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# Simpson College Student Handbook

## Why Are You a Simpson Student?

Every student will have their own answer to this question. Whether you hope to receive a stimulating academic challenge, find a career, meet new friends, or enjoy the campus atmosphere, it is important that you identify your goals and expectations in order to receive full benefit of your Simpson experience.

There are reasons for attending college that may not be clear to you until years after your graduation. Taking tests, meeting deadlines, solving roommate conflicts and making personal decisions are all routine aspects of student life. Your experience in each of these activities contributes to your overall ability to meet the responsibilities and challenges of life beyond the campus. The sense of confidence that you build through your experiences may be as significant to you in the future as your major and degree.

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## Building A Record

Students often view their college years as a temporary "time out" from the "real world." In some ways a college community is a protected environment where there are many more support structures than are available outside the campus. However, the wise student will realize that they're building a reputation by their actions and achievements that will follow them the rest of their lives. Your record as a student will serve you best if it demonstrates qualities such as scholarship, responsibility, cooperation and leadership. Future employers will be impressed if your resume reflects an active campus life that includes positive attitudes and achievements. Most important of all, the record you build in college has a strong influence on the way you perceive your own abilities and self-respect.

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## Expectations

Every community must have rules to protect the rights of its citizens and to facilitate the goals of the society. The overall philosophy of the governing structure at Simpson is the premise that an academic community must have an atmosphere that is conducive with the educational mission of the college. It is the responsibility of all members of the Simpson community to meet the college's expectations for appropriate behavior and compliance with campus rules. As a student, it is important that you are aware of the standards of conduct that have been adopted by your college.

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## Disclaimer Statement

This handbook is intended as a general guide for all Simpson College programs and specifically for the Indianola campus. Programs will operate per the herein stated policies and procedures unless otherwise stated through explicit language in a separate handbook, such as those specifically produced for the West Des Moines or Ankeny campuses. While every effort has been made to ensure accuracy in this document, the college retains the right to change procedure and/or policy at any time. For the most recent version of the Simpson College Student Handbook, please view the handbook online at <http://www.simpson.edu/studentlife/index.html>.

This document should not be construed as constituting a formal contract between the college and any person or group of people. The college retains the right to make changes in the academic and social programs as well as operating procedures. All such changes will be effective at times deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

Other campus regulations governing the conduct of Simpson students are found in the following:

1. College Catalog
2. Housing section of the Student Handbook
3. Residence hall councils or house corporations
4. Housing Contract
5. Student government constitution

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## Policy on Communication With Students

Students are advised that Simpson College considers e-mail from the college as one of its official means of communication with students. If you use another e-mail address, we ask that you check your Simpson e-mail account on

a regular basis, or forward your Simpson e-mail messages. If you need help setting up automatic forwarding for your Simpson e-mail account please contact Information Services.

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## **Mission/Philosophy**

Simpson College is an independent, selective, church-related, comprehensive liberal arts college dedicated to excellence in higher education.

The Simpson College community is equally committed to:

- Promoting integrative learning that enables students of all ages to develop intellectual and practical skills
- Nurturing values which foster personal worth and individuality within a creative, diverse and just community
- Graduating students who continue to grow as free, responsible and fulfilled individuals in the world of family, work, service and scholarship
- Drawing upon our relationship with the United Methodist Church and our religious traditions that guide us on issues of personal integrity, moral responsibility, social justice and global citizenship

*Approved by the Board of Trustees  
May 16, 2008*

## **Policies, Procedures, and Expectations**

### **Simpson Code**

The Simpson Code expects all students:

- To respect the rights of other persons regardless of their race, sex, age, creed, sexual orientation or national origin. Physical or psychological abuse of a person or conduct that threatens the health or safety of any person is not allowed.
- To respect the on-going program of all aspects of the college including teaching, research, administration, disciplinary procedures and other sponsored or authorized activities on college property. Obstruction or disruption of activities is not allowed.
- To respect the property of other individuals, organizations and the college.
- To observe all local, state and federal laws.
- To observe regulations pertaining to housing units and college buildings and grounds that are officially adopted through the organizational procedures of student government, faculty, administration and/or trustees. Specific regulations applicable to housing units and college buildings are included herein and resident students should also refer to the housing contract.
- To observe honesty in academic work and official college records. Cheating, plagiarism and giving false information to the college are not allowed.
- To meet financial obligations.

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### **Academic Policies (general)**

Simpson's academic program challenges you to learn more about the world and your purpose within it. Your principal guides in that learning are the college faculty. When you need help in planning your academic work or in meeting the demands of individual courses or academic projects, the faculty are always your first resource. Get to know your teachers, in class and out. Central among the faculty is your academic advisor. You should meet with him or her regularly, not only to select future courses but also to think through your developing sense of direction and vocation for college life and after. Beyond your advisor, there are other academic guides who can help you:

1. The Vice-President and Dean for Academic Affairs, who oversees the full academic program, including the hiring and development of faculty;
2. The Registrar and Associate Academic Dean, who oversees course scheduling;
3. The Director of Hawley Academic Resource Center, who oversees tutoring, study skills sessions, and services for students with special learning needs.

For more information about the academic program, see the Simpson College Catalog.

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## **Academic Integrity Policy and Penalties for Dishonesty**

In all endeavors, Simpson College expects its students to adhere to the strictest standards of honesty and integrity. In keeping with the College's mission to develop the student's critical intellectual skills, while fostering personal integrity and moral responsibility, each student is expected to abide by the Simpson College rules for academic integrity. Academic dishonesty includes (but is not limited to) any form of cheating, plagiarism, unauthorized collaboration, fraud (falsifying documents, forging signatures, altering records, etc.), misreporting any absence as college-sponsored or college-sanctioned, submitting a paper written in whole or in part by someone else, or submitting a paper that was previously submitted in whole or in substantial part for another class without prior permission. If the student has any questions about whether any action would constitute academic dishonesty, it is imperative that the he or she consult the instructor before taking the action.

*All cases of substantiated academic dishonesty must be reported to the student's academic advisor and the Dean for Academic Affairs.*

### Penalties for Dishonesty

#### *Academic Dishonesty within the Context of a Course*

The penalty for academic dishonesty that occurs within the context of a specific course and is substantiated by firm evidence is:

failure of the course;  
failure of the assignment; *or*  
the requirement that the work be redone with a substituted assignment.

The instructor may choose from the above options to reflect how knowing, intentional, or serious he or she judges the incident to be.

If the instructor determines that the student shall fail the course, and even if that decision is made within the withdrawal period, the student may not withdraw, and the faculty member will immediately enter a grade of "F" for the course. If the instructor determines that the student will not automatically fail the course, but must redo the assignment, and it is within the withdrawal period, the student may withdraw from the course.

#### *Academic Dishonesty outside the Context of a Course*

If a student is suspected of committing academic dishonesty outside the context of a course (e.g., fraud involving college documents and/or records that do not involve a course), and it has been substantiated with evidence, the Academic Dean shall then decide whether to place the student on academic probation, academic suspension or academic dismissal depending upon the severity of the case. Records of the case and the subsequent punishment will be kept in the student's file as a permanent record.

#### *Repeat Offenses*

Upon the second report of substantiated academic dishonesty, the Academic Dean will convene the Academic Appeals Committee to recommend appropriate punishment, which may include academic probation, suspension, or dismissal. The decision of the Academic Dean is final

#### *Suspected Academic Dishonesty*

In cases of suspected academic dishonesty that cannot be substantiated by evidence, the instructor may give the student a warning and may require the student to redo the assignment. In a case where academic dishonesty is strongly suspected but cannot be substantiated, the instructor will issue a formal warning, along with a report to the academic advisor and the Academic Dean. Repeated instances of suspected academic dishonesty may lead to appropriate disciplinary action, including academic probation, suspension, or dismissal, at the discretion of the Academic Dean.

In addition to the above sanctions, the college reserves the right to take additional action as it deems appropriate.

### Appeal

If a student wishes to appeal a charge of substantiated academic dishonesty, he or she may request a hearing before the Academic Appeals Committee. The student(s) shall present to the Registrar of the College a written appeal stating clearly what is being appealed and the rationale. The instructor shall present the evidence to the committee. The committee's decision shall be final.

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### Academic Questions

See the Office of Academic Affairs. Hillman Hall, second floor, ext. 1720.

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### Attendance Policy

Students are expected to be present at regularly scheduled meetings of classes and laboratories. The privilege of being excused from class or making up work missed because of absence from the class is granted wholly at the discretion of the instructor.

The instructor has the obligation of explaining to his/her class at the first meeting of the group his/her particular requirement as far as class attendance is concerned. Instructors report to the office of the registrar and the office of financial assistance the names of students who have excessive absences for no apparent reason. That office likewise will report to the faculty appropriate information available concerning student absences. Faculty members should make a point of being prompt in their arrival for lectures and discussion periods and hold the students to the same promptness in class attendance.

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### Change of Registration

All course changes must be made through the registrar's office and with the approval of the faculty advisor and the instructors of courses involved. Once a student has enrolled in a course and has been recorded by name on the official class list, he/she is considered a member of that class unless he/she withdraws officially from it. In any case, withdrawal is affected only by completion of the change of registration form, obtainable from the office of the registrar. Within the first eight calendar days of the semester, courses may be added or dropped without any record on the transcript. No courses may be added after the first eight days.

A student may elect to withdraw from a course, not later than the 14<sup>th</sup> day following midterm. The designation of "W" (withdrawn) is placed on the transcript. The "W" has no effect on the student's grade point average. A \$15 fee will be assessed for the withdrawal.

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### Satisfactory Academic Progress Standards for Financial Assistance

Students receiving financial assistance are expected to maintain satisfactory academic progress during their enrollment at Simpson College. Satisfactory academic progress is achieved when a student maintains both the required grade point averages and the required completion rate. Students who fail to maintain satisfactory academic progress may have their financial aid suspended. Refer to the Simpson College website for specific information on the Satisfactory Academic Progress Standards for Financial Aid.

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## **Standards of Classroom Behavior**

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing similar to the procedures for academic dishonesty as outlined above.

The term “prohibited acts” would include behavior prohibited by the instructor (e.g., persistent speaking out without being called upon, refusing to be seated, disrupting the class by leaving and entering the room without authorization, etc.). It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The lawful expression of disagreement with the instructor is not in itself disruptive behavior.

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## **Voluntary Withdrawal from a Course**

A student may elect to withdraw from a course, not later than the 14<sup>th</sup> day following midterm. The designation of “W” (withdrawn) is placed on the transcript. The “W” has no effect on the student’s grade point average. A \$15 fee will be assessed for the withdrawal.

However, the need to repeat classes may jeopardize financial assistance for those classes in the future. Consult with your advisor AND the financial assistance office before dropping any course.

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## **Voluntary Withdrawal from College**

Students who find it necessary to discontinue enrollment either during or at the end of any semester or term, should file a withdrawal form in the Office of Student Development. A withdrawal form protects the academic record in that a grade of “W” is recorded for any course in progress at the time of a student’s departure from the college. Partial refunds of tuition and board costs are computed based on the date the withdrawal is completed up to 60% point in the term, and financial assistance is returned following the same formula. There are no refunds in tuition, room, or board beyond the 60% point in the term.

Students who plan to withdraw from Simpson following completion of the semester in which they are currently enrolled must notify the Office of Student Development by July 1 for a change in fall semester plans and December 31 for a change in spring semester plans in order to be eligible for a refund of their security/continuing enrollment deposit. The tuition refunds and financial assistance returns policy is subject to federal regulations. Other questions regarding refund and financial assistance return policies should be directed to the Business Office or Office of Financial Assistance.

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## **Alcohol Policy**

### **Philosophy guiding Simpson College’s Alcohol Policy**

Simpson College’s mission is characterized through its commitment to an educational philosophy based on student wholeness. The development of clearly identified intellectual skills and a sense of personal integrity, moral responsibility, social justice, sensitivity, and citizenship are all-important components of a Simpson liberal arts education. Out of this background, the administrators, faculty members, staff and student leaders believe it is their obligation to establish an alcohol policy which supports the mission of the college and allows students to wrestle with the issues of alcohol and substance use and abuse in a manner which promotes responsible decision making as a pattern for the rest of the student’s life.

As an educational institution, we place a great deal of responsibility on you, the student. The decision to use or not use alcohol should be yours and yours alone. Peer pressure to use alcohol will not be tolerated. It is the view of the College that the illegal use and or abuse of alcohol may be detrimental to students’ health, safety and academic success. For those who do choose to use alcohol, Simpson College strongly encourages students to exercise a responsible use and approach to alcohol. Though a responsible use approach is difficult to strictly define, the following activities guide Simpson College’s thinking in this area.

*The responsible student will:*

- Make an informed decision if choosing to consume alcohol.
- Know, understand and conform to federal, state, and local laws and Simpson College regulations on alcohol use. (The College will not provide sanctuary to those persons who violate the laws of the state or nation.)
- Recognize that they are responsible for their behavior (and those of their guests) and accept the consequences for their actions. The use of alcohol is not an excuse for irresponsible behavior.
- Maintain control and not disturb others on or near the college community.
- Will not make alcohol only a focus in their activities, such as in drinking games. Consuming alcohol just to consume or to get intoxicated is not a responsible use of alcohol.
- Provide that alcohol is not interfering with the rest of their Simpson College experience. (i.e. academically successful and socially capable without use of alcohol).
- Not pressure other students to consume alcohol. Pressure means direct and indirect verbal and non-verbal pressure to consume alcohol.
- Counsel and/or confront those students whose use of alcohol is damaging to themselves or the community and refer them to the Office of Student Development for additional assistance.

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## **Federal, State and Local Government Requirements**

Summaries of the laws of the State of Iowa, which govern the use and possession of alcohol and relate specifically to members of the College community, are as follows:

- a) No one can be intoxicated or simulate intoxication in a public place.
- b) A person under age 21 cannot have any alcoholic beverage in their possession or control except in a private home and with the knowledge and consent of the parent or guardian.
- c) No person can misrepresent his or her age for the purpose of obtaining alcohol.
- d) No person shall sell, dispense, or give to any intoxicated person or one simulating intoxication, any alcoholic beverage.
- e) No one can have open containers of alcohol in a motor vehicle on a public street.
- f) No one can use or consume hard liquor in a public place.
- g) No one can use or consume any liquor at an elementary or secondary school or on any elementary or secondary school premises.
- h) No one can sell or give alcohol to a minor (with the exception stated above regarding alcohol in a private home with the knowledge and written consent of a parent or guardian.)
- i) No one shall operate a motor vehicle on a public street while intoxicated.

*The penalty for the violation of any of the above crimes (except an OWI) is up to 30 days in jail or up to \$100 fine, except if someone gives alcohol to a person 19 or 20, the fine is \$665.*

*The penalty for OWI varies depending on whether it is a first offense, second offense, the age of the offender, etc. Anyone under 21 who is caught driving with a blood alcohol content of .02 or more will lose their driver's license or permit for up to 60 days or until age 21. Temporary driving permits for school, work, or any reason, will not be allowed during the suspension period. Realize that .02 is a very small amount - as little as one beer or drink. For persons 21 and over with a blood alcohol content of .08 or more, the penalty for first offense is 48 hours in jail and a minimum fine of \$500 plus a 30% surcharge. There is also a loss of driver's license privileges for roughly 6 months. For second offense, the fine can be up to two years in prison; payment of a fine of not less than \$750 plus surcharge of 30%; and loss of license that can range up to several years.*

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## **Simpson College Requirements**

### **I. Age and Space Restrictions**

- a) Only students who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages in select designated individual college private living quarters (i.e. students' rooms with their door closed) and at other selected and pre-approved locations as determined by the Office of Student Development.
- b) While the consumption of alcoholic beverages is allowed in some individual students' rooms, these areas are not designed to accommodate large groups of people. Alcoholic beverages may be consumed by small groups of students of legal drinking age in appropriately designated individual student rooms with the door closed. A group consisting of no more than 2 guests per resident of the room and never totaling more than 12 people in a room is permitted. Any group of 12 or more where alcohol is present constitutes an unregistered party and is therefore subject to disciplinary action.

## **II. Alcohol-Free Areas**

- a) Alcohol is not allowed in public areas which include, but is not limited to, the following:
  - Bill Buxton stadium; Cowles Center; or any Simpson College athletic facility or field;
  - Residence hall lounges, stairwells, computer rooms, laundry rooms and hallways;
  - Apartment building hallways, balconies, stairwells, laundry/lounge/vending areas;
  - Any exterior location (lawn, steps, patio, deck, etc.) of a theme house or apartment;
  - Within and around college-owned Greek housing, including stairwells, parking lot, hallways, roof, deck, and yard;
  - Any and all outside locations; or any other Simpson facility unless specifically designated in an approved event registration form.
- b) Kresge Hall, Barker Hall, Buxton Hall, Picken Hall, Station Square Apartments and Worth Hall are substance-free living areas. Alcohol is not allowed in those residence halls or apartments. This includes empty containers and items that lead to an “assumption of consumption.”
- c) Those persons who do not drink have the right to live on the campus and attend social events without pressure to consume alcohol.
- d) Students who choose to live in alcohol and drug-free living areas should have the right to do so.
- e) Every attempt will be made to create alcohol free living spaces for all students who request it and for all new students. Although the College will identify appropriate space within existing housing facilities, students should realize that living in an alcohol free space is in no way a guarantee that the residents of this area will not be exposed to alcohol and or the behavior associated with alcohol use.
- f) The residents of these substance-free areas will have responsibility for ensuring that the designated spaces do remain alcohol free.

## **III. Behavioral Expectations**

- a) Any use of alcohol which endangers the welfare of self and/or others or which results in offensive behavior or disorderly conduct is unacceptable to the community and will be subject to disciplinary action.
- b) Due to the goals and purposes of the academic community, drunken behavior/intoxication, which is disrespectful, disruptive and potentially harmful, is not acceptable on campus or at College sponsored events. Drunken behavior/intoxication is defined as observed loss of mental or physical coordination as a result of the consumption of alcoholic beverages. Persons who have consumed alcohol off-campus are expected to return to their room in an orderly manner.
- c) Each student is responsible for his or her own behavior at all times and under all circumstances.
- d) Any student who invites a guest who is not enrolled in Simpson College onto campus assumes the responsibility of insuring that his or her guest will act in an appropriate manner as well as abide by all College policies. Should the guest of a Simpson student violate the alcohol policy, the host student will be held socially and financially responsible for any offenses committed by that guest.
- e) Violators of the alcohol policy will be subject to specified disciplinary consequences.
- f) Exceptions to these regulations may be granted through special requests made to the Vice President for Student Development and/or the President.

## **IV. Beverages and Container Requirements**

- a) Kegs of beer, party balls or common source containers of alcohol one gallon or larger are not allowed anywhere on the campus. This restriction includes individual residence hall/fraternity rooms.
- b) Drinking and/or possessing alcoholic beverages (open containers) in a public place/area, designated alcohol free area or campus common area or other non-approved location is prohibited and subject to disciplinary action.
- c) Transportation of alcoholic beverages to and from rooms must be in sealed containers.
- d) Students should note that the possession of alcoholic beverage containers, either full or empty, will be taken as a presumption of use and possession, and, as such, may be considered policy violations. Students may also be held accountable, even if they do not have actual possession of alcohol, when they are present at alcohol-related events; or they may be accountable if they, in some other way, are in “constructive” possession of alcohol (parallel to Iowa Code on possession), or illegal substances.

