in Populi contain a Financial tab which allows them to see their financial account, history, charges, payments, financial assistance awards, and balance due. This is also where online payments can be made toward student invoices. Students can print off a statement, or send a statement to their parents at any time. They can also make payments on Populi using a credit card (Visa, MasterCard or Discover).

For all enquiries regarding invoices/charges please contact the Student Billing department by emailing [studentbilling@bethanygu.edu](mailto:studentbilling@bethanygu.edu) or calling 952-918-1900.

A financial aid coordinator is on staff to support and instruct students and parents applying for federal student financial aid. The financial aid coordinator's office is located in the Enrollment Department. Office hours are generally Monday to Friday from 9 am – 5 pm CST. Contact information is [financialaid@bethanygu.edu](mailto:financialaid@bethanygu.edu) or 952-829-2411.

### Gymnasium & Weight Room

A full-sized gymnasium is located on the west side of the campus. Students can play basketball and volleyball in this facility. There are also adjoining weight rooms available for student use and a concession stand which can be reserved for events.

### The Oasis

Located on campus in the main level of T.A. Hegre Ministry Center, the Oasis is an activity center which offers a variety of amenities such as a game room, lounge, cafe, convenience store and wireless internet.

The Oasis store is open Monday through Friday and offers snacks, drinks, meal tickets, postage stamps and personal/school supplies. There is also a full coffee bar available to purchase from during all open hours, which includes hot, fresh snacks such as popcorn chicken, soft pretzels, fries, and deep fried Oreos.

## **Populi**

BGU subscribes to a student management database through a provider called Populi. Each student has an individual Populi profile. This profile is created in the admissions process and is used throughout a student's enrollment.

Populi Services:

- University calendar
- Course and grading information
- Tools for personal planning and organization
- Access to shared files and forms
- Contact information for other students and staff
- Personal bulletin boards
- An online campus store
- An online library which enables students to review and reserve items from our Student Resource Center.
- A billing and invoicing feature which allows students to check on Financial Aid and balances due; print off or send an invoice to a 2nd party, and make electronic payments

## **Services Office**

Replacement keys/cards can be ordered in the Services Office:

- Replacement dorm room key \$15
- Replacement mailbox key \$15
- Replacement of a broken access card \$10
- Replacement of a lost access card \$25
- Replacement parking permit \$10

## **Sports Fields**

Outdoor playing fields, including a sand volleyball court, are located at the north end of the campus near the gymnasium.

## **Student Resource Center**

The Student Resource Center (SRC) provides a variety of resources for students, which include:

- A library
- Computer work stations with internet access
- Wireless internet
- Color photocopier and printer

- Movies and board games
- Technology Student Help Desk

It also provides a comfortable and welcoming environment for group and individual studies.

The hours of operation for the SRC vary depending on the academic schedule; however, it is generally open Monday through Saturday.

### **Technology Student Help Desk**

The Bethany Student Technology Help Desk is a **FREE** computer support resource for students. The office is located in the rear of the SRC. Services provided include internet and software configuration, virus and spyware removal, system troubleshooting, software installations, and upgrades on laptops, desktops, smartphones, and tablets.

### **Writing Center**

The BGU Writing Center offers free, individual meetings in the SRC during which writers may discuss their work with a trained student consultant. Students are encouraged to bring their work at any point in the writing process (brainstorm, outline, rough draft, final copy, etc.)

Students are assisted with many different aspects, including:

- Grammar
- MLA formatting
- Citations and resources
- Sentence structure
- Organizing ideas
- Content development
- Time Management
- Populi assistance

### **Support/Service Animal Policy**

Bethany Global University complies with the Americans with Disabilities Act (ADA) in allowing the use of service animals for students, staff and visitors. Bethany also complies with the Fair Housing Act in allowing students the use of emotional support animals that are approved as an accommodation.

Please refer to the [consumer information page](#) of the BGU website for more details on the conditions and parameters of this policy.

Service Animal Documentation will be requested by the University for any animal brought to campus. Contact the admissions office for information on preparing required documentation.

### **Vehicles, Parking, and Tickets on Campus**

Student parking is limited to an assigned area on the west side of the campus between Bethany Church and the gym. Students wishing to keep a vehicle or motorcycle on campus must apply for a parking permit from the Services Office. Parking is on a first come first serve basis and is not guaranteed for every student. The vehicle parking fee of \$400 per year covers parking for one car or motorcycle only.

Bethany utilizes a vehicle ticketing system on campus. Compliance with the following parking rules is necessary in order to avoid being ticketed or towed:

- A student's parking location should be assigned on arrival day. If you forget your assigned location, please contact the services office.
- Please display a parking tag at all times while on the Bethany campus. If your parking tag is lost, a replacement can be purchased at the Welcome Center for \$15.
- If you change vehicles at any point during the year, please e-mail [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) immediately to have your vehicle information updated.
- Vehicles should always be parked in their designated spot including weekends, evenings, and during holiday breaks.
- At no time may any vehicle park, stop, or stand in areas that are designated fire lanes or no-parking zones.
- At no time may any motor vehicle park, stop, stand, or travel on sidewalks, grass, or any other areas meant for non-vehicular use.
- All cars must be parked between the parking lines. Cars parked over the lines, or "double-parked" will be ticketed.
- All vehicles on campus need to be in good working order. Vehicles with flat tires or other damage that prohibits proper operation are not allowed to remain on campus. Repairs to vehicles on the property are strictly prohibited, including oil changes, engine work, car washing, etc. The only exception to this is emergency repair. If a student's car is not in working order, the services office will need to see proof that the student is working to get their vehicle up and running.

## Bicycles

There is no charge to have a bicycle on campus but each bicycle must be registered in the Services Office. We request that bicycles not be parked in front of the dorms. Students should use the designated bike racks.

## Ticketing and Towing:

If a parking ticket is issued, students have two weeks to pay the \$25 ticket, or to submit an appeal.

- If the ticket is not paid within the two week time frame, a \$10 fee will be added.
- An additional two weeks will be given for payment of the \$35 ticket.
- If the ticket is not paid within the allotted four weeks, the student will be given a 48-hour notice to remove their vehicle from campus.
- If the vehicle is not removed within the 48-hour time frame, it may be subject to towing at the owner's expense.

# Bethany Global University Student Handbook and Policy Agreement

In signing this statement, I, \_\_\_\_\_ (student), accept responsibility for reading and abiding by all the stated policies, standards, and procedures defined or referenced in this handbook.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As Bethany Global University provides updated policy information, I accept responsibility for reading and abiding by those changes.

I am signing this agreement with the understanding that it is applicable during the entire duration of my enrollment as a BGU student.

\_\_\_\_\_

Student Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

First Name (printed): \_\_\_\_\_

Last Name (printed): \_\_\_\_\_

This Handbook Agreement must be signed and returned by the last day of orientation to Student Life. The student may not begin attending classes until this form has been signed and turned in.