- e) Display of alcohol-related advertising materials (including bottles) in student housing windows or areas outside the privacy of the student's room is not permitted. Students are expected to promptly dispose of trash such as cans, bottles, and boxes from all hallways.

## **V. Events and Event Registration Guidelines**

- a) Individual students or student organizations wishing to host a social event where alcohol will be consumed may do so by registering prior to the start of the event according to guidelines established by the Office of Student Development.
- b) Social events must be registered in advance with the host(s) completing the necessary event registration form.
- c) No alcohol may be served at all-campus functions.
- d) An unregistered gathering of people where alcohol is present in a public place, individual college private living quarters (i.e. students' rooms), or other campus locations limited to no more than 12 people total are considered violations of policy by individuals. An unregistered gathering of people in a public place, residence hall/fraternity house, or other campus locations where alcohol may be present that consists of more than 12 people will be considered an unregistered party and is prohibited.
- e) Alcoholic beverages are prohibited at membership recruitment functions of any College recognized organization (e.g. fraternities, sororities or honoraries) or at events where potential members are invited or to attend.
- f) Student organization funds administered through the College will not be used for the purchase of alcoholic beverages.
- g) Failure to properly register a social event in which alcoholic beverages are served will be cause for disciplinary action.

Contact the Assistant Dean of Students for more information about event registration or for an event registration form.

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## **Statement of Intervention and Treatment**

The policy of Simpson College reflects the belief that alcohol and other forms of drug addiction are serious illnesses which are usually preceded by a history of substance abuse with inappropriate and destructive behavior patterns. In view of this, the College is committed to assist any member of the student community whose behavior shows signs of alcohol/drug abuse or addiction.

This policy is established to provide the means for the College to identify and refer students who suffer from alcohol or other drug abuse or addictions to treatment alternatives. Intervention is intended where alcohol or other drug use is a contributing factor in one or more of the following:

1. Disruptive and/or nuisance behavior
2. Excessive intoxication
3. Civil or criminal offenses
4. Destruction of property
5. Non-attendance at class
6. Deterioration of academic performance
7. Sexual assault or harassment in which alcohol or other drug use was a factor

Where alcohol or other drug abuse is suspected, any interested party having first hand knowledge of the situation or event in question may refer the student to the Office of Student Development, wherein an informal assessment on the merits of the referral will be made. If the assessment suggests further action, every effort will be made by that office to encourage voluntary cooperation on the part of the student with the intervention and assessment processes recommended by the College. Should treatment alternatives be proposed by professional/evaluation staff, the College would make every effort to encourage voluntary cooperation on the part of the student.

Students, who by their behavior, are uncooperative, or who so request, will be granted an informal hearing to review the assessment recommended by the Office of Student Development. The hearing, should it be required, will focus on the specific behavioral and/or "use" problems that have been observed and reported. The student will be given an opportunity to respond to these reports, after which the Vice President for Student Development or his or her designee will make a final decision as to whether a formal assessment/ evaluation for substance abuse by a substance abuse professional is required.

The students failure to attend the hearing, or to follow through with the formal assessment/evaluation (if so required) or any subsequent treatment recommendations made by a substance abuse professional, will result with the student being withdrawn from classes at Simpson.

Re-entry into the college will be permitted only upon successful completion of substance abuse treatment and establishment of an ongoing recovery program such as Alcoholics Anonymous or Narcotics Anonymous.

When, in the judgment of a staff person, a student is transported for medical attention or monitoring in response to alcohol or other chemical use, the involved student will be responsible for any costs incurred.

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## **Health Risks Associated with the Use of Alcohol and Other Drugs**

Alcohol is the most abused drug in society as well as on college campuses. Alcohol is directly involved in many injuries, assaults and the majority of deaths in people under age 25. Other commonly abused illegal drugs include marijuana, cocaine, stimulants, hallucinogens, depressants, narcotics, steroids and inhalants. Legal drugs such as caffeine, nicotine, over-the-counter and prescription drugs also have wide use and associated health risks.

Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences of drugs depend on the frequency, duration and intensity of use. For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need) or withdrawal (a painful, difficult and dangerous symptom when stopping use of drugs). Long-term chronic use of drugs can lead to malnutrition, organic damage to the body and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs by pregnant women may cause abnormalities in babies. For more information about the risks associated with the use of alcohol and other drugs, individual may contact the Associate Dean of Students, Director of Campus Security, College Nurse, or Counseling Services office.

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## **Financial Obligations**

### Student Accounts

Before the beginning of each term, the Business Office will send each student an **estimated** bill showing the total charges for the term and the financial aid expected to be credited to the student account for the term. The **estimated** bill will be mailed on July 22 for the fall term and on December 1 for the spring term. Fall term balances are due to be paid by August 16, 2010 and spring term balances are due to be paid by December 31, 2010.

For parents or students who wish to pay their account by credit card, the College accepts MasterCard, American Express, and Discover. In addition, students may access their account balance online through StormFront and make secure payments by ACH or credit card. A convenience fee on credit card payments will apply. There is no charge for ACH payments.

If an account is not paid in full by the due date, the College regards the account as delinquent unless satisfactory financial arrangements have been made with the Business Office. Students with accounts considered delinquent are not entitled to future registration, room, board or issuance of transcripts.

Finance charges are assessed at a daily rate of 0.05% (18% A.P.R.) on the unpaid balance. Finance charges are calculated at the end of the month and added to the student's account.

Books are sold at the Simpson College Bookstore in Brenton Student Center and may be purchased by cash, check or credit card (MasterCard, Visa, American Express or Discover). Students should be prepared to pay approximately \$900 each year for books.

### Monthly Payment Plan

The College offers a monthly payment plan for those who prefer to budget the annual cost of tuition, room, board and fees in monthly installments.

The TuitionPay Plan is administered by a third party payment plan administrator and provides a way to pay educational expenses through manageable monthly installments. The TuitionPay Plan may be tailored to cover all or part of the financial obligations for the academic year. The TuitionPay Plan is not a loan. Thus, there are no interest charges. The only cost is an annual nonrefundable participation fee of \$55 for the year. With the TuitionPay Plan, monthly installments can be automatically deducted from a designated checking account or charged to a credit card. This eliminates the worry of remembering to make payments each month and avoids the assessment of late fees by the payment plan administrator. Of course, monthly installments can be billed directly. Prepayments may occur at any time without penalty.

Questions regarding the TuitionPay Plan may be directed to the Business Office. To enroll in the TuitionPay Plan, visit [www.simpson.edu/businessoffice/tpp](http://www.simpson.edu/businessoffice/tpp).

### Credit Balances

Federal regulations require credit balances created by Title IV funds to be refunded to the student within 14 days. Students who want credit balances retained by Simpson College for the academic year must give written authorization to the Business Office.

### Matriculation Fee and Deposit

Upon acceptance, all full-time students must pay \$200 which covers the \$100 matriculation fee and \$100 enrollment deposit. This deposit is not refundable after May 1, 2010. The \$100 enrollment deposit, however, may be refunded when enrollment terminates and all financial obligations to the College have been satisfied.

### Board Plans

All full-time residential students must have a board plan. Simpson College offers four board plans.

- The 20-Meal board plan allows students to eat every meal available at the dining hall.
- The 14-Meal board plan allows students to eat any 14 meals during a one week period.
- The 12-Meal Flex board plan allows the student to eat 12 meals per week. In addition, this plan provides \$200 in points per term, which can be used at Pfeiffer Dining Hall or the Storm Street Grill in Brenton Student Center.
- The 6-Meal board plan, which is only available to students who live in apartments and theme houses, allows students to eat any six meals during a one week period. In addition, this plan provides \$50 in points per term.

Board passes are identified by a magnetic strip attached to the student identification card. Students will be allowed a three day grace period at the beginning of each term when they will be allowed to eat at the dining hall without presenting an identification card with a magnetic strip.

Students may change their board plans (e.g. from a 20 meal plan to the 12 Flex plan) up to the 60% point of the term. Meal charges will be pro-rated to reflect the change. Flex points will also be pro-rated.

### Tax Benefits

There are tax benefits available to help reduce the financial impact of higher education. For more information, please consult your tax advisor.

### Tuition Refunds and Financial Assistance Returns

*Dropping Classes / Change in Enrollment Status:* A student may add and drop classes during the add/drop period of each term. The Business Office and Office of Financial Assistance will establish a student's tuition charges and financial assistance based on the student's enrollment status at the end of the add/drop period. After the add/drop period has expired, tuition will be refunded on a pro-rata basis as a student's enrollment status changes. After 60% of the enrollment period has expired, there will be no adjustments to tuition charges or financial aid.

*Complete Withdrawal:* A student interested in withdrawing from Simpson College should file a withdrawal form in the Office of the Dean of Students, and make an appointment with the Office of Financial Assistance.

Simpson College engages faculty and staff members in advance for a full academic year. Many other expenses for maintaining the College are likewise commitments of one or more years into the future. Therefore, a student who withdraws does not reduce materially the costs of operating the College.

A student who withdraws before the 60% point in time in the term will receive a refund in tuition, room, board and fees. The amount of the refund is based upon the percentage of the term that has not been completed. Financial aid will be refunded to federal, state and Simpson programs based on the same percentage. Stated simply, a student who withdraws after completing 20% of the term will be charged 20% of the applicable tuition, room, board and fees and would retain 20% of their financial aid. If funds have been released to the student because of a credit balance on the student's account, the student may be required to repay a portion of the federal grant released to the student. Examples of the application of the refund policy are available upon request in the Office of Financial Assistance.

After the 60% point in the term, no refund will be granted nor will financial aid be reduced. The portion of the term completed is based on calendar days from the first day of the term through the last scheduled day of finals, including weekends and breaks that are fewer than 5 days in length.

Students who do not go through the "official" withdrawal process (i.e., leave campus without filing withdrawal papers) will be deemed to have attended through the mid-point in the term, unless the last date of attendance can be documented, and will have their charges and financial aid adjusted accordingly.

This policy is subject to federal regulations. Contact the Office of Financial Assistance for details and to learn of any changes to this policy.

### Other Refunds

*Room Refunds:* Refunds on rooms may be given in the case of a student who, due to illness or other imperative reasons, officially withdraws from the College. No room is refunded after the 60% point in the term.

*Board Refunds:* Board cancellations are effective one week after notifying the Office of Student Development. Board charges are refunded on a pro-rata basis. No refunds will be issued for unused Flex points at any time. No board is refunded after the 60% point in the term.

*May Term Board Refunds:* May Term board charges will be refunded for students on a qualified absence from campus during May Term. A qualified absence is defined as one in which the student's May Term study requires he/she reside off campus. Qualified absences must exceed one week. Board charges are refunded only if a student applies for the refund prior to departure from campus in April.

*May Term Trip Refunds:* Students are responsible for all direct costs incurred by the College after the payment of the non-refundable application fee. To the extent possible, course instructors and Simpson College will attempt to secure a partial refund for students who withdraw from the program at least 90 days prior to departure and provide written notice of such to the International Education Coordinator. The partial refund to the student will be calculated by Simpson College on an individual student basis and will amount to a maximum of 50% of the direct costs incurred by the College that are recoverable. Within 90 days of the program's departure, no refund will be calculated or due.

In case of hardship or unforeseen circumstances, the student may appeal the refund calculated per above by providing written notice of appeal to the International Education Coordinator. The appeal will be reviewed by a committee. All decisions made by the appeals committee are final.

If the May Term travel course is cancelled by the College due to uncontrollable circumstances such as acts of war, health risks in the host country, U.S. State Department warnings, or any other reason, the College cannot guarantee, but will attempt to secure a partial refund of the final payment.

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### Dates to Remember

<i>Class Start Dates</i>	<i>Bills Due</i>
Fall 2010 - 08/31/2010	Fall 2010 - 08/16/2010
Spring 2011 - 01/10/2011	Spring 2011 - 12/31/2010

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### Tuition and Charges

For a complete list of tuition and charges for the current academic year, please visit <http://www.simpson.edu/businessoffice/tuition.html> .

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### **Firearms**

No firearms are permitted on the Simpson campus. Possession of any weapon such as, but not limited to, knives, rifles, shotguns, handguns, air guns, bb guns, and ammunition including explosives (e.g. - firecrackers), is prohibited while on College owned or controlled property. Possession of a firearm will result in College disciplinary action and/or arrest, imprisonment or fine according to state law.

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### **Harassment Policy**

Simpson College is committed to providing an environment that is free from all forms of discrimination that constitutes harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, religion, creed, national or ethnic origin, age, disability, sexual orientation, or any legally protected characteristic will not be tolerated.

Harassment on the basis of sex can constitute discrimination under Title VII of the Civil Rights Act of 1964 and Title IX, such harassment is prohibited and may warrant corrective disciplinary action, up to and including dismissal. Unwelcome sexual advances, requests for sexual favors, verbal or written comments, or physical conduct of a sexual nature may constitute sexual harassment. Examples of sexually harassing behavior may include unwelcome or offensive touching, sexually explicit or offensive jokes, graphic or degrading verbal or written comments or questions of a sexual nature.

Harassing behavior may exist when such conduct:

1. is made either explicitly or implicitly, a term or condition of instruction, employment, or participation in college activities;
2. is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. creates an intimidating, hostile, or offensive work or academic environment.

Conduct shall be defined as being unwelcome when an employee or student does not solicit or incite such conduct and the employee or student, as well as a reasonable person would regard it as undesirable or offensive.

Any student or employee who believes he or she has been harassed should immediately report the incident to a staff member in the Office of the Vice President of Student Development or the Director of Human Resources, respectively. Other college officials who receive a report of harassment should similarly report the matter to the individual identified above.

On receipt of a complaint or report of harassment, an investigation will be conducted and, when appropriate, sanctions and corrective measures will be taken in accordance with applicable college disciplinary options. All investigations will be conducted as discretely as is practicable. Individuals making good faith allegations of harassment and those participating in such investigations will not be subjected to retaliation.

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## Hazing

Simpson College, in accordance with the state of Iowa's anti-hazing law, defines hazing as any act or action taken, however communicated, involving or resulting in abusive physical contact or mental harassment of a member or prospective member, whether on or off the organization premises, campus, or place where chapters or prospective members meet, designed to, or the result of which is to produce excessive mental or physical discomfort, embarrassment or harassment. Furthermore, hazing is also defined as any action or situation that involves ridicule, any form of verbal or physical harassment or abuse, engaging in public stunts, morally degrading or humiliating behavior of games, food/sleep deprivation, food/alcohol/drug consumption, and threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches of this statement. Excessive demands on a student's time so as to interfere with academic performance are also prohibited.

Consent by an individual to hazing does not relieve the organization of responsibility. Any chapter found in violation of this hazing policy may be subject to suspension or removal of recognition by the College. No student should ever be in a situation that either is physically or psychologically harmful.

HAZING DEFINED BY EXAMPLE: (Following examples not all inclusive)

SUBTLE HAZING: Actions that are in conflict with the College or group's standards of conduct. Any activity or attitudes directed toward a pledge/associate member/new member/member (hereinafter known as "individual") which ridicules, humiliates, or embarrasses. For example:

- Calling individuals demeaning names
- Silence periods
- Threatening individuals with what might happen during initiation
- Any form of demerits
- Requiring individuals to call members certain names
- Scavenger hunts of any type
- Phone or house duties if only assigned to individuals

HARASSMENT HAZING: Any action that may cause mental anguish or physical discomfort to a member or individual. Any activity or attitude directed toward an individual which confuses, frustrates, or causes undue stress. For example:

- Hell night or Hell week
- Verbal abuse
- Personal services such as carrying books, running errands
- Requiring individuals to wear ridiculous costumes or sing embarrassing songs
- Requiring only individuals to enter by back door
- Stunt night or skit night with demeaning or crude skits
- Line ups or interrogations of any type
- Mock initiation

DANGEROUS HAZING: Any activity or attitude which may endanger the life or health of an individual. Any action or activity which has the potential to cause bodily injury or permanent psychological damage. For example:

- Requiring walking, standing, sitting, or lying in any unpleasant substance or position
- Sexual harassment or abuse
- Alcohol or drug consumption
- Forced eating or drinking
- Blindfolding
- Placed in a confined area
- Physical abuse

**Depending on the nature of the offense, severe penalties may be enacted at the discretion of the College. Furthermore, depending on the nature of the offense and willingness of injured persons to pursue, College judiciary charges and/or criminal or civil charges may be pressed against the group or individuals involved.**

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## Health Policies

### Health Insurance

All full-time students are required to provide proof of health insurance. Students must complete a Health Insurance Waiver providing private insurance information. Students not completing a waiver will be automatically enrolled in the health insurance policy offered by Simpson. The cost of the insurance premium will be added to the student's registration fees.

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### Policy on Tuberculosis Screening

In accordance with the American College Health Association's guidelines on tuberculosis screening, it is Simpson College's policy to require students and other College personnel from high-risk areas of the world, or students and College personnel who have traveled to high-risk areas of the world, or have had exposure to high-risk populations to be screened for tuberculosis within 3 - 6 months of college entrance or within 30 days of returning from travel to high risk areas.

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### Statement On AIDS

The American Center for Disease Control has issued a determination that Acquired Immune Deficiency Syndrome (AIDS) is not a highly communicable disease. There are no known cases of AIDS transmission by food, water, casual contact or insects. The current scientific belief is that the AIDS virus is transmitted only when introduced into the recipient's blood. This may occur through sexual intercourse, skin puncture with an infected needle, blood transfusion, prenatal, or contact with mucous membrane or open skin cut or sore. AIDS is now believed to be caused by a retrovirus call Human Immunodeficiency Virus (HIV). This virus is a very fragile organism, which cannot exist outside the body for any significant time.

The American College Health Association currently recommends that colleges not adopt a blanket policy on AIDS issues. Simpson College will respond to each AIDS or HIV-status situation as required by its own particular facts and medical circumstances. It is the goal of Simpson College to provide an ongoing education program to students, to faculty and other employees about relevant AIDS issues and thus provide a framework for making informed decisions about specific AIDS issues as they may arise. Simpson's AIDS education program will emphasize the following:

Persons with AIDS or who are HIV positive should be treated with support, understanding and with concern for their privacy and confidentiality.

While each AIDS-related situation will be dealt with on an individual basis, taking into account the best available medical advice at the time relevant to the affected individual and others, the college has established some general guidelines for responding to AIDS-related situations on the campus:

Simpson College currently does not question members of the campus community about the existence of AIDS or a positive HIV-antibody test result.

Any member of the campus community who has AIDS or who is HIV positive, whether symptomatic or not, will be allowed regular classroom attendance in an unrestricted manner, so long as she/he is physically and mentally able to attend classes.

Any member of the campus community who has AIDS or who is HIV positive, whether symptomatic or not, will be allowed access to common areas, such as student unions, cafeterias, snack bars, gymnasiums, swimming pools, and recreational facilities. In certain circumstances, special rules may be necessary to protect the health or safety of such persons.

Decisions about residential housing of persons known to have AIDS or who is HIV positive will be made on a case-by-case basis, based on the medical facts of each case, and with concern for confidentiality and the best interests of all parties involved. The best currently available medical information does not indicate any risk to those sharing residence with persons who have AIDS or who are HIV positive. In some circumstances, however, there may be concern for the health of such students when they might be exposed to contagious diseases (such as chicken pox) in a close living situation. Under such circumstances students with AIDS or who are HIV positive may be assigned to private rooms in order to protect their health - - not to protect other students from them.

The confidentiality of information and records regarding the fact that a member of the campus community has AIDS or who is HIV positive, will be maintained in accordance with the Family Educational Rights and Privacy ACT of 1974, as amended, and any other applicable law.

AIDS issues and Simpson College's response to such issues will be reviewed annually, taking into account applicable laws and regulations and recommendations issued by the U.S. Public Health Service and Center for Disease Control, the Iowa Department of Public Health, and American College Health Association and other agencies, as well as the advice of appropriate medical authorities.

Simpson College reserves the right to act in the best interest of members of the campus community in the face of a direct threat or significant risk to health or safety that cannot be eliminated by implementation of safeguarding policies, practices or procedures.

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### **Illegal Drugs and Other Controlled Substances**

Simpson College prohibits the unlawful manufacture, possession, use, sale, or distribution of illegal drugs and other controlled substances by students and employees on its property or as any part of its officially sponsored activities. The college will cooperate with all law enforcement agencies in the enforcement of laws pertaining to the use and possession of illegal drugs. Violations of this rule will be considered of sufficient seriousness to warrant dismissal from the college. Anyone having information concerning drug traffic on campus should inform a Student Development Staff member, or the Dean of Students.

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### **Drug-Free Workplace**

On November 18, 1988, Congress enacted the Drug-Free Workplace Act of 1988. This statute requires that all grantees receiving grants from any federal agency certify to that agency that they will maintain a drug-free workplace. For purposes of the Act, allocations under the campus-based programs (Federal Perkins Loan Program, Federal Workstudy Program, and Federal Supplemental Educational Opportunity Grant Program) are deemed to be "grants"; and institutions receiving these allocations are deemed to be "grantees". This Act directly affects the federal allocations for Simpson College.

To comply with the Drug-Free Workplace Act, Simpson College must certify that it will provide a drug-free workplace and must notify its students and employees of that fact. This serves to notify all students and employees that "the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's (Simpson College's) workplace. Workplace is defined as any location utilized for the operation and or delivery of college activities and services.

Student violations of these prohibitions will be considered infractions of the student code of conduct and may lead to immediate dismissal from the college. Disciplinary procedures and sanctions are described in more complete detail in the Student Handbook.

In addition to notifying students of the impact of this act on their college enrollment, Simpson is also required to establish a drug and substance abuse awareness program. For students, that program is coordinated through the Office of Student Development to help students understand the health risks associated with drug usage. These health risks include damage to the respiratory system, immune system, reproductive system, and brain functions. Frequent usage can cause addiction, coma, and possibly death.

Personal counseling services are available on campus for students who may be having difficulty with drug and alcohol abuse. The college works closely with local substance abuse programs for making student referrals for assessment and treatment.

Should you have any questions regarding the implications of these requirements, please feel free to contact the Vice President for Student Development.

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### **Other Applicable Federal, State, and Local Laws**

Summaries of applicable federal, state, and local laws, which govern the use and possession of illegal drugs and other controlled substances violations and relate specifically to members of the College community, are as follows:

- a) *Possession of controlled substances, such as narcotics, stimulants, depressants or hallucinogens, carries criminal penalties including imprisonment up to 20 years and fines up to \$250,000 under federal laws, depending on the type and quantity of drug and whether it is a first or subsequent offense. Moreover, personal property may be forfeited and federal benefits, such as student loans and grants, may be denied on the first offense.*
- b) *Under State of Iowa and local laws, simple possession is a serious misdemeanor and criminal penalties may include up to a year imprisonment and/or a fine of up to \$1,000.*
- c) *Trafficking a controlled substance carries criminal penalties, including imprisonment up to life and fines up to \$8 million for an individual under federal law, depending on the type and quantity of the drug and whether it is a first or subsequent offense.*
- d) *Under State of Iowa and local laws, trafficking an illicit drug carries criminal penalties of up to 50 years in prison and up to \$1 million in fines, depending on the type and quantity of the drug. Subsequent violations can triple the imprisonment sentence and fine. Moreover, there are special penalties for trafficking to minors.*

Additional pertinent information may be found at <http://www.legis.state.ia.us/IACODE/>.

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### **Statement on Intervention and Treatment and on Health Risks**

The statement on intervention and treatment and a statement on health risks associated with alcohol and other illegal drugs can be found in the alcohol policy section of the Simpson College Student Handbook.

Some physiological effects of specific drugs include:

- *Marijuana* when smoked irritates lung tissue, increasing the risk of lung cancer. It decreases visual perception and psychomotor skills; it adversely affects the reproductive system; it delays onset of secondary sexual characteristics, and it is stored in body tissue for periods of time.
- *Cocaine/Crack* increases blood pressure, heart and breathing rates and is extremely addictive. It may cause anxiety, brain seizures, and strokes. Chronic snorting can ulcerate the mucous membranes of the nose. There is no antidote for overdose.
- *Amphetamines/ Stimulants* increase heart rate and blood pressure; stroke and heart failure may result from high doses. Long-term abuse may result in malnutrition and brain damage.
- *Hallucinogens (LSD, mushrooms, PCP)* have unpredictable effects that vary with individuals; panic reactions are common. Impurities are likely, as with any street drug.
- *Depressants/Sedatives/Barbiturates* act much like alcohol, by depressing the central nervous system.
- *Narcotics/Heroin* are opiates used to relieve pain. Tolerance develops quickly, and a user attempting to quit will experience withdrawal symptoms after only a few days of drug use. Infections and AIDS transmission are associated with un-sterile conditions of use.
- *Anabolic Steroids* suppress gonadotropic functions of the pituitary. Side effects include liver and kidney dysfunction, testicular atrophy, premature closure of bone growth plates, hair loss and acne, and heart failure.
- *Inhalants* act quickly as anesthetics and slow down body functions. Nausea and nosebleed result from immediate use, while loss of consciousness may result at high doses. Long-term use damages organs and nervous system.
- *Caffeine* in high doses may cause nausea, diarrhea, sleeplessness, headache and trembling.
- *Nicotine* may cause cancer of the lungs, larynx and mouth.

Additional information on the health risks of specific drugs may be found at <http://www.simpson.edu/studentlife/studenthandbook08.pdf>.

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### **Off-Campus Program Participation**

Simpson College offers students a variety of opportunities for involvement in curricular and co-curricular programs, events, and travel off-campus. All participants in Simpson College sponsored or affiliated off-campus events, programs and travel are subject to all academic and behavioral guidelines and policies as described in the Simpson College Catalog

and the Simpson College Student Handbook. Additionally, participants in College sponsored or affiliated off-campus activities may be subject to additional academic and or behavioral requirements as deemed necessary by the College. Additional expectations and requirements for a particular off-campus program, event or travel opportunity will be communicated to students in advance of their participation.

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## **Parental and or Guardian Notification Policy**

Simpson College recognizes the student – college relationship as one which is built on the premise that students are adults and as such any matters of concern regarding student progress, behavioral issues and or health and safety issues will be, whenever possible or practical, directly discussed with the student by a college staff or faculty member. These conversations with a student will be treated as confidential and will only involve campus staff or faculty who have an “educational right to know” as prescribed by FERPA guidelines.

The College may contact and or inform a student’s parents or guardian regarding a particular concern when, in the judgment of the college, it is in the overall best interests of the student and or the College to do so. In general, the notification to parents or guardians in matters of behavioral and or health and safety concerns will normally take place when:

- the student has been involved in a second violation of the College’s alcohol policy;
- the student has been involved in a violation of College policy which has caused the student to be placed on disciplinary probation. Students who are on disciplinary probation are subject to suspension and or dismissal from the College if they are involved in any subsequent violation of College policy;
- the student is involved in behavior that has raised concerns for the health and safety of the student.

All notifications to parents or guardians will be in compliance with applicable state and federal laws governing such notification. Notification to parents or guardians will, in most instances, occur by letter from the Vice President for Student Development. The student for whom the letter has been issued will be informed of the official parental or guardian notification. Questions regarding this notification policy and regarding any specific student issues may be directed to the Vice President for Student Development.

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## **Sexual Conduct Policy**

Simpson College is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. Sexual misconduct which includes sexual assault is a serious offense. The College encourages students to report sexual assault promptly to local law enforcement agencies. Sexual assault also violates the Simpson College Code of Conduct, and will not be tolerated in this community of trust. The College urges students to report sexual assault under these administrative provisions. The sexual conduct policy includes definitions of terms, prevention information, procedures, and resources available in the event of sexual harassment, sexual assault, or rape. Students, faculty, staff, and consultants continually evaluate the College’s practices and procedures regarding inappropriate sexual conduct.

Simpson College does not tolerate sexual misconduct in any form. Sexually abusive behavior within the college community is harmful to both the learning environment and the sense of community the college is trying to foster among students, faculty, staff, and administrators. All members of the College community have an obligation to act responsibly in the realm of sexuality. This includes accepting personal responsibility for choices made about alcohol and drug consumption which might lead to behavior which violates another person. Additionally, all members of the College community have the responsibility to recognize and challenge any sexual misconduct. The purpose of these policies and procedures is to encourage students to take responsibility for their behavior, to ensure compliance with applicable campus, state and federal regulations, to fairly discipline and sanction behavior that is inconsistent with the Simpson College Code of Conduct, and to educate students about implications and consequences of their behavior.

Simpson students are expected to maintain the highest ethical standards of honesty and respect for others. College students, often away from home for the first time, may be unsure of how to handle situations such as rapidly expanding social circles and a lack of parental restrictions. In the context of intimate relationships, the use of alcohol or other drugs can blur the distinction between consent and manipulation. Non-stranger (date/acquaintance) rape happens most frequently at or after parties. Unfortunately, college age students traditionally take the fewest precautions to prevent rape. Real or perceived power differentials between individuals also may create an atmosphere of coercion that can significantly impair the ability to consent. Being under the influence of alcohol or drugs is not an excuse under these procedures.

The information that follows is designed to provide a clear understanding of expectations and outcomes regarding sexual conduct at Simpson College.

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## Statement of Policy

Sexual misconduct is not tolerated at Simpson College. It is the policy of the College to provide education to help prevent sexual misconduct through the following measures:

- Inform faculty, staff and students of the procedures for reporting sexual misconduct to the Indianola Police Department and Campus Security.
- Educate faculty, staff and students as to common sense practices which may enable them to avoid becoming victims of sexual misconduct.
- Assure that Campus Security and College personnel are aware of their responsibilities, the College's policy, the laws and potential liabilities when sexual misconduct occurs.
- Inform faculty, staff and students of the counseling services available to victims of sexual misconduct.
- Encourage victims of sexual misconduct to help punish perpetrators through use of the criminal courts.
- Educate faculty, staff and students to be respectful of the limits expressed or implied by their partners in sexual contacts.

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## Sexual Misconduct Offenses Include, But Are Not Limited To:

*Non-consensual sexual intercourse (or attempts to commit same):* Non-consensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without effective consent.

*Non-consensual sexual contact (or attempts to commit same):* Non-Consensual Sexual Contact is any sexual touching (including disrobing or exposure), however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.

*Sexual Exploitation:* Sexual Exploitation happens when a student takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other three sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in Peeping Tommetry, and knowingly transmitting an STD or HIV to another student.

*Sexual Harassment:* Sexual harassment may include, but is not limited to, unwelcome sexual advances, request for sexual favors, verbal or written comments or physical conduct of a sexual nature when such conduct: 1) is made, either explicitly or implicitly, a term or condition of instruction, employment or participation on college activities; 2) is used as a basis for evaluation in making academic or employment decisions affecting an individual; or 3) creates an intimidating, hostile, or offensive work or academic environment.

Examples of sexually harassing behavior may include unwelcome touching, sexually explicit offensive jokes, graphic or degrading verbal or written comments or questions of a sexual nature. Sexual verbal abuse is defined as using language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, Verbal sexual innuendo, threats, and/or obscene gestures; inappropriate humor and jokes about gender specific traits or sexual orientation; sexual propositions; suggestive or insulting sounds and actions, including, whistling, leering, and obscene gestures; and phone calls or use of written and/or verbal communication that are intimidating, threatening, or obscene in nature. Please refer to the Harassment Policy in Student Handbook for more information on reporting and adjudication procedures involving sexual harassment.

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## Definition of Common Terms:

### Sexual abuse

Iowa law defines "sexual abuse" as follows: Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing

sleep, incapacitated beyond consent, or is otherwise in a state of unconsciousness, the act is done against the will of the other.

2. Such other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other participant is a child.

### **Sex Act**

Iowa law defines "sex act" as follows:

"The term sex act means any sexual contact between two or more persons by: penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person...or by use of artificial sexual organs or substitutes therefore in contact with the genitalia or anus."

### **Intercourse**

Intercourse is not synonymous with penetration. If it were, non-consensual French kissing could meet the definition of oral rape; intercourse is more limited. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

### **Sexual Touching**

Sexual touching is any contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

### **Incapacitated Sex**

Being drunk is never an excuse for violation of this policy. To have sex with someone who you know to be, or should know to be incapable of making a rational, reasonable decision about a sexual situation is a violation of policy. This includes someone whose incapacity results from taking the so-called "date-rape drug." Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is an offense of the most serious nature.

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### **Effective Consent**

Effective Consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.

### **Consent may not be given when**

Consent which is obtained through the use of fraud or force (actual or implied) whether that force be physical force, threats, intimidation, or coercion, is **ineffective consent**

- Physical force exists, for example, when someone acts upon you physically, such as hitting, kicking, restraining or otherwise exerting their physical control over you through violence.
- Threat exists where a reasonable person would have been compelled by the words or actions of another to give permission to sexual contact they would not otherwise have given, absent the threat. For example, threats to kill you, themselves, or to harm someone you care for are sufficient to constitute threats.
- Intimidation exists where someone uses their physical presence to menace you, though no physical contact occurs, or where your knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places you in fear as an implied threat.
- Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates norms of respect in the community, such that the application of such pressure or oppression causes the object of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, and the initiator's knowledge that the pressure is unwanted.

### **Consent may never be given by**

- *A minor to an adult.* Someone under the age of 16 cannot give consent to someone over the legal age of consent (18), absent a legally valid marriage or court order.
- *Mentally disabled persons* cannot give consent to a sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves.

- *Physically incapacitated persons.* One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary and involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another who one knows or suspects to be physically incapacitated. Physically incapacitated persons are considered incapable of giving effective consent when they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent of that situation.

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### **What You Need To Know About Consent**

- At the heart of the idea of consent is the idea that every person, man or woman, has a right – to personal sovereignty—not to be acted upon by someone else in a sexual manner unless he or she gives clear permission to do so.
- Consent can be broad or narrow and can be limited, such as in cases where someone is willing to engage in some forms of sexual activity, but not in others.
- Consent to one form of sexual activity never can imply consent to other forms of sexual activity.
- Consent may be given verbally or nonverbally, based on an active, informed, freely decided choice.
- Consent means you can't make assumptions about what your partner does or does not want. Absence of clear signals means you can't touch someone else, not that you can.
- Consent means two people deciding together to do the same thing, at the same time, in the same way, with each other.
- The idea of consent completely rules out any need to show the use of force, or any type of resistance.
- Consent requires that the person initiating the sexual activity gets permission to do so, and that permission does not exist in the absence of resistance.
- Passively allowing someone to touch you in a sexual manner is not consent.
- There is no duty for an alleged survivor to fight off or act in any way to stop a sexual aggressor.
- There must be a verbal or non-verbal “Yes” in order for any permissible sexual activity to take place.
- There are circumstances, as well, where even when consent is given, it is not valid. Consent would be invalid when forced, threatened, intimidated, coerced, when given by a mentally or physically incapacitated person, or when given by a minor.
- We can't play the game of “If she/he doesn't want it, she'll/he'll stop me.” That's based on antiquated resistance requirements. It's not her or his job to resist, but yours to respect her or his boundaries and find out what they are if they are unclear.
- No means no, but nothing also means no. Silence and passivity do not equal permission.
- The idea that kissing always leads to fondling, which always leading to petting, which leads to some sort of intercourse is a notion that is based on stereotypical sexual patterns and beliefs. Mutual exchanges must involve the expectations and desires of each person involved.
- To be valid, consent must be given prior to or contemporaneously with the sexual activity.
- Consent can be withdrawn at any time, as long as that withdrawal is clearly communicated by the person withdrawing it.
- Silence, previous sexual relationships, and/or current relationship with the accused (or anyone else) may not, in themselves, be taken to imply consent.
- Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.
- Intentional use of alcohol/drugs by the accused is not an excuse for violation of the sexual conduct policy.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly (because you cannot be expected to read the mind of your sexual partner(s)), and all sexual activity must cease.
- Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.
- Attempts to commit sexual assault or rape are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

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## Tips on Prevention

It can be difficult to discuss sexual expectations with someone—especially when it is early on in a relationship. However, both men and women must take responsibility to prevent rape. Listed below are prevention tips for men and women. Although no single method will make you immune from rape or assault, there are steps you can take to avoid potentially damaging situations.

### Responsibilities for Both Men and Women

1. Get to know your partner and discuss sexual expectations before you find yourself in an intimate situation—don't let sex "just happen."
2. Clearly communicate your desires and limits. Don't make assumptions.
3. Avoid excessive use of alcohol.
4. Be assertive. If you say "no," say it clearly.
5. Listen—and hear. Being told "no" is not a rejection of you as a person. You can also say "no."
6. Pay attention to your non-verbal actions.
7. Accept your partner's decision. Don't try to coerce or manipulate.
8. Understand and accept that you are responsible for your behavior and choices.
9. Trust your instincts. If you think something is wrong, you are probably right. Get out of the situation immediately.

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## If Sexual Misconduct Occurs

If sexual misconduct occurs, many survivors do not know where to turn for help or what steps to take after an assault has been committed. Although the choices about which options to explore rest solely with the affected student, Simpson College encourages students to take the following steps:

- Get to a safe place as soon as possible.
- Contact the Indianola Police Department (9-911). Campus Security should also be notified (x1711 from any campus phone, or activate any of the emergency telephones located around campus).
- Do not blame yourself. Sexual assault is **never** the survivor's fault. Every attempt will be made to keep the student free from any suggestion that she/he is responsible or was "contributory negligent" or assumed the risk of being a survivor of sexual misconduct.
- Survivors of sexual misconduct are strongly encouraged to seek immediate medical attention at an area hospital or medical clinic. If the survivor wishes, they will be assisted in seeking prompt medical attention with a member of the Simpson College staff accompanying the survivor to a local hospital.
- If at all possible, do not change clothes, shower, bathe, douche, or urinate. Emergency room personnel are trained to check for injuries, as well as collect physical evidence. It is important to preserve evidence as it may be necessary for the proof of criminal sexual misconduct should you decide to pursue charges through the Indianola Police Department. Costs for providing and administering the "rape kit" are incurred by the Iowa Department of Public Health.
- Please be aware that hospital personnel are obligated to contact proper authorities regarding the assault. Although you are not obligated to do so, survivors of sexual misconduct are highly encouraged to take advantage of victim's services to help you understand your options for off-campus proceedings and to receive counseling specific to your needs.
- The College will do everything possible to provide a climate that is sensitive to and respectful and supportive of individual needs. The student will have access to existing campus counseling and support services and, when appropriate, adjustments will be made to housing assignments, academic schedules, etc.
- Supporting the survivor is of primary consideration, as are exploring options and protecting the individual's rights. The individual has a right to confidentiality and to determine what options to pursue. Every report of sexual misconduct will be taken seriously and action will be taken as appropriate.

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**Remember: you are not alone.**

The following offices can provide you with the assistance and support you need:

- Counseling Services, 961-1667
- Campus Security, 961-1711
- Student Development Office, 961-1592
- College Chaplains' Office, 961-1684 or 961-1716
- Health Services, 961-1604
- Victims Services, 286-3535
- Indianola Police Department, 911
- Iowa Methodist Hospital, 241-6423
- Iowa Lutheran Hospital, 263-5120
- Mercy Medical Center, 247-3121

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## Procedures for Reporting Sexual Misconduct

### *Confidentiality*

When an individual is affected by an incident involving sexual misconduct, sexual assault or sexual harassment within or outside of the Simpson College Community, there are some people s/he can talk to with who can provide completely confidential advice and assistance. They will listen and explain her/his options. Talking to any of the individuals listed as a college confidential option **does not** constitute reporting the incident except for the statistical reporting required by the federal government (see below). The options for reporting sexual misconduct follow.

### *Reporting Options*

Incidents of sexual misconduct are notoriously underreported on college campuses, often because the victims/survivors do not recognize their experience as a criminal offense and/or a college violation or their lack of knowledge of and/or discomfort with campus and community resources. By seeking assistance and reporting sexual misconduct, you can begin your own healing process and promote the standards of community and respect that are a part of Simpson College. Helping the survivor look at options for reporting the assault/misconduct and taking care of herself/himself are the focus of the following paragraphs. Along with these options, Simpson College strongly encourages a survivor of sexual misconduct to make a report to the Indianola Police Department and to speak with a rape crisis or other counselor, on or off campus.

Sexual assault is a criminal matter. Indianola police officers are trained in handling sexual assault cases. An officer can be dispatched to campus to meet with the person calling, to assist the survivor in obtaining medical attention and emotional counseling, and to write a formal report of the incident. The police report and any supporting evidence are turned over to the Warren County Attorney's office, which decides whether there is sufficient evidence to prosecute.

### *College Confidential Options*

Simpson College provides campus counselors, chaplains, and health service nurses on campus who can legally keep a sexual assault discussion completely confidential. Campus counselors are available free of charge to help students and can be seen on an emergency basis. In addition, students may choose to consult off-campus members of the clergy, who will also maintain absolute confidentiality. This gives the survivor complete control over her/his own decisions to report. These confidential options will also supply the student with information regarding medical care.

All other employees are not confidential resources and are required by law to report sexual misconduct.

### *College Official Report*

An official College report is a documentation of sexual misconduct/assault. Any individual sexually assaulted by a Simpson College student (on campus, or in a program or activity under Simpson College jurisdiction), or any Simpson College student who is assaulted is encouraged to report the incident formally to one of the following individuals: the Associate Dean of Students; Director of Security; Simpson College Security officers; any "on call" Residence Life staff member; the Dean of Students and any other student development staff member or any other administrator with supervisory responsibility. These people are required by law to file an official report if told about sexual misconduct/assault. After hours, these individuals can be reached through the campus security, which can either connect the caller or provide a home phone number for the particular staff member.

### *Federal Statistical Reporting Obligations*

The Federal Government requires campus law enforcement to publish an annual Campus Security Report describing the types of sexual misconduct incidents that have occurred and their general location (on or off campus or in the surrounding area; no addresses are given). These reports contain statistical information only. All personally identifiable information is kept confidential. This report helps to ensure greater community safety by providing the community with a clear picture of the nature and extent of campus crime. The college requires that all employees provide statistical information to Campus Security.

### *Federal Timely Warning Reporting Obligations*

Victims of sexual misconduct should also be aware that college administrators must issue timely warnings regarding incidents whose perpetrators continue to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort in such cases to ensure that a victim's name and other identifying information is not disclosed, while still providing sufficient information to permit students to make appropriate decisions about their safety. Persons required to report timely warnings are the same persons listed under the preceding "Federal Statistical Reporting Obligations."

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## **The Adjudication Process**

The College's adjudication procedures should be viewed as a resource to the survivor of sexual misconduct. Sexual assault and rape are criminal violations and violations of College policy. A student charged with sexual misconduct can be prosecuted under the Iowa Criminal Code and *separately* adjudicated by the College. Even if the criminal justice authorities choose not to prosecute, a student charged with any type of sexual misconduct will be subject to the College disciplinary process. Hearing procedures and disciplinary sanctions are outlined below.

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### **Initial Steps**

As described above, it is possible for a survivor to make a first report to a number of different contact points throughout the college community (Health Center, Counseling Center, Chaplains, Student Development, Campus Security). If, after meeting with any of these contact points, the survivor determines that he or she would like to pursue a college disciplinary hearing, the contact point will direct the student to meet with the Associate Dean of Students.

Once a meeting is arranged, the Associate Dean will outline the options available, including how a conduct hearing will work, along with its possible outcomes. If the survivor decides to make a charge, the Associate Dean will take a written and/or tape-recorded statement of the survivor's account of the incident (or, the survivor may give such a statement directly to Campus Security). The accused student will also be given the opportunity to provide the Associate Dean with a written and/or tape-recorded statement after the charge has been made by the survivor. *It should be noted* that if Campus Security has already taken a written statement from the survivor and/or the accused, the Associate Dean may use these statements in lieu of the statements mentioned above.

The Associate Dean will then present the accused student with a written statement of the survivor's charges against him or her. The investigation will also generally include interviews and written statements from any witnesses, as well as any other evidence relevant to the incident.

The survivor and accused will be permitted to have their counsel or an advocate present during the interviews and the hearing. Survivors utilizing an advocate should use the same advocate throughout the process.

The Associate Dean will notify the accused student that the hearing board members are being chosen and provide him or her with the date of the hearing. Scheduling of the hearing will be held within 5 working days of the survivor's initiation of charges. If this condition cannot be met, both the survivor and the accused will be notified regarding the status of the case. Both the survivor and the accused will be informed in writing of the hearing format and specific charges.

If the Associate Dean determines that it is in the best interest of either student for safety or other reasons, the accused and/or the survivor will be provided different accommodations. Both students will be instructed to avoid all contact with the other. If these instructions are not heeded, disciplinary action will be taken, including the possibility of immediate suspension from the College and trespass from campus. Additionally, assistance is available for changing academic and living situations after a report of sexual misconduct is filed, if so requested by the survivor and if such changes are reasonably available.

**Note:** In the context of the College conduct process, the survivor is initiating formal allegations of misconduct. The charges of misconduct remain allegations until a decision is reached by the Sexual Misconduct Review Board.

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### **Composition of the Sexual Misconduct Review Board**

The Sexual Misconduct Review Board is composed of administrators and staff members. Board members are appointed by the Dean of Students each fall for a one year term. When selected, all members of the board receive comprehensive training. When it is necessary to convene a Sexual Misconduct Review Board, the Dean of Students will select three people from the pool of board members to hear any given case. Both men and women will comprise the pool and each

convened board. The Associate Dean will serve as an ex officio member of the Sexual Misconduct Review Board without vote and will chair the board during the hearing and provide administrative support and clarifications as needed.

The students involved may challenge the composition of the board. The accused and survivor will be notified of the names of those who will serve on the board at the time the hearing is scheduled. If either objects to any member or members of the board, he or she must commit the reasons for the objection to writing. The Dean of Students will review the objection and decide whether the hearing board member(s) should or should not be replaced. Removal from the hearing board will occur only if the Dean of Students is convinced that absence of impartiality or other extenuating circumstances would result from allowing the hearing board member to adjudicate the incident. Any member who personally knows either the accused or the survivor may be excused from the case.

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### **Elements of the Hearing**

The hearing will be convened in a private room where there will be no disturbances from other members of the campus community. ***The hearing will not be open to the public.*** A record of the hearing (audio tape recording and/or written) will be maintained and made available to the accused and survivor if requested. There will be separate waiting rooms for the accused's witnesses and for the survivor's witnesses. The witnesses should be the same witnesses interviewed as part of the investigation process. The statements from witnesses obtained during the investigation may be submitted in lieu of actual witness testimony.

The survivor and the accused do *not* need to be present in the hearing room at the same time. Both the survivor and the accused may be present throughout the hearing. Both may present evidence on their own behalf through the presentation of witnesses and/or statements of witnesses. Both may choose a person to accompany them during the judicial proceedings. Both may have advisory participation from counsel. However, such counsel may not serve in an advocacy role in the hearing.

The survivor will present his or her case first, and be able to call witnesses and/or present witness statements. There are some situations in which the survivor cannot or will not present his or her own case. In these situations, the Associate Dean may appoint an administrator to present the case for the College in the survivor's stead. Every attempt will be made for the survivor to have input on the selection that administrator, the survivor still may be present throughout the entire proceeding.

Next, the accused student may present his or her case. Then, the accused can call witnesses and/or present witness statements. The hearing board may recall the survivor, accused students, and any witness at any point to clarify or challenge statements made during the hearing. The hearing board members are allowed to ask questions at any point throughout the hearing. Neither the accused nor the survivor may directly question each other during the hearing. Questions and clarifications must be directed to the board.

Prior sexual behavior/sexual history of the survivor is not relevant and will not be allowed to be presented during the hearing. Hearing board members are obligated to prevent such information from being admitted

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### **The Decision Making Process**

Once the hearing is concluded, the board members will, after meeting in closed session, render a decision within 48 hours. However, if they cannot reach a decision in that time, witnesses may be recalled for further questioning. The members of the hearing board have to decide if the accused student's actions meet the College's definition of sexual misconduct.

To establish responsibility, the hearing board must decide that the accused's behavior satisfies the definition of the misconduct to the extent required by the standard of proof in sexual misconduct cases— "more likely than not." Once a decision is made, the Associate Dean of Students will inform the accused student first, then the survivor, in the form of a letter which will include an explanation of the Board's deliberations. They will be informed separately and at different times so that they do not encounter each other.

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### **Sanctions for Sexual Misconduct**

Any student found responsible of a charge of sexual misconduct will receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.

Typical sanctions for each distinction of sexual misconduct are as follows:

- Any student found responsible of a charge of Non-Consensual Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.
- Any student found responsible of a charge of Non-Consensual Sexual Intercourse will face a recommended sanction of suspension or expulsion.
- Any student found responsible of a charge of sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.

For definitions of these terms, see the [Judicial Procedures section](#).

The judicial body, judicial officer, or appeals body reserves the right to broaden or lessen any range of punishments or recommended sanctions in the case of serious mitigating circumstances, egregiously or offensive behavior if other compelling justification exists to do so. If either party believes that a satisfactory resolution of the alleged incident has not been reached by the administrative hearing or the review board adjudication process described above, an appeal of the decision may be made as outlined in the Simpson College Student Handbook.

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## **Educational Programs**

Simpson College engages in many programs that promote awareness and prevention of rape and other sex offenses. Written information on sexual misconduct will be distributed regularly to all students. Residence Life staff members and campus security staff members receive training in survivor sensitivity and the college's philosophy and procedures in dealing with sexual misconduct. Student Development provides ongoing campus sexual misconduct awareness programs. The Security Department offers several programs to raise security consciousness and overall safety for members of the college community. Faculty members are encouraged to discuss the issue in their classes and residence life staff sponsor programs for residents. Each year sexual assault awareness and prevention is discussed during new student orientation. Contact Student Development for more information on these programs.

The College maintains the current sexual conduct policy on the web at: <http://www.simpson.edu/studentlife/index.html>

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## **Statement on Student Demonstrations**

Students are free to support causes by all orderly means without interference from the college or any part of it so long as their activities do not interrupt the regular business of the college or interfere with the rights of any member of the community. It is for the protection of these activities that this statement is issued. Students have the accompanying responsibility to ensure that any protest or demonstration is consistent with the expectations outlined in the Simpson Code of Conduct. Specifically students are expected to conduct themselves in a manner which respects the rights and property of others. Abuse of another person or conduct which threatens the health or safety of any person is not allowed. Additionally students must respect the on-going program of all aspects of the college including teaching, research, administration, disciplinary procedures and other sponsored or authorized activities on college property. Obstruction or disruption of college activities is not allowed. The college is obligated to maintain an atmosphere conducive to academic work and social responsibility. Any non-peaceful and/or obstructive demonstration, regardless of duration is prohibited. It is recommended that any student, student organization or group of students contemplating a demonstration inquire at the Office of Student Development about procedures which should be followed.

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## **Students with Physical and/or Mental Disabilities (policies & services)**

### **Admission Policy**

Simpson College does not discriminate on the basis of disability in the admission or education of students. No otherwise qualified individual shall be excluded, solely by reason of disability, from participating in college programs and activities. Individuals with disabilities are considered for admission to Simpson College on the same basis as all other applicants, and must meet the same academic requirements.

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### **Accessibility of Facilities**

Housing facilities are available to accommodate students with physical disabilities. As accessibility issues arise, classrooms and other facilities may be adjusted to meet student needs.

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### **Declaration of a Disability and Request for Accommodation**

A qualified student with a disability is entitled to receive a reasonable accommodation as necessary to provide appropriate educational access and opportunity. While reasonable accommodations provide students with appropriate educational access and opportunity, they are not a guarantee of success. It is the responsibility of the student to raise to the college's attention the need for a reasonable accommodation due to a qualifying disability. A student who requests a reasonable accommodation must provide the college with information establishing that the student has a disability that qualifies for reasonable accommodation. This information may be in the form of documentation from medical personnel, educational or school psychologists, or other individuals licensed by the state to diagnose mental or physical disabilities. The costs associated with the diagnosis and medical verification of the disability are generally the responsibility of the student.

The Dean of Students serves as the official point of contact for all matters regarding disability services. A request for reasonable accommodation, with the information verifying the qualifying disability, is to be presented to the Dean of Students Office. A student should contact the Dean of Students or in the case of request for academic accommodations, the Director of the Hawley Academic Resource Center at the start of each academic term in order to request reasonable accommodations. The college will use an informal, interactive process with the student to determine whether the student qualifies for services, to identify the needs that result from a qualifying disability, and to discuss the potential reasonable accommodations that can address those needs. The college reserves the right to make the final determination of the reasonableness and appropriateness of each accommodation considered. If there are multiple reasonable accommodations that will assist the individual, the college will make the final determination as to which accommodation is provided.

Neither the Dean of Students Office nor the Hawley Academic Resource Center will release disability information to other staff or faculty without the student's written permission; however, some accommodations cannot be made without faculty or staff knowledge. All requests for disability accommodations are subject to review with final determination resting with the Dean of Students.

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### **Academic and Non-academic Support Services**

All requests for disability services of an academic nature will be reviewed by the Director of the Hawley Academic Resource Center to determine appropriate and reasonable accommodations. Students with disabilities, like all Simpson students, have access to the services available at the Hawley Academic Resource Center. These services include: tutoring, assistance with study skills, assistance with time management and stress management skills, student note takers, student readers, books on tape (students must make their own arrangements through the Iowa Department for the Blind), and alternate testing facilities (extended time, quiet room, test reader or scribe, and word processing equipment). In addition, the Hawley Academic Resource Center will work with students with qualifying disabilities to provide additional support that is specific to individual needs, often in conjunction with the State of Iowa Division of Vocational Rehabilitation Services. Requests for disability services of a non-academic nature will be reviewed by the Dean of Students, in consultation with appropriate college staff members, to determine reasonable and appropriate accommodations.

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### **Course Substitutions for Students with Disabilities**

Students with disabilities may have the option of substituting another (previously approved) course for a course which satisfies Simpson's foreign language or math competency requirement, if a student's documentation proves that the disability significantly hinders that student's success in a math or foreign language course. The decision to allow a student with a disability to substitute a previously approved alternative course for a math or foreign language course will be made by the Dean of Academic Affairs in conjunction with the Hawley Academic Resource Center and the appropriate Department Head.

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### **Counseling Services**

Students with qualifying disabilities, like all Simpson students, also have access to Counseling Services through the student development office, and may want to take early advantage of these services. If a student suspects that he/she

may have a disability, that student has the option of being referred to a specialist by the staff at the Hawley Academic Resource Center or the staff at the Counseling Services Center.

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### **Recommendations for Students**

Simpson College recommends that students with disabilities be assertive about their needs, strongly motivated, and willing and able to implement individual coping strategies.

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### **Student Records**

The Office of the Registrar is responsible for recording academic credit on students' permanent records. Only academic actions (academic probation, academic suspension) will be recorded on the students' permanent records. Disciplinary probation, suspension, or dismissal information is kept by the Dean of Students and the Registrar's Office. Student records, both academic and personal, are confidential. Unless required by law, no personal or academic information can be released without the student's written authorization, and this includes transcripts. ***Students must request a transcript in writing which should include their signature.***

Students who have not met financial obligations to the college, including overdue library materials or automobile violations, will not be permitted to register for the following semester. Transcript copies will not be released until all financial obligations to the college have been met, or satisfactory arrangement for payment has been made.

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### **Duplicate Records/Mailings**

Students' families will be invited to different events sponsored by the College (such as Family Weekend or Honors Convocation). These invitations will be sent to the home address of the student's parents or guardians. If a student wants the same mailing to go to a parent or guardian residing at a different address, the student needs to inform the Office of Student Development in the Brenton Student Center. If a student wants duplicate copies of bills and/or grades to be sent to a parent or guardian living at a different address, the student needs to inform the Business Office and/or the Registrar's Office.

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### **(FERPA) Family Educational Rights and Privacy Act**

Educational records include admission records, academic records, financial records, financial aid records, and disciplinary records. The college officials who keep these records are the Director of Admissions, the Registrar, the Controller, the Director of Financial Assistance, and the Dean of Students respectively. FERPA grants:

The Right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the appropriate college official written requests that identify the records they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the record may be inspected. If the record requested is not maintained by the college official receiving the request, the official will advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of a student's education records that the student believes are inaccurate or misleading.

Students may ask a college official to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want to be amended, and specify why it is inaccurate or misleading.

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

The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing school tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Another exception is release of grade reports to supporting parents of dependent students during the first two years of college.

Another exception is directory information. Directory information at Simpson College is available to any person making inquiry. Directory information at Simpson includes the following:

*name, permanent address, date of birth, campus box and campus phone (if current), class, dates enrolled, major or interest, date of graduation, or lack of a graduation date.*

Release of any other information to a student or to any third party is subject to written request signed by the student, except in the case of properly executed legal summons, subpoena or other exceptions covered by FERPA. In the case of a subpoena or summons, the student will be notified of the court order prior to the time of compliance with the order.

An annual student directory, *Password*, contains name, campus address, home address and local phone number. A student who wants this information omitted from the annual student directory must notify the Dean of Students' Office in writing by August 15 of each year.

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

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605

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## Visitors and Guests

It is the responsibility of any student who hosts a visitor or guest on campus to insure that the person knows and adheres to the expectations stated in the Simpson College Student Handbook. In instances where guests violate rules or codes, the student host will be held responsible. Residential students are responsible for all that occurs within that dwelling including any guest misconduct. Whether a visitor is a student, non-student, or non-identified guest, the student host will be held responsible for violations of the Simpson College Student Handbook. Responsibility under these rules may occur even if the host is not a participant in the activity or has left the visitor(s) alone.

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## Judicial Procedures

The basic philosophical approach to discipline at Simpson College is educational in nature and intent. Through staff intervention, discussion of behavior and its consequences, and progressive discipline, students are encouraged and expected to evaluate their behavior and learn to make responsible, positive, and productive choices. Discipline exists in order to maintain a community living environment in the halls and on campus that is conducive to personal, social, and educational growth. The role of discipline is not punishment, restriction, or obligation on violators of policies. The main goals are to help students learn self-discipline, assist students in accepting responsibility for their actions, and to encourage students to accept the consequences of their actions.

### **Violations of campus regulations are handled by the following:**

**Academic Policies:** Faculty members, Registrar, Dean of Academic Affairs with appeals to the Dean of Academic Affairs.

**General Campus Regulations:** Student Judicial Council, Associate Dean of Students, and/or Student Development Staff with appeals to the Vice President for Student Development or the President.

**Residence Hall Regulations:** Area Councils or Greek unit governing body, Area Coordinators, or Associate Dean or Director of Security, depending upon origination of decision, with appeals to the Vice President for Student Development or the President.

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## The Judicial Process

Because our judicial process is educational in intent, the guidelines below may occasionally be deviated from due to various causes, which include but are not limited to, the nature and complexity of the particular incident, individual student situations, timing, etc.

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## General Procedures

*Reporting and Documentation:* Student violations of the Simpson College Handbook may be filed by any member of the college community. A written report shall be prepared and directed to the Associate Dean of Students responsible for the administration of the college judicial system. Normally, this may be accomplished by filing a report with the Office of Security, completing and filing a residence hall incident report, or submitting a photocopy of an official police report. Any reports should be submitted as soon as possible after the event takes place.

*Information or Conflict Resolution Meeting:* Following the review of the report, a designated staff member may schedule a conflict resolution meeting or a meeting with the student(s) to gather information about the incident.

*Based on the outcome of the information or conflict resolution meeting, the Associate Dean of Students will determine the disposition of the violation(s) and may decide among the following options:*

- 1) A Simpson College policy has not been violated and no further action will be taken.
- 2) A violation of Simpson College policy could have occurred and may be administratively settled by mutual consent (mediation) of the involved parties on the basis acceptable to the Associate Dean of Students. Such disposition shall be final, and there shall be no subsequent proceedings.
- 3) A violation of Simpson College policy could have occurred and may be appropriate for hearing by the appropriate judicial body. These include:
  - **Staff Hearing** – Most cases arising from first and/or minor policy violations in campus housing and may be a natural evolution of an information meeting. Generally heard by Area Coordinators or other professional members of the residence life staff.
  - **Administrative Hearing** – Most serious cases or issues of campus-wide concern heard by the Associate Dean of Students or other appropriate Student Development staff member.
  - **Student Judicial Council Hearing** – Most serious cases or issues of campus-wide concern heard by a panel of students.

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## The Student Judicial Council

The student/peer judicial system allows the focus of student discipline to shift from the administration to the student. This philosophy provides for the individual growth and development of each student, and holds the student accountable for the choices he or she makes and the consequences of those choices.

Staff members and peers attempt to identify and use the "teachable moment," when a student is receptive to recognizing, understanding, and accepting responsible decision-making, the value of community living standards, respect for individual and community rights and property, the components of good citizenship. The purpose of the judicial process is not to condemn a student. It may, however, condemn the student's specific behavior in that it may not be in harmony with the best interests of the college community or the student themselves.

*The goals of the student judicial disciplinary process are:*

- To support a genuine community living atmosphere in which students, staff, and guests are respected as individuals and community standards are upheld for the good of the community.
- To provide a process that is educational as well as just for students and the community, guaranteeing the rights of both.
- To provide a system which encourages objective treatment of each individual and is sensitive to environmental needs and problems as well as the Simpson code of conduct.
- To minimize the incidents in which students repeat violations of college policy.

The Student Judicial Council is comprised of students who are nominated and approved by the Student Government Association. Consideration will be given to provide varied representation, i.e., Greek units, theme houses, apartments, residence halls, off-campus, etc. Student Judicial Council members are expected to serve for the entire academic year.

The Student Judicial Council is the only campus wide board to conduct hearings. The housing unit administrator, Greek coordinator, or another member of the Student Development staff will first review any reported disciplinary incident and may hold a conflict resolution meeting, or refer the incident and student(s) involved to the Student Judicial Council, or

refer the incident and student(s) involved to the Office of Student Development for an administrative hearing. A full-time Student Development staff member serves as the Student Judicial Council Advisor. S/he functions in the position of advisor without vote during hearing procedures.

Under the peer review process, the primary responsibility for student conduct rests with the student. The disciplinary process begins when any individual violates college or residence hall policy. An individual student or staff member may make a complaint regarding the conduct of another individual, or a staff member may observe a violation in progress.

Any student can be brought before the Student Judicial Council. A resident can also be brought before the Student Judicial Council if guests of that resident are engaging in activities or behaviors that violate policies.

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### **Student Judicial Council Proceedings**

In the event of a referral to the Student Judicial Council (SJC), the chairperson of the SJC is responsible for clarifying the facts, making sure the student understands the policy violated and the rationale behind the policy. The chairperson clarifies and makes sure the student understands the dynamics of who, what, when, where, why, and how his/her behavior has resulted in an appearance before the SJC. Hearings are not open to the public.

Hearings are primarily administrative and are conducted in such a manner as to do substantive justice. Formal rules of evidence and courtroom procedures are not applicable to disciplinary proceedings conducted by the SJC.

When a student is alleged to have violated a policy and is referred to SJC, it shall be his/her choice to attend the hearing or not. If the student chooses not to attend the hearing, the hearing will be held in his/her absence. In the event that the student chooses not to attend the hearing, it may be difficult for the council to fully appreciate the student's point of view in rendering a decision.

Decisions of the SJC will be communicated to the student by a formal letter that details the decision and the reasons for the decision. This will be prepared by the SJC Chairperson or SJC Advisor or his/her designee. In addition, the SJC advisor may meet with the student following the hearing. At this meeting, the SJC advisor will discuss the decision with the student, and the actions necessary (if any) that accompany that decision. It will be the student's responsibility to schedule this meeting if desired.

The letter will be sent by campus mail. The student will then be expected to follow through with whatever actions may be required of him/her. Failure to comply with sanctions given by the SJC will be considered appropriate grounds for additional disciplinary consequences. These may come from the SJC, or may result from a referral to the Office of Student Development. Information about specific hearing procedures may be obtained from the Associate Dean of Students or from the Student Development section on the Simpson College website.

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### **Student Rights within the Peer Review Process**

- The right to a timely hearing.
- Notification of the exact nature of the alleged violation, and the time, date, and place for the hearing.
- To have a minimum of 48 hours notice prior to the hearing, unless otherwise agreed to.
- To know the identity of the complainant.
- Availability of a hearing of one's peers.
- To view any written documentation being used in the hearing.
- To submit any additional relevant information prepared.
- To question adverse documentation presented during the hearing.
- To present one's own case.
- To ask that a SJC member reviewing the incident withdraw. (Based upon reasons given for the request, the SJC advisor will determine the validity and grant or deny such a request.)
- To have an advisor, of the student's choice, present during the hearing. (The advisor cannot address the SJC, but the student may confer with him/her during the hearing.)
- Formal notification of the decision made.
- Notification of, and utilization of, the appeals procedure when an appeal is valid.
- The opportunity to discuss the judicial process further with the advisor prior to the hearing and/or following the hearing.

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## **Other Terms and/or Expectations of Judicial Processes**

**Abuse of College Conduct Procedures:** Abuse of College judicial procedures is a violation of college policy. This includes, but is not limited to, 1) failure to obey the summons of a college judicial officer; 2) falsification, distortion, or misrepresentation of information to a college judicial official; 3) disruption or interference with the orderly operation of the college judicial process; 4) initiation of a judicial process knowingly without cause; 5) attempting to discourage an individual's proper participation in, or use of, the college judicial system; 6) attempting or committing an act of retaliation against a person or student organization that has reported a violation of the Simpson College Handbook; 7) attempting to influence the impartiality of a member of the Student Judicial Board prior to, or during the course of, participation in the college judicial system; 8) harassment, abuse, or intimidation of a member of the Student Judicial Board prior to, or during the course of, participation in the college judicial system; 9) failure to comply with the sanction or sanction imposed as part of the college judicial process; and 10) influencing or attempting to influence another person to commit an abuse of the college judicial system.

**Confidentiality:** At Simpson College, academic and disciplinary records are kept separately. Information from disciplinary records is not available to unauthorized persons on campus or to any person off campus without the written-expressed consent of the student or his/her legal representative or in cases where the safety of persons and property is involved.

**Civil Authorities:** Civil authorities have the right at all times to come onto the campus, including making entry into rented rooms, with or without the knowledge of the Dean of Students, for purposes of investigation of illegal activity, including search and/or seizure with a search warrant. On-campus behavior that may be a violation of civil law may also be referred to local authorities and the College reserves the right to invoke judicial proceedings for inappropriate student behavior occurring off-campus.

**Disciplinary Action while Criminal Charges are Pending:** Students may be accountable both to civil authorities and to the College for acts that constitute violations of law and college policy. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

**Inherent Authority:** The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary action for any violation of state or federal law – on or off-campus that affects the College's educational interests.

**Interim Suspension:** In cases of emergency, where the well-being of students or the institution may be endangered, or in cases where the respondent demonstrates a pattern of disruptive behavior, the Dean of Students (or his/her designee) may take appropriate interim measures including temporary removal of the respondent from College housing and/or temporary suspension of the respondent pending campus judicial proceedings. Such a temporary suspension may become effective immediately without prior notice; however, a student suspended on a temporary basis shall be given the opportunity to appear personally before the Dean of Students or his/her designee to discuss the reliability of the information concerning the student's conduct and whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to self and others or the stability and continuance of normal College functions.

**Mediation:** Mediation is encouraged as an alternative means to resolve most disciplinary cases. Depending on the situation, the Associate Dean of Students may inform complainants and accused students about the availability of campus mediation resources. The Associate Dean, in the exercise of his or her discretion, may decline to hear a complaint until the parties in a non-academic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the Associate Dean of Students

**Room Inspection and Search Policy:** The College reserves the right to have authorized personnel enter student rooms for the purpose of determining general cleanliness of rooms, to determine the amount of damage and general misuse of College property, to remove electrical equipment or other items not in compliance with the housing contract or hall regulations, to make repairs, to decorate on a scheduled basis, to maintain the general order and security of the hall, to address suspected violations of College regulations and/or city, state, or federal laws, to respond to emergency situations and to conduct other official business. Discretion will be used at all times. Whenever possible, the room will be entered when the student is present.

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## **Definitions of Disciplinary Sanctions**

In the event a student is found responsible for a policy violation, sanctions may be imposed. The sanctions which may be imposed include:

**Warning-** oral or written notice that continuation or repetition of specified conduct found unacceptable within a period of time stated in the warning may be cause for more severe disciplinary action.

**Required Compliance-** the carrying out of a college regulation or administrative directive as a condition for avoiding further disciplinary action and/or remaining in good standing.

**Restitution-** reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation and may be combined with other penalties.

**Fines-** not to exceed \$100.00 for any single violation (\$500 for a group) must be provided with the option of supervised community service work at the stated minimum college wage in amount equivalent to the fine.

**Community Service-** supervised constructive projects.

**Educational Sanction-** may be added to any level of sanctioning. Educational sanctions may include, but are not limited to: service projects, letters of apology, housing transfers, counseling, loss of privileges, such as the opportunity to visit or reside in college housing, educational programs, behavioral contracts, chemical dependency assessments, treatment, etc. Educational sanctions/projects are usually added to the sanction category to facilitate the student's learning from the experience.

**Disciplinary Probation** the most severe and serious warning a student may receive and still remain enrolled in the college. Disciplinary probation may include loss of designated privileges for a specified period of time not to exceed one year. A summary of the nature of the misconduct will be filed in his/her file. Violation of the terms of the disciplinary probation or any infraction of any college regulation during the period of the disciplinary probation may be grounds for suspension. Probationary status may restrict the student from representing the college in any official capacity including student government, theater, music, athletics, etc. for a specified period.

**Social Probation** formal written notification of unacceptable conduct. Social probation is the most serious sanction which may be applied against an organization and the group continues to remain a recognized campus organization. Further violation of college regulations or the terms of the social probation notification during the stated period of the probation may subject the organization to suspension of its recognized status. This may include loss of designated privileges such as pledging, rushing, exchanges, or use of college facilities for the duration of the probationary period, which may not exceed one year. If the organization is affiliated with an outside organization, both will be notified that permission to continue on campus is in jeopardy.

**Suspension-** separation from the college for a specified period of time, usually the remainder of the semester or termination of enrollment in the college for an indefinite period. Readmission must be applied for and may be contingent upon compliance with specific conditions. The conditions of readmission, if any, shall be stated in the notice of dismissal.

With respect to the categories of violations identified above, the following matrix may help students understand how appropriate sanctions are determined. As with the categories of violations, it should be remembered that this framework is only a general model to be used as a starting point, and that the individual merits of a given situation may require deviation from this model.

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## Categories of Violations and Sanctions

To assist students in understanding the nature and severity of policy violations, a general framework of three categories of violations and potential sanctions have been established. A succeeding category consists of violations considered to be more serious than those of the immediately preceding category. This is not a binding construct, nor is it an all-inclusive list of possible policy violations, but it does provide a starting point from which the severity of a particular incident may begin to be established. Other sanctions may be taken in lieu or in addition to these categories and sanctions.

A complete description of the categories and sanctions can be obtained from the Associate Dean of Students or found on the Simpson College Student Handbook website.

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## Appeals

Appeals are a means of ensuring that student's rights are upheld and that all students receive fair treatment as they go through the judicial/disciplinary process. Appeals must be written and submitted within 72 hours of issuance of sanction notification (except in the case of new evidence). The appeal will be evaluated to determine if valid grounds exist for an appeal hearing. The student will be notified within one week if and when the appeal will be heard. All appeals of primary decisions are submitted to the Vice President for Student Development.

Appeals may be made for the following reasons:

- failure of the SJC or administrative hearing to adhere to proper procedures as outlined in the SJC manual or other established guidelines (i.e., notification of violation was not given, confidentiality was jeopardized, etc.).
- unusual conditions or the addition of new, relevant information.
- excessive or inconsistent sanctions.

*A student may not appeal based only upon his/her dissatisfaction with a sanction.*

Appeals will result in one of three possible actions:

Initial decision is:

1. supported
2. modified
3. removed

Appeal is determined to be frivolous or unfounded. This will result in either leaving the initial decision as stated or more serious action being taken. The later will occur if the appeal made can be seen as being a nuisance appeal and/or if the initial decision is determined to be an insufficient resolution to the matter. Determination is made by the Appeal Board.

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## **Admission and Involuntary Withdrawal of Students**

Administration and faculty reserve the right to implement policies relating to admission and withdrawal of students according to standards of health, academic qualification and personal conduct established by the college.

Students may be involuntarily withdrawn from Simpson for an interim, finite, or infinite period of time for reasons when 1) medical conditions exist that if left untreated may seriously jeopardize the health of the student or others on the campus with whom the student comes in contact; 2) when a student engages or threatens to engage in behavior which could cause significant property damage or directly and substantially impede the lawful and rightful activities of others; or 3) when a student engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others.

The Dean of Students or his/her designee may refer a student to the college counseling staff or other appropriate independent mental health or medical professional for evaluation, if there is reasonable belief that the student meets the previously noticed criteria for withdrawal. That student shall sign a release of information allowing communication between the mental health/medical/counseling professional and appropriate college staff. If the student fails to meet the conditions for evaluation (such as time frame and reporting requirements), that student may be withdrawn on an interim basis until the conditions for the evaluation have been met.

An interim, finite, or infinite involuntary withdrawal may be implemented immediately if the dean or his/her designee determines that the student has failed to complete the requested evaluation and/or if the student meets any of the criteria for involuntary withdrawal listed above. The dean or his/her designee shall be responsible for advising the student regarding terms of the involuntary withdrawal and the processes to resolve the student's status. When feasible, the student shall be afforded the opportunity to review with the dean or his/her designee the rationale for the involuntary withdrawal, the terms of the involuntary withdrawal, and the criteria for reinstatement. The student may have support persons present, such as parents or therapist.

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## **Services**

### **Available Meeting Places**

Various meeting rooms and facilities are available for faculty, staff and student use. Information about what kinds of procedures must be followed to use the various facilities may be obtained by calling Marilyn Johnson extension 1428 (all college calendar information). Meeting rooms are available in the following buildings: Brenton Student Center, Cowles Center, Blank Performing Arts Center, Great Hall, and Smith Chapel. If you need to arrange for meals to be served, call Pfeiffer Dining Hall, ext.1686.

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## **Bookstore**

The Simpson College bookstore seeks to provide Simpson students, faculty, staff, parents, friends and the surrounding communities with a convenient, competitively priced and attractive environment for the purchase of books, supplies, gifts

and sundry items conducive to a positive Simpson College experience. Visit us on-line at [www.simpson.bkstr.com](http://www.simpson.bkstr.com) anytime!

Spring and Fall Store Hours:

8:30 a.m. - 6:00 p.m. - Monday - Thursday  
8:30 a.m. - 5:00 p.m. on Friday  
10:00 a.m. - 2:00 p.m. Saturdays

Summer Hours:

9:00 a.m. - 5:00 p.m. Monday - Friday

Closed Saturday when scheduled vacation/break for campus and during the summer.

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## **Bulletin Board Policies**

Material posted on campus bulletin boards should be cleared in advance through either the Office of Student Development or the office of the building manager of the building(s) in which the material is to be posted.

Posting of information should be confined to designated bulletin boards or kiosks. All guidelines pertaining to the use of any campus bulletin board should be printed and posted on the respective bulletin board. Those bulletin boards designated for use by specific offices, departments, or college related organizations will be clearly marked and are reserved for that use. Bulletin boards intended for general campus information will also be clearly marked.

Campus bulletin boards are intended for the use of Simpson Faculty, Staff, and Students. Information posted on campus bulletin boards should be relevant to the concerns of these campus constituencies and should be consistent with the mission of the institution.

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## **Campus Office Hours**

All offices on campus are open 8:00 a.m. - 4:30 p.m. Monday through Friday unless otherwise posted.

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## **CVIL (Center for Vocation and Integrative Learning)**

The Simpson College Center for Vocation and Integrative Learning seeks to assist students in integrating their liberal arts education with their vocational identity and with the demands of the workplace. In partnership with faculty, staff, and alumni, the Center provides students a means of vocational exploration by broadening their vision of the world and its needs, responding to those needs by reflecting on how they will serve the common good through specific career options and ways of life.

Among the services we provide are vocational exploration through volunteer service, civic engagement, service-learning, career counseling, internships, job, graduate school and volunteer fairs, alumni support and an extensive resources library for students, alumni, faculty, and staff.

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## **Career Services (Division of CVIL)**

The Career Services office provides information on career exploration, internship opportunities, prospective employment opportunities, job search strategies, and graduate schools. Workshops and individual appointments are available to assist students with choosing a major, resume and cover letter development, job search, interviewing skills, and other career-related topics. Interviewing opportunities either on campus or through the Iowa College Recruiting Network (ICoRN) are also services offered through the Career Services office. Full and part-time job vacancies and internships are posted on the job board by the Office of Student Development and published on the Career Services web page, JoBulletin link, and through the Simpson CareerPaths site. Individual appointments are recommended. Call extension 1667 or email [careers@simpson.edu](mailto:careers@simpson.edu) to schedule an appointment.

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## **Personal Counseling**

Counseling Services provides free individual, group and couples counseling for Simpson students, as well as prevention and consultation services for the university community. Counseling Services can help students resolve personal concerns

that may interfere with their academic progress, social development, and satisfaction at Simpson. Some of the more common concerns include difficulty with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; substance abuse; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs. Counselors are also available for consultation with students, parents, faculty and staff and are able to assist in referral to mental health services in the community. Counseling Services is located in the lower level of the Brenton Student Center. For more information or an appointment, stop by our offices or call Counseling Services at 961-1556.

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## **Dunn Library**

At the center of campus, Dunn Library offers a collection of more than 135,000 books; access to over 30,000 journals online and in print; and a variety of music CDs, DVDs, and other resource materials. Dunn houses a computer lab, curriculum workroom, and the college archives. The library web site at [www.simpson.edu/library](http://www.simpson.edu/library) provides access to the online catalog which includes items at the Indianola Public Library, as well as many full-text databases, e-books, and links to other online resources. We have study rooms for team projects, laptops and LCD projectors for practicing presentations in the library and digital cameras, camcorders and Flip cameras for check-out. The librarians assist the Simpson community with their research needs -- visit us at the reference desk or make a personal research appointment.

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## **Financial Assistance**

All financial assistance is granted on a year-to-year basis and must be reapplied for each year. Certain state and federal grants have deadlines that must be observed. Any questions about your financial assistance should be directed to the Office of Financial Assistance, College Hall, third floor, extension 1630.

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## **Food Services**

### **Meal Plans**

Students living in the residence halls, apartments or theme houses are required to have either a full (20 meals/week), Part (14 meals/week), or 12 Flex (12 meals/week + \$200 flex/semester meal plan. Or residents of the apartments, theme houses, or Greek houses may opt for the 6 flex meal plan since they all have access to kitchens. Any exception to this rule must be approved in advance. Check with the Office of Student Development to begin the exception process.

Each resident student will be issued an ID/proximity card. Students are required to present their student ID at each meal. The board plan is not transferable. You cannot eat without it, and if you lose or damage it, you must report it immediately to the Office of Student Development. A replacement card can be purchased for \$15.

Your prox card is yours and yours alone. No one else may use it under any circumstances, even if you don't use it for a particular meal. The proximity card food system helps our food services prepare the right amount of food at each meal, which, in turn, helps us keep our on-campus living costs to a minimum.

### **Dining Options**

Sodexo serves three meals a day, six days a week in Pfeiffer Dining Hall. Only brunch and dinner are served on Saturdays. You will have a varied and balanced menu to choose from, including entrees, pizza station, grill station, deli station, side dishes, soup, salad bar, desserts, ice cream, and beverages. In addition to regular meals, we offer monthly theme meals and Sunday buffets. Any student or guest may have as much food as desired in the dining hall, but no food may be taken out from Pfeiffer. After each meal, dishes and silverware, etc. should be returned to the conveyor belt. Dishes, silverware, and so forth are the property of Simpson College and may not be taken from the dining hall.

Pfeiffer Express is a "grab and go" dining option located in the front entryway of Pfeiffer Dining Hall.

Students can also visit the Storm Street Grill and Storm Express in the Brenton Student Center for additional dining options. Meal transfers from Pfeiffer to Storm Street Grill allow the student to receive credit towards the cost of a meal at the Storm Street Grill. In addition, any student on a meal plan, can purchase flex dollars for use in the Storm Street Grill and Pfeiffer. These flex dollars expire at the end of the semester they are issued. The weekly meal period runs from Friday to Thursday.

## **Serving Times (may be subject to change)**

### **Pfeiffer**

Breakfast, 7:15 – 9:30 a.m.; Continental, 9 – 10:00 a.m.

Lunch, 11 a.m. – 1:15 p.m.

Dinner (Mon – Thu), 5 – 6:30 p.m.; (Fri), 5 – 6:15 p.m.

Saturday Brunch, 11:45 a.m. – 12:45 p.m.

Saturday Dinner, 5 – 6:00 p.m.

Sunday Breakfast, 9:30 am – 10:30 am

Sunday Lunch, 11:45 a.m. – 12:45 p.m.

Sunday Dinner, 5 – 6:00 p.m.

### **Pfeiffer Express**

Mon. – Fri, 11 a.m. – 1:15 p.m.

Sat – Sun, closed

### **Storm Street Grill**

Mon – Thu, 8:30 a.m. – 8:00 p.m.

Fri, 8:30 a.m. – 7:00 p.m.

Sat – Sun, 1:00 p.m. – 7:00 p.m.

### **Storm Express**

Mon – Fri, 11 a.m. – 1:15 pm

Sat – Sun, closed

The cafeteria will not be open during vacation periods, holidays and when Simpson College is not in session.

## **Other Information**

*Sick Trays and Sack Lunches:* Students who are too ill to eat in the cafeteria should contact a CA, HA, SHC or an Area Coordinator who will collect their prox card and pick up a sick tray for the student. Anyone picking up food for ill students must show student IDs for those students. Food Service is responsible for checking IDs and for any misuse of board plans. The Dean of Students or his designee will handle incidents concerning misuse or removal of property, line-cutting and violations of the Simpson Code or regulations which may occur in Pfeiffer.

If a student has a scheduling conflict and is unable to come to the dining hall, a sack lunch can be provided.

*Sorority/Fraternity Residents and Commuter Students:* If a student is a member of a sorority or fraternity, living in their respective fraternity house, and it is a fraternity or sorority that provides their own board plan, the fraternity/sorority member may utilize the fraternity/sorority's board plan rather than Sodexo. If the student is not a member of the sorority/fraternity house, but living in a fraternity/sorority house, the student must have a board plan through Sodexo. If the student is a member of a fraternity/sorority, but living in other campus housing, they must have a board plan through Sodexo. If the student is a fraternity/sorority member and living in a fraternity/sorority house that does not have its own meal plan, that students must have a board plan through Sodexo.

Off-campus students are also eligible to be included in one of the board plans. The following rules have been adopted to provide the highest quality meal program at a price that is reasonable to students.

*Special Diets:* If a special diet is necessary due to medical or religious reasons, the student should contact the Food Service director.

Other questions, suggestions and problems concerning the Food Service should be directed to the Food Service director. The Food Committee of the Student Senate and the Dean of Students also are available for consultation about the dining hall service. Board plan refunds are made only with the permission of the Dean of Students.

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## **Hawley Academic Resource Center**

The Hawley Academic Resource Center provides students with a variety of services including subject tutoring, writing assistance, disability services, and academic advising. The Center provides guidance at any point in the writing process, gives assistance for any math or foreign language course, and assigns tutors for most classes. Students can learn academic strategies for test taking, note taking, reading college textbooks, time and stress management. Academic advising is available to students seeking assistance with degree audit analysis, course selection, and other general advising areas. Academic accommodations are also available for students diagnosed with mental and/or physical disabilities. The Center is located on the third floor of Dunn Library. Stop by or call ext. 1211 or 961-1211 for more information.

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## **Student Health Services**

Simpson Student Health Services (SHS) supports students in meeting their health needs while at college. Whether you need health information, assessment of an illness or injury, assistance making an appointment with a health care provider,

or help navigating today's health care and insurance system, Simpson's professional nursing staff is here to help. Walk-in, call, email, or view our services and information @ [www.simpson.edu/health](http://www.simpson.edu/health).

Location: Office of Student Development, Brenton Student Center

Hours: MWF 8- 4:30 T Thurs 8-3

Staff: Rita Audlehelm, RN, MA, Director; phone: 515-961-1604; FAX: 515-961-1674; [rita.audlehelm@simpson.edu](mailto:rita.audlehelm@simpson.edu)  
Cindy Teasdale, RN,BSN, Campus Nurse; [cindy.teasdale@simpson.edu](mailto:cindy.teasdale@simpson.edu)

Please visit the Health Services Website for further information at: [www.simpson.edu/health](http://www.simpson.edu/health)

#### Services

- Emergency First Aid
- Assessment of illness and injury
- Dorm Visits
- Referrals and appointment assistance to appropriate health care providers (physicians, dentist, immunizations, and counselors (off campus) at the student's expense.
- Over-the counter medications and basic medical supplies at no charge
- Equipment loan: Crutches, disposable thermometers, slings, ace wraps, and ice packs.
- Blood Pressure screenings
- Health education materials and resources
- Wellness programming and events – Balanced Life
- No allergy shots are given at Student Health Services

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### **Emergencies and After Hours Care**

Students needing emergency care after hours or on the weekend may contact the following:

- 911 for Ambulance or call Security @ 1711
- Contact your CA or Area Coordinator if you become ill afterhours or on the weekend and they will assist you
- Phone Assessment of a medical situation:
  - ❖ My Nurse 877-242-8899 [www.mynurse.info](http://www.mynurse.info)
  - ❖ Mercy Nurse 515-243-2584 [www.mercydesmoines.org/mercynurse](http://www.mercydesmoines.org/mercynurse)

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### **Hospitalization**

Students needing special or emergency care should utilize the hospitals in the Des Moines area. All hospital services are at the student's expense.

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### **Medical Excuses**

When an extended illness, hospitalization, or family emergency occurs, the Office of Student Development (x1592 or x1306) should be notified. Student Development will begin the process of notifying the student's faculty and other college personnel. When a minor illness occurs which causes absence from class, it is the student's responsibility to notify his/her instructors of the reason he/she was absent from class. It is also the student's responsibility to make the up the work missed during any class absence.

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### **Health Forms**

The college requires that all-full-time students have a current student health form on file in the Student Health Services Office. Required immunizations include measles, mumps, rubella (MMR), diphtheria, pertussis, & tetanus (DPT) booster within the past 10 years, meningitis if living on campus, and polio. The following immunizations are highly recommended: hepatitis B, hepatitis A, and varicella (chicken pox). International students must complete the Tuberculosis Screening Questionnaire found at [www.simpson.edu/health](http://www.simpson.edu/health). If the screening questionnaire indicates the need for a TB evaluation by a health care provider, that evaluation must take place prior to the student's arrival.

**Physical Exams:** A yearly physical exam is recommended for all students. All athletes are required to receive a physical and turn completed forms into SHS or the Athletic Trainers.

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## Health Insurance

### Student Health Insurance

- Simpson College requires all full-time students to provide proof of health insurance.
- The proof of insurance requirement is fulfilled by completing an on-line enroll/waiver process at the following site: [www.sas-mn.com](http://www.sas-mn.com) under the School Look Up. Students will be notified when the site is open and may then complete the enroll/waive process. Paper copies of an insurance card **will not** satisfy the school's insurance requirement.
- Students not completing the on-line process will be enrolled in the Simpson/Student Assurance Services Health Insurance plan. The premium will be billed to the student's account.
- All students should have proof of insurance on their person to access medical care.
- **Student Athletes must complete both the online waiver at [www.sas-mn.com](http://www.sas-mn.com) under School Look-Up AND submit a completed copy of the Simpson Athletic Insurance form to athletic training. The paper form can be accessed at <http://www.simpson.edu/storm/handbooks/requirements.html>.**

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## Mailroom Information

The college mailroom is located in the lower level of the Brenton Student Center and is open from 9:00 a.m. to 4:30 p.m. Monday through Friday. New students are assigned mailboxes at the beginning of the fall semester and keep the same boxes as long as he/she lives in college housing. If a commuter student would like to receive campus information, etc., they must request a box at the mailroom (x1638).

U.S. Mail personally addressed, and college-related campus mail from faculty, students, staff and administrative personnel would be delivered in individual campus mailboxes. Student post office box numbers must be included with your address for efficient delivery.

Mail without address labels (bulk mailings, commercial establishment fliers, and non-college related announcement sheets) will be placed on the table outside the mailroom. These materials will be left for 48 hours and then removed and discarded.

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## Motor Vehicle Registration and Parking

### Motorcycles and Bicycles

Motorcycles and bicycles may not be parked or stored in public areas, which include stairwells, hallways or doorways. They may not block or prohibit the use of fire exits or hall entrances. A student may keep their bicycles in their residence room; however, any additional maintenance cost which results through such storage in that student's room will be assessed to the student.

There is a FREE, voluntary bicycle registration program offered through the Indianola Police Department for the purpose of discouraging theft or borrowing, and for assisting in identification when necessary. The College is not responsible for damage or theft of bicycles while on campus.

Bicycles are to be locked to approved bicycle racks only. Bicycles locked to light poles, trees or any other non-approved object will be removed at the owner's expense (e.g. cutting of locks and chains).

### Motor Vehicles

All motor vehicles parked on college-owned property must be registered at the Office of Security and display the appropriate registration permit/tag. This includes faculty, staff, residential students, and commuter students. Permits/tags may not be transferred from person to person or from vehicle to vehicle.

At the time a vehicle is registered, a parking tag is obtained which must be displayed on the vehicle according to the instructions given. There is an annual \$50 charge for student vehicle registration. Registration is for identification and parking lot assignment, not necessarily a guarantee for parking space. Failure to register a vehicle or to properly display the parking tag shall subject the individual to a penalty. College parking areas are under the jurisdiction of the Office of Security. Penalties for the violation of parking regulations will be collected by the Business Office. All persons registering a vehicle will be assigned a parking area based on a color coded parking permit system. Specific details of the parking lot designations are available through the Security Office and will be provided at the time of vehicle registration.

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## **Payment of Parking Fines and Appeals**

Fines are payable at the cashiers window in the Business Office. After 10 days from the date indicated on the ticket, the fine and an additional \$5 per violation will be added to the student account. If there is a question regarding the violation, appeal forms are available in the Office of Security, Brenton Student Center. Enclose the ticket with the appeal, write the explanation on the form, and send it to the Security Office. This must be done within 10 days from the date of the ticket. The Security Office reserves the right to contact the registered owner of a vehicle to confirm any discrepancies with the billing of an account.

The operation of a vehicle by a Simpson College student is a privilege and not a right granted to the student by the College.

More information on specific parking regulations, ticket fine schedule, etc., can be found on the Simpson College Security website and at the Office of Security.

For your protection, lock your vehicle when left unattended. Help us and yourself by checking your car regularly. The College is not responsible for any vehicle or its contents when operated or parked on campus.

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## **Snow Ordinances**

Anytime there is an accumulation of snow (2-3") or ice that is likely to impede traffic, Indianola Police Department will issue and enforce a Snow Emergency Ordinance for the duration of the storm and for 48 hours past the end of the storm. Any vehicles parking on Indianola city streets will need to move to other available parking or are at risk for a city fine of \$35 and/or the vehicle may be towed.

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## **Multicultural and International Student Affairs**

Multicultural and International Student Affairs programs grounded in the College's mission, serve to educate, promote, and encourage cross cultural interaction of students in campus life. This student development program recognizes the importance of and promotes a welcoming environment for a diverse and inclusive community.

Support services include participation in the following: Multicultural Students Alliance (MSA), International Student Organization (ISO), Carver Cultural Center (CCC), personal development workshops, career seminars, off-campus excursions, and cross cultural awareness campus activities.

The goals of the program support and embrace intellectual rigor as the foundation of a liberal arts education.

- Prepare and assist our college community to recognize and embrace diversity.
- Support programming that will increase awareness and understanding of the complex issues found within a diverse community.
- Provide information and skills needed to understand genuine dialogue with diverse groups, opinions, and ideas.
- Recognize and accept the responsibility to prepare student leaders with the skills needed for creativity and foresight in a global society.

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## **News Releases**

The public relations office regularly sends out news releases on students who are on the dean's list, who are involved in activities or who receive awards. If you DO NOT want your name released, contact the Public Relations Office at extension 1600 or stop by 3rd floor Hillman Hall.

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## **Office of Security**

The Simpson College Campus Security staff is comprised of 3 full-time and 2 part-time professional staff members along with a number of work study students who work to provide a safe place for students, faculty and staff to learn, work and or live. The Security Department is available 24 hours a day, seven days a week throughout the year. Their phone is 961-1711

Campus Security Officers respond to a variety of requests and regularly patrol the campus residence halls and buildings. Along with other College offices (e.g., Residential Life), the department is responsible for enforcing College policies and regulations of College property. The department works closely with the Indianola Police Department when incidents of a criminal nature arise. Campus Security Officers do not possess the power to arrest.

The Office of Security also offers an Escort Service, a Lost and Found service, and a variety of other safety programs. For more information on the Office of Security and Clery Act information (campus crime statistics), check out the Simpson Security website at [www.simpson.edu/security](http://www.simpson.edu/security).

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## **Personal Property Insurance**

Students are strongly encouraged to have Personal Property Insurance if not covered by their parent's home policy. The College carries no insurance to cover the loss or damage of a student's personal property and is not responsible for damage to or loss of personal property due to fire, theft, interruption of water, heat or other utilities or other causes. Thefts, damage to property, etc., should be reported to the CA, HA, Area Coordinator, or Director of Residence Life and a report should be filed with Simpson College Security.

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## **Solicitation of Funds**

As an independent, gift-supported institution, Simpson College depends upon voluntary contributions to underwrite a significant portion of its annually budgeted operations, to support special projects for purposes over and above current operations, and to make possible the development of the College's physical facilities and endowment resources. The fundraising policies of the College are established by the Board of Trustees, and their implementation is managed and coordinated by the Office of College Advancement.

Alumni and friends of Simpson, parents of current and former students, local and national business organizations and foundations are regularly solicited through the Office of College Advancement to make contributions for approved capital projects and annual operations. Solicitation of gifts from these groups by other college departments, college employees or members of college-sponsored organizations and clubs is not permitted without prior consent from the Vice President for College Advancement. In particular, students, faculty, and/or coaches, individually or collectively, are not permitted to request gifts from members of the above listed groups to secure funds for the annual operations, special projects, equipment, or capital projects unless authorization by the Vice President for College Advancement has been obtained. College sponsored organizations that are separately incorporated, e.g., social fraternities and sororities need not receive advance authorization to solicit their memberships. Student sponsored fund raising projects including soliciting Simpson students, producing income through sales and advertising, and merchandising goods and services on campus must receive prior approval from the Vice President for Student Development.

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## **Office of Student Development**

The Simpson College Division of Student Development is one of several integral units within the organization of the college. The Division of Student Development serves students and the campus community through holistic student development, which recognizes student needs in areas of intellectual, emotional, social, spiritual, career and physical development. The Student Development staff addresses these needs through four broad goals. Each staff member and department within the division contributes to each goal even though the activities and responsibilities of the department may cause emphasis on one specific goal. These broad goals are as follows:

- To provide services essential for the successful operation of the campus community which are supportive of the college's primary teaching and learning activities;
- To promote student growth and development by fostering personal worth and appreciation for diversity through teaching students skills for life;
- To advocate for and with students enabling them to meet personal, environmental, and educational challenges thereby maximizing their potential;
- To provide opportunities and encourage active community involvement enabling students to integrate knowledge gained in both curricular and co-curricular settings and to practice responsible citizenship.

Through the annually updated program of work, the staff members of the Student Development Division strive to be positive, caring and productive individuals within our various personal and professional communities.

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## Departments

The following departments are part of Student Development. Students are invited to visit any of these offices or visit their websites for more information.

- Counseling
- Career Services
- Greek Life
- Health Services
- Intramurals
- Residence Life
- Security
- Student Activities & Organizations
- Student Support Services
- The Center for Vocational and Integrative Learning (CVIL)
- Upward Bound

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## Services

The following services are coordinated through the Office of Student Development.

- Grievance procedures
- Harassing conduct complaints
- Extended leaves of absence
- Withdrawal procedures
- Petitioning to live off-campus
- Student directory
- Student files
- Judicial system
- Fall orientation
- Sexual harassment/abuse complaints
- Balance Life campaign
- Student organizations and leadership programs
- Proximity card replacement
- Meal plan changes
- General information on Student Development programs, services, co-curricular programming and other collaborative efforts on campus.

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### **Student Support Services**

Located on the third floor of the Dunn Library, Student Support Services (SSS) is an exciting program designed to help students maximize their academic and personal success. SSS is a federally funded program administered through the Office of Post-Secondary Education in the U.S. Department of Education. SSS serves 160 students per year and offers one-on-one advising, social and cultural activities, skill building workshops, supplemental instruction, personal counseling, supplementary grant aid and financial assistance for career and graduate school exploration. All of the services provided by SSS are free of charge for students enrolled in the program. Eligibility requirements exist and all interested students must complete an application. Call extension 1230 for more information or to schedule an individual appointment.

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### **Work Study**

Work study is awarded by the Office of Financial Assistance. This office also places students in their campus employment and monitors monthly earnings. For questions or assistance, contact the Office of Financial Assistance, College Hall, third floor, extension 1630.

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## **Opportunities for Campus Involvement**

### **Get Involved!**

There are many organizations on campus that reflect a wide variety of interests and provide a range of opportunities to enhance a student's college education. Students are encouraged to participate in activities as additional means of support, and as a complement to the classroom experience. Please visit the Student Activities website for a current listing of campus organization.

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### **Greek Organizations**

Since 1885, the Greek community at Simpson College has been an integral aspect of campus life. Greek Life can foster the education of the whole person: intellectually, socially, and spiritually. Brotherhood and Sisterhood, Leadership, Philanthropy, and Scholarship are but a few of the areas in which the Greek Community at Simpson aspires to achieve excellence. Simpson is home to four fraternities (three national and one local) and three national sororities. Formal membership recruitment takes place each fall for both fraternities and sororities, although some groups continue to recruit members throughout the year. Contact the Greek Advisor at extension 1736 if you have any questions.

#### **Fraternities**

Alpha Tau Omega  
Kappa Theta Psi  
Lambda Chi Alpha  
Sigma Alpha Epsilon

#### **Sororities**

Delta Delta Delta  
Kappa Kappa Gamma  
Pi Beta Phi

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### **In Your Apartment, Theme House or Residence Hall**

Floor/House Activities: Ask your CA about ways you can get involved in planning activities for the residents in your community.

Area Councils: These councils are the student government for the apartments, Kresge/Barker, and Picken/Buxton/Worth. These student-run organizations are very active in planning new programs and carrying on the traditions established in the past. Council executive officers and the representatives are selected shortly after opening during the fall semester.

The Residence Hall Association: The Residence Hall Association (RHA) is the governmental body for all students in campus housing. This organization serves as both a sponsor of campus events and a source of funding for events sponsored by the Hall Councils. RHA represents all residents to the Department of Residence Life. Membership in the RHA is open to all students living in on campus housing at Simpson College.

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## Emergencies

### SAFE (Simpson Alert For Emergencies) System

The SAFE (Simpson Alert For Emergencies) System notifies the campus community of emergencies and threats to physical safety in emergency situations: tornado, violence, hazardous material incident, etc. Notification is by cell phone, landline phone, email and text-message.

Emergency alert information can be updated through [StormFront](#). Your Simpson e-mail address will automatically be contacted through the system in case of emergency, but you should provide additional contact information where you can easily be reached. You can enter up to two phone numbers and give an additional e-mail address.

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### Fire

Fire safety policies explained in the Simpson College Student Handbook or in any related college policy or city, state, or federal laws are taken seriously. Residence Life staff will conduct official room inspections during various breaks throughout the academic year. During inspections, prohibited items (see below) will be confiscated and fire safety fines will be assessed for policy violations.

Any violations of policy will be taken seriously. Sanctions, therefore, may include any or all of the following:

- \$25 minimum fine per prohibited item or for failure to evacuate during an alarm.
- \$100 individual fine for false fire alarm, tampering with fire safety equipment, or setting a fire.
- Restitution for any damages
- \$500 community fine (if individuals cannot be found and held accountable for false fire alarm or tampering with fire safety equipment).
- Administrative conduct hearing with the Director of Residence Life.
- Social probation for the remainder of the current academic year.
- Possible legal ramifications including judicial action by College officials or prosecution by outside agencies.

The following activities, some of which can activate fire alarm systems, are prohibited in campus housing:

- Throwing balls, Frisbees, and other objects
- Shooting water or other objects
- Spraying paint, liquids, or other objects
- Using power saws and other electrical tools
- Tampering with any fire safety equipment
- Obstructing passageways (hallways, stairwells, etc.) and/or propping open fire safety doors
- Failure to immediately evacuate upon alarm

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### **Prohibited Possessions**

The following items are prohibited in student rooms for health and safety reasons:

- Candles, incense, oil lamps, halogen torchiere lamps and open flames
- Smoking and illegal drug paraphernalia
- Flammable substances such as gasoline, cleaning fluids, lighter fluid and mineral spirits
- Motorized vehicles such as motor cycles and mopeds
- Live Christmas trees, other live holiday greenery, large decorative bulbs
- Fireworks and other explosives
- Firearms, ammunitions, bows and arrows, slingshots, large knives, switchblades, dangerous martial arts equipment, and other potentially hazardous items. These items should be checked in and stored at the Indianola Police Department.
- Electrical appliances; toasters, toaster ovens, space heaters, and any appliances with an open hotplates or heat coils
- Extension cords, multi-plug outlets, overloaded circuits

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### **Emergency Practice Sessions**

In accordance with the requirements of the State Fire Marshal, each residence hall will schedule emergency vacating practice sessions each year. In order to simulate a real emergency, the times will not be announced. All students who are present in a residence hall at the time of the practice are expected to cooperate promptly.

Fire and evacuation information is posted on the inside of each residence hall, apartment, theme house and College owned Greek house room door. Residents should be familiar with this information. Simpson College considers fire safety extremely important, and students have an obligation to adhere to College regulations as well as city and state statutes. Simpson College residence halls, apartments, theme houses and Greek houses are required to conduct periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate the scheduling of additional drills and disciplinary action against the resident(s) involved.

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### **Instructions in Case of Fire and Fire Drills**

#### **In Case of Fire:**

If the fire is small and can be contained, use the nearest fire extinguisher.

Sound the fire alarm.

Evacuate the building!!

Call Security (x1711) or 911

#### **Evacuation Procedures:**

Feel the door from top to bottom with your hands. If it is hot, do not open it!

If the door is cool, crouch low, and open it slowly. If there is heavy smoke, close the door quickly.

If the hallway is clear, exit via the nearest stairwell.

If you encounter heavy smoke in the stairwell, do not proceed--go to a different stairwell.

#### **When Trapped In A Room:**

Stuff towels or clothing under the door.

Open windows--attract someone's attention.

Stay near the window for fresh air.

Failure to adhere to the emergency procedures is a serious offense and will be treated as such.

Likewise, pranks or malicious use of fire alarm systems will not be tolerated. Activating a false alarm or

removing or damaging an alarm is a misdemeanor. Offenders may be referred to the appropriate judicial official.

### **WARNING**

Persons placing false alarms, tampering with or interfering with the operation of fire alarms or fire equipment, or interfering with efforts of fire fighting personnel are subject to prosecution under the laws of the State of Iowa. These acts may result in immediate dismissal from the residence halls or apartments. Evacuation is required for your safety and also for the safety of the Fire Department, Police, Campus Security, and Residence Life Staff who provide aid during such circumstances. Failure to evacuate is perceived as an obstruction of these person's attempts to provide such aid. It is considered a very serious offense, and will result in severe disciplinary consequences.

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### **Use and Care of Room Smoke Detectors**

For your safety smoke detectors have been installed in all residence hall rooms. Under the Iowa law, the occupants of a residence hall room are jointly responsible with the owner for the condition of the smoke detectors. Tampering with the detectors or removal of the battery is a misdemeanor punishable by law. Damage to, loss of, removal of battery, or other tampering with smoke detector may result in a disciplinary sanction and fine of \$50.

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### **Medical and Psychological Emergencies**

If a student is suffering from extreme physical illness or from an emotional disturbance, Student Development staff, residence hall staff, or the campus minister should be called immediately. If an emergency exists dial 911 and also Campus Security at 961-1711 or x1711.

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### **Tornado**

During severe weather alerts (watches and warnings), residents are encouraged to monitor television and radio reports and should take reasonable precautions. Windows should be closed during thunderstorms or severe weather alerts. Each resident should have a flashlight accessible in case of power failure.

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#### **When tornado alert sounds:**

- Proceed to the lowest floor that can be reached before high winds or the tornado strikes.
- Stay away from windows.
- All electrical items should be disconnected if time permits.
- Remain calm.
- If a tornado strikes, do not move to see the damage until the storm is well out of the area. Tornadoes sometimes come in twos.

The Office of Security is equipped to monitor up-to-the-minute conditions during all weather watches and warnings. Communication of that information is made to the Residence Life staff as quickly and completely as possible, and each hall staff is prepared to notify residents and/or take appropriate precautions as needed.

However, in a critical situation such as a tornado threat, time may not allow staffs to conduct a floor-by-floor or room-by-room alert. Persons who fail to respond to a tornado alert siren or who choose to leave safer areas of the building before an alert siren ceases do so at their own risk.

When a severe thunderstorm or tornado has been sighted in the area, a severe thunderstorm warning or tornado warning is issued. If a warning is received, persons close to the storm should take cover immediately.

*Residence Halls* - students living in residence halls will be directed to take cover by residence hall staff if time allows. Residents should leave their windows cracked (but stay away from them) and should take shelter in the basement or an interior hallway on the lowest floor. The residence hall staff will monitor the weather bulletins and indicate directions to be followed. Students disregarding staff directions or failing to follow established procedures will be subject to disciplinary action.

*Classroom, Office Buildings* - Go to an interior hallway on the lowest floor, or to a designated shelter area.

*Outside* - Go to a designated shelter area. If there is not time, lie flat in the nearest depression area with your hands shielding your head.

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## **Residence Life**

We believe that living on campus is an important part of your total educational experience at Simpson College. We strive to create communities in which students have opportunities to learn, grow, and develop. You will have the opportunity to make lifelong friendships in your residence hall, apartment, theme house or Greek house and be able to participate in programs and activities that will complement your academic experience.

This section of the Simpson College Handbook is designed to acquaint you with the services, programs, staff, regulations and facilities of your residence. We expect that you will take the time to read and familiarize yourself with its contents.

Our residence life staff is committed to making your life in campus housing as positive and enjoyable as possible while affording you opportunities to grow. Take advantage of the many opportunities offered to you as a resident student and make the most of your time living on campus. We're glad you're here!

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### **Our Mission**

The responsibility and purpose of the Department of Residence Life is to intentionally create nurturing, stimulating, challenging and enriching communities in our residential areas that complement and supplement the academic liberal arts mission of Simpson College. We strive to develop ethical environments conducive to excellence, openness and mutual dignity. Through partnership with others, we provide quality programs, services and facilities for those we serve in a caring, responsible and cost-effective manner; trusting that our best efforts can always be improved.

We achieve this by:

- Encouraging students to accept both the freedom and responsibility inherent in community living.
- Engaging students in learning opportunities outside the classroom.
- Providing trained, caring and competent professional and student staff.
- Effectively administering housing operations by providing safe and comfortable facilities that meet student needs.
- Embracing the spirit of liberal arts, holistic education and the spirit of innovation as stated in the Simpson College Mission Statement.

Through these efforts, the Department of Residence Life assists in the development of responsible and fulfilled individuals who can adapt successfully to the college environment and beyond, contributing to the world of work, service and scholarship.

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### **Residence Life Learning Outcomes**

Students living in residence at Simpson will be able to:

- identify and utilize campus resources to enhance their personal, social, and academic development.
- understand the rights and responsibilities of living in a communal setting and reflect on the consequences of their actions.

- develop a better understanding of self and a broader appreciation of others through exposure to diverse perspectives.
- recognize opportunities to develop leadership skills and learn how to use them to influence future communities.
- handle interpersonal and intergroup conflict in a constructive manner though a challenging, but supportive, social setting.

Through the culmination of residential experiences and within the growth of the learning outcomes above, we aim to develop students ready to be successful in a global society.

## **Housing - On Campus, Off Campus Policy**

All full-time unmarried students who do not live at home or with immediate relatives are required to live in college residential facilities or fraternity or sorority houses. Exceptions to these rules are made for seniors, students over the age of 23, veterans, married students, and students with dependent children living with them. Permission to live off-campus for these or other reasons must be obtained prior to moving off-campus via the Petition process. Check with the Department of Residence Life or the office of Student Development to begin the process and pick up a petition. Please be aware that financial aid will be adjusted for off-campus students. All decisions about granting petitions rest with the Vice President of Student Development.

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## **Community Statement**

The Simpson College residential community is dedicated to the integrity and personal growth of each individual. Joining the community obligates each resident to make positive contributions to the community and to abide by a code of behavior. As a member of this community you agree to the following:

- I will respect the dignity of all persons. I will not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing, or discriminating. I will strive to learn from differences in people, ideas, and opinions.
- I will strive for personal integrity and academic achievement. In all areas of my life I will eliminate the practice of deceit, plagiarism, lying, or disloyalty.
- I will demonstrate concern for others, their feelings, and their need for conditions that support their work and development.
- I will respect the rights and property of others.
- I will do all in my power to see that my room, apartment or house is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.
- I will challenge all the members of the community to abide by these fundamental expectations and will confront those who violate them in an appropriate manner.
- I have read and agree to abide by housing regulations and standards of conduct as stated in the *Simpson College Student Handbook* and the *Simpson College Residence Life Handbook*.

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## **Diversity Vision Statement for Security and Residence Life**

We, the department of Residence Life and Office of Security, strive to create a campus climate in which the will to build trust and respect among people is widely shared, and opportunities for enhancing diversity and a sense of community are encouraged and supported. Multiple perspectives and experiences are essential to learning, and necessary to prepare effective citizens and leaders. We stand committed to fostering and sustaining a pluralistic, inclusive, environment that empowers all members of the campus community to achieve their highest potential without fear of prejudice or discrimination.

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## Residence Life Staff

### Paraprofessional Staff

The Residence Life paraprofessional (student) staff has been carefully selected and trained to make life at Simpson College housing a pleasant and positive experience for all residents. They will be some of the first people you will meet on campus each year when you check-in. Residence Life student staff are sophomores, juniors, and seniors who are here to make you feel at home. Regardless of their job title, this team is your best and closest resource and can assist you in becoming successful in the residence hall and College community. They can help you effectively work through problems as they arise and are trained to be good listeners when you just need someone to talk to. Don't hesitate to ask them for assistance. *They are here to help you!*

**Traditional Hall Community Advisors (CAs)** live in one of the five residence halls and are sophomores, juniors, or seniors. Typically there is one CA per floor in Barker, Kresge, Buxton, Picken and Worth Halls. CAs take part in the day-to-day activities of hall life and plan educational and social programs for their floor and for the entire hall. CAs report to the Area Coordinator for their area.

**Apartment Community Advisors (CAs)** live in one of the seven apartment buildings, one or two per building. Apartment CAs are similar to a traditional hall CA but are trained to work with upper-division students. CAs typically are juniors and seniors who have already been on staff for a year or more. CAs report to the Area Coordinator for their area.

**House Assistants (HAs)** are staff who live in one of the 5 college-owned Greek chapters of which they are typically members. HAs report to the Assistant Director of Residence Life.

**Student Hall Coordinators (SHCs)** live on the first floor of Kresge and Picken Halls and directly assist their Area Coordinators of their area with staff, events, and advising of the Area Council. SHCs, typically juniors and seniors, are available to assist you with questions and concerns about housing, maintenance requests, and other general information. Feel free to stop by and/or make an appointment with your SHC. SHCs report to the Area Coordinator for their area.

**Program Assistants (PAs)** are returning student staff members, who in addition to their Community Advisor role of help students negotiate and adjust to college academic and social life through coordinating residence hall programming and campus involvement. PAs are in all of our residential areas of campus and report to the Area Coordinator for that area.

**Theme House Managers** live in one of the six Theme Houses and are volunteers. They serve as liaisons between theme house residents and the Department of Residence Life.

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### Professional Staff

**Area Coordinators (ACs)** are full-time, live-in professional staff members for the Department of Residence Life. Each Area Coordinator has the primary responsibility for serving their students and overseeing the operational and programmatic aspects of their buildings and staff(s). Specifically, these include community building, conflict resolution and problem solving, staff supervision and teambuilding, and judicial concerns. Our ACs are a great resource to students and can assist you throughout your Simpson experience. There are 3 Area Coordinators:

**Area Coordinator for the First-Year Area:** This Area Coordinator is responsible for Barker and Kresge Halls which houses about 400 students. This AC lives in Barker Hall and has an office on the first floor of Kresge Hall. Call 961-1826.

**Area Coordinator for Buxton, Picken, and Worth Halls, and the Theme Houses:** This Area Coordinator is responsible for about 300 students, mostly sophomores and juniors, who reside in one of three halls or one of eight Theme Houses. This AC has both an office and an apartment in Buxton Hall. Call 961-1358.

**Area Coordinator for the Apartments:** This Area Coordinator is responsible for about 400 students living in one of the seven apartment buildings. This Area Coordinator lives in Station Square and has an office in Student Development. Call 961-1739.

#### **Assistant Director of Residence Life**

The **Assistant Director of Residence Life** serves as the area coordinator for the 5 college owned Greek houses and as apartment manager for the Clinton Apartments. In addition, he/she is responsible for residence life training activities and other residential education initiatives.

#### **Director of Residence Life**

The **Director of Residence Life** is primarily responsible for the operational aspects of all on-campus housing facilities. He/she is also responsible for the design, implementation, and evaluation of the Residence Life program at the College. The Area Coordinators report directly to the Director of Residence Life. The central office for the Department of Residence Life can be found in the Office of Student Development on the lower level of Brenton Student Center. Call 961-1562.

#### **Associate Dean of Students**

The **Associate Dean of Students** oversees the Department of Residence Life, Security, Orientation and Retention. The Director of Residence Life reports directly to the Associate Dean. The Associate Dean's office is located in the Office of Student Development on the lower level of the Brenton Student Center. Call 961-1533.

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### **Living On Campus**

#### **The Residence Halls**

While each hall is different in size and structure, each is set up and furnished for your safety and convenience. Each hall contains lounges, study areas, computer rooms, laundry facilities, vending machines, and a kitchen. All our residence halls are air-conditioned and fully carpeted. Every room is equipped with computer data jacks for connecting personal computers to the campus computer network and Internet. Basic cable service is provided. While each room may vary in size and shape, your room will be furnished with a desk and chair, loftable bed, dresser, closet space, window coverings, smoke detector, and phone, cable, and phone jacks. All mattresses take standard size twin sheets. **All residential facilities at Simpson College are smoke-free. All residence halls are designated "Substance-Free". Substance Free means that, regardless of age or occasion, alcohol use or possession is not allowed within the building.** All residence hall floor charts can be viewed online at: <http://www.simpson.edu/reslife/options/index.html> and choosing a link on the right hand side of the page.

**Barker Hall** was built in 1954, renovated in 2002, and had a 76-bed addition completed in Fall 2005. With the addition, Barker Hall will house 189 first-year men and women in a variety of double, triple, and quad rooms on 3 floors. Each floor has community bath facilities. The first floor has a main lounge area, while the lower level houses an additional large lounge space, a laundry and vending area, and a computer room. The hall kitchen is in the lower level.

**Buxton Hall** provides co-ed suite-style housing for 134 upper-division residents in large four-person rooms that share a bathroom with the adjoining room. Buxton Hall was built in 1967 and renovated in 1998 and 1999. The first floor houses the main lounge, kitchen, computer room, laundry and vending area, and the Area Coordinator office. Buxton Hall has four floors.

**Kresge Hall** is the oldest and largest residence hall on the Simpson College campus. It was built in 1949, had an addition completed in 1961, and was newly renovated in 2001. Beginning in Fall 2005, Kresge provides living accommodations for 215 first-year men and women on four floors. While mainly comprised of two-person rooms, some triples and quads exist. Each wing has community bath and laundry facilities. The first floor houses the main lounge, Area Coordinator office, SHC apartment and vending area. The basement has the computer room, pool table, exercise equipment, kitchen, laundry facilities, and a lounge area.

**Picken Hall** was built in 1988. Picken Hall houses 84 male and female upper-division students in suite-style accommodations. Most rooms are set up as two-person rooms that share a bathroom with an adjoining room. The basement rooms are triple rooms with a community bath and is available as a "Floor Draw" during Room Selection in the Spring. Picken Hall has three floors. Located on the first floor is the computer room, a lounge, and the SHC apartment. The main kitchen, laundry facilities, exercise equipment, pool table, and vending are located in the basement.

**Worth Hall** is a smaller, co-ed residence for 36 upper-division students. All of the rooms are double-occupancy rooms on three floors with community restrooms. The basement of Worth House has a computer room, lounge and study rooms, new large kitchen, and laundry facilities.

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### **Theme House Living**

Simpson College has had the unique opportunity to convert several residential homes accommodating four to eight students into exciting thematic living options. Groups of students apply each year to live together, adopting a community service and campus event project that they work on throughout the academic year. Of the approximately 6 theme houses, several are directly tied to academic programs, including the Carver Cultural Center and the Performing Arts House. Others are tied to various student interests and organizations.

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### **Apartment Living**

Simpson College apartments include one and two bedroom floor plans housing two to four resident students. Each apartment is carpeted, fully furnished, air-conditioned and contains an equipped kitchen. Sophomores through senior students in good social standing are eligible to live in apartments. Each apartment building has laundry facilities. In addition to the bedroom furniture and amenities found in traditional halls, each apartment has a full kitchen, dining room table and chairs, and basic living room furniture (upholstered couch and chair, lamp, and coffee table). All apartment floor charts can be viewed online at: [www.simpson.edu/reslife/options/upper.html](http://www.simpson.edu/reslife/options/upper.html). **All residential facilities at Simpson College are smoke-free.**

**Clinton Apartments,** The Clinton Apartments, acquired by the College in 2007, will house residential students for the first time in the Fall of 2008. Located at 701 West Clinton, these apartments are located 1 block West of the Hamilton apartments and across from Irving Elementary. While the East half of the building will continue to be rented to the community at large, the West half has been renovated and updated for residential students. Each of these 18 apartments will house two to four upper-division students in one and two-bedroom units.

**Colonial Apartments,** located at 504 North Buxton Street, is directly across from the Amy Robertson Music Center and next door to the Washington Apartments. Acquired in 1993, this building houses two to four upper division students per apartment in 14 one- and two-bedroom units. Each apartment has one bathroom. This building, being close to heart of campus, remodeled in 2007, and having spacious parking, is highly desired by Simpson students. The basement of Colonial has laundry, and has storage for residents of the building.

**Washington Apartments** located at 500 North Buxton Street, is directly across from the Amy Robertson Music Center and next door to the Colonial Apartments. Acquired in 1993, this building houses 2-4 upper division students per apartment in 12 one- and two-bedroom units. Each apartment has one bathroom. Being close to the heart of campus, remodeled in 2007, and having spacious parking, this building is highly desired by Simpson students. Each Washington apartment has an additional locked storage closet on their floor.

**Detroit Street Apartments**, located at 608/700/702 Detroit Street, were acquired in 1993 and are across the street from the Blank Pote Performing Arts Center and Irving Elementary. They are comprised of three separate apartment buildings that make up the Detroit apartment community. Buildings 608 and 700 both contain 4 four-person apartments and one three-person apartment. Building 702 contains 4 four-person apartments. Each apartment has one bathroom.

**Weinman Apartments**, located at 501 North E Street, is on the corner of Detroit and E Street and next door to Detroit Street Apartments. Acquired in 1993, this building was renamed in honor of the Weinman family. Containing 11 four-person apartments and one two-person apartment, this building is a short walk from campus. Each apartment has one bathroom.

**Hamilton House**, located at 501 West Clinton, is caddy-corner from Bill Buxton Stadium and across from Irving Elementary School. Acquired in 1986 and renamed in honor of former Simpson College President, William E. Hamilton, this building contains 12 four-person apartments. Each apartment has one bathroom. The location of Hamilton House is perfect for students who want to be close to campus but somewhat removed. Some apartments (2<sup>nd</sup> and 3<sup>rd</sup> floors) have balconies.

**Station Square Apartments**, located at 100 East Detroit, is directly across from the Simpson College Campus Services Office and Indianola's Goodwill Store. Acquired in 2003, this building contains 22 4-person apartments and one 2-person apartment. Each apartment has two bathrooms. This building has been designated the only substance-free and 24-hour quiet hour apartment building on campus. **The Station Square apartments are designated "Substance-Free" and "Quiet". Substance Free means that, regardless of age or occasion, alcohol use or possession is not allowed within the building. "Quiet" means that 24-hour "Quiet Hours" are in effect.** All Station Square apartments have a balcony or a walk-out patio. The large rooms, extra bathroom, and added amenities (dishwasher, microwave, and elevator) make this building the most popular among upper division students. Residents also have the option to rent a garage during the school year on a first-come first-served basis.

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## **Greek Housing**

There are seven Greek organizations affiliated with Simpson College. Five chapters (ATO, KKG, KTP, LXA, and SAE) are individually housed in college-owned facilities, while two chapters (DDD, PBP) are housed off campus in buildings owned by their individual house corporations. These provide a variety of sleeping/study arrangements. Approximately 16-42 students live in each chapter house. Floor charts of all the college-owned Greek buildings can be viewed online at:

<http://www.simpson.edu/reslife/options/greek.html>.

**Alpha Tau Omega** houses 40 men in a small traditional residence hall consisting of three floors. Each floor has a community bath. All of the rooms are two-person rooms. Rooms are furnished similar to a residence hall room and include individual room thermostat controls. Other amenities in the ATO house include a kitchen (and board plan for members), a computer room on the lower level, a lounge and study library on first floor, and laundry facilities on 2nd and 3rd floors.

**Kappa Kappa Gamma** houses 35 women in a large converted house. A majority of the rooms are four-person rooms, however, there are also some triple, two-person, and single rooms. Rooms are furnished similar to a residence hall room. Each wing shares a community bath with the exception of a few rooms that have their own bathrooms. Other amenities in the KKG house include a kitchen (and board

plan for members), lounge on the 1st floor, another lounge and laundry facility on the lower level, and a study loft/computer area on the 3rd floor.

**Kappa Theta Psi** houses 16 men in a duplex-style house. Each side of the house has a community bath on both floors. All of the rooms on the first floor are two-person rooms with the rooms on the lower level being 4-person rooms. Other amenities in the KTP house include 2 kitchens, a shared computer, laundry on the lower level, and a lounge and study room on the first floor.

**Lambda Chi Alpha** houses 42 men in a small suite-style residence hall consisting of two floors. Each room shares a bathroom with the adjoining room. All of the rooms are two-person rooms. Rooms are furnished similar to a residence hall room and include individual room thermostat controls. Other amenities in the LXA house include a kitchen (and meal plan for members), a computer room, a lounge and study room, and laundry facilities on the lower level.

**Sigma Alpha Epsilon** houses 40 men in a small traditional residence hall consisting of three floors. Each floor has a community bath. All of the rooms are two-person rooms. Rooms are furnished similar to a residence hall room and include individual room thermostat controls. Other amenities in the SAE house include a kitchen (and meal plan for members), computer room on the lower level, a lounge and study library on first floor, and laundry facilities on 2nd and 3rd floors.

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### **Non-college owned Greek housing**

Both non-college owned Greek housing are sororities and are each owned by their respective house corporations and house 30-35 women. Living in one of these chapter houses meets the residency requirements of the College. Through agreements with the house corporations and Greek contract, these houses have access to the campus network and college phone extensions **Delta Delta Delta** (DDD) is next door to Brenton Student Center at 705 North C Street. **Pi Beta Phi** (PBP), across from Smith Chapel, is located at 406 North Buxton Street.

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### **Check-In Checklist**

- Check your Room Inventory Form to see that the description of the room is accurate. Feel free to make any additions and corrections to the form and inform your Residence Life staff member.
- Prepare for the arrival of your new roommate(s). Suggestions on how to get the year off to a good start are in this handbook!
- Meet the other residents on your floor and in your building.
- Explore your building and area of campus. Look for the laundry areas, vending areas, study lounges, computer room, etc.
- Familiarize yourself with the emergency evacuation and fire safety information posted on the back of your room door. Read this handbook for more information and additional tips for keeping yourself and your possessions safe.
- Get to know your Residence Life staff. See the Residence Life website ([www.simpson.edu/reslife](http://www.simpson.edu/reslife)) for a listing of staff members and how they can be reached.
- Read and understand all College and housing rules and regulations. This guidebook contains a list of policies, procedures, and your responsibilities as a residential student.
- If you bring a car, make sure you register your vehicle with Security so they can give you the appropriate parking sticker for a student parking lot in your area of campus.
- Relax! Let us know how we can help you feel more at home.

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### **You & Your Roommate**

Learning to live in close quarters with a person you do not know very well presents a challenge for you. You will want to create an atmosphere that permits studying to get done, relaxation and sleeping to occur,

privacy needs to be met, and perhaps allow a deep friendship to develop. All of the above are more likely to happen if the two of you communicate openly and listen willingly. Start by becoming acquainted with each other's background, attitudes, habits, and moods so you know what to expect of each other. The questions below will help facilitate sharing. Keep in mind that your roommate is not going to be a carbon copy of you. There will be differences. You both need to adjust, accommodate, and compromise. Give it a try!

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### **Questions to ask each other (and yourself!)**

- Begin by getting to know your roommate as a person: Hometown? Career goals? Talents? Hobbies? Likes? Dislikes?
- What about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or a light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to be able to study?
- At what temperature do you like to keep the room?
- What kind of music do you prefer? How loud? Can you use headphones?
- How clean and neat do you want the room? How do we decide who cleans what and when in the room?
- Which items of your property are OK to borrow? Which are off-limits?
- How will we set up the room? What about food in the room? Do we share?
- Keep the lines of communication open. Discuss potential areas of conflict. Be open to compromises. If necessary, make a list of ground rules concerning such issues as music and visits by friends of the opposite sex. This will lessen the chance of arguments over simple misunderstandings.

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### **Roommate Expectations and Responsibilities**

#### **All roommates have the right:**

- To privacy
- To respect
- To open communication
- To mutually clean living quarters
- To personal safety and freedom from physical harm and harassment
- To security of possessions
- To comfortable sleep and study conditions
- To be asked before possessions are used
- To stay true to their own values
- To agree and disagree
- To ask residence life staff for assistance when needed
- To be treated civilly
- To comfortable living space
- To free access to one's room
- To a room free of policy violations

#### **All roommates have the responsibility:**

- To respect one another's privacy
- To respect themselves and others
- To communicate openly with their roommate and discuss potential conflicts before they get out of hand
- To keep their living space neat and clean
- To assure security of the room
- To maintain a comfortable environment for sleep and study purposes
- To treat one another's possessions with care and ask before borrowing personal items

- To respect differences
- To compromise
- To enlist the help of the residence life staff when a difficult roommate situation arises
- To be kind and civil with no intent to harm
- To check with one another before having guests
- To pass on messages to their roommate in a timely manner
- To abide by all residence hall rules and regulations
- To take ownership and responsibility for actions of guests
- To comply with reasonable requests from residence life staff

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### **Steps to Resolving a Roommate Conflict**

Speak to your roommate(s) directly. State your issues neutrally. Replay feelings. Offer resolutions. Be prepared to listen. Be willing to reach a compromise.

All first-years should fill out a “Roommate Contract” early in the Fall Semester. If you haven’t done one and would like to, please ask your student staff member for a copy. This is a document that will open up communication about common issues and get the roommates to think about possible issues that will arise throughout the year or work through current issues. It is a document that is meant to be flexible and adjusted when all of the roommates see fit to make changes.

Ask your CA (Community Advisor) or other staff member to intervene by meeting with all roommates to mediate the discussion. His/her role is that of a neutral mediator to guide the discussion and work to reach a compromise to resolve the problem.

In more severe situations, the Area Coordinator or Director of Residence Life may step in to help mediate the conflict, and as a last resort, set forth regulations to ensure a safe and comfortable living environment and resolve the conflict.

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### **Community Living Agreements**

If you find that you and your roommate and/or suitemates could use some help getting a discussion of issues started, or are having problems, your Community Advisor (CA), House Assistant (HA), Student Hall Coordinator (SHC), or Area Coordinator (AC) can help. He or she can provide you with a “Roommate Agreement” or a “Community Living Agreement” to complete. This agreement will focus your discussion on areas of potential conflicts and help you and your roommate(s) come to mutual solutions.

### **Survival Tips**

- Discuss “Questions to Ask Each Other” as soon as possible.
- Be realistic. Don’t expect your roommate to be your best friend and constant companion. Continuous close contact can strain even the best of friendships.
- Keep the lines of communication open.
- Discuss potential areas of conflict. Be open to compromises.
- If your roommate is doing something you don’t like, don’t repress your feelings. It’s usually better to air gripes immediately rather than to store up a lot of petty grievances until you have a major blow-up.
- Be considerate of your roommate’s privacy.
- Never assume your roommate is just like you. You are both individuals.
- Always ask permission. Don’t just use the iron or eat the cookies, even if you think it might be OK.
- Appreciate your roommate. Praise, respect and courtesy are the foundations for any positive relationship. Never take your roommate for granted.
- Avoid being judgmental. You are not your roommate’s keeper.
- Be honest, assertive and stand up for yourself.
- Ask your Community Advisor (CA), House Assistant (HA), or Area Coordinator (AC) for advice. They are trained to help mediate conflicts.

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## **You & Your Neighbors**

Each residence hall, apartment, theme house, and Greek house communities are unique. Living so close to one's neighbors can allow for the development of long-lasting friendships and good times. When disagreements inevitably pop up, it is important to remember to "treat others as you would have them treat you" and "to be courteous to your community."

*Being Courteous to Your Community leads to a cleaner, quieter, safer, more comfortable living environment for everyone.*

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### **Tips for a Cleaner Hall Environment:**

- Don't leave food particles in the sink or attempt to rinse large pieces of food down the drain.
- Clean your room, vacuum the floor and empty your recycle bins on a regular basis. This will help keep bugs out of your room, apartment or house.
- Take all of your trash to the dumpsters located in your area.

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### **Tips for a Quieter Hall Environment:**

- Always observe Quiet Hours. This is one of the most common complaints from residents about other residents!
- Stairwells and hallways can be echo chambers. Keep your voice down when in these areas out of respect for those living close by them.
- Keep in mind that rooms and apartments are in close quarters - walls, floors and ceilings can be very thin.
- Theme Houses are located alongside Indianola community members. Please remember this and be courteous.
- Wait until you get outside before beginning any sports activity.
- Adjust the volume on your alarm so that it wakes only you, not your entire room, suite, or apartment. When leaving for the weekend, make sure you turn your alarm off.

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### **Tips for a Safer Hall Environment:**

- Read and follow all guidelines in this handbook.
- Never give strangers access to the building by letting them in or propping doors.
- Do not let anyone borrow your proximity card (Student ID).
- Never escort a stranger.
- Instruct visiting parties to use the outside phone to call the person they are visiting for an escort.
- Do not give out your room combination.
- Don't block hallways with furniture, decorations or other materials.
- Don't chain your bike to trees or stairwell railings. Like materials stacked in the hallway, your bike could be blocking emergency access or exit.
- Don't leave laundry unattended in washers or dryers. Report any vandalism or machine malfunction directly to the Director of Residence Life (961-1562) or [reslife@simpson.edu](mailto:reslife@simpson.edu). (Please provide the machine number, location, and describe the problem.)
- When a fire alarm sounds, do not attempt to silence the alarm yourself. Simply exit the building and call Security so that they can respond.

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### **Tips for a More Comfortable Living Environment:**

- Get to know your neighbors. Knowing them on a friendly basis now will help you discuss that loud stereo later.
- Always observe smoking regulations.

- Work with your roommate(s) and/or suitemates to come to an agreement on an appropriate room temperature.
- Get to know and work with your CA, HA, SHC, or AC. Give him or her any suggestions you might have on how the living environment can be improved.

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## Welcome to Your New Home!

Welcome to your new home! We want you to feel comfortable in your new room, apartment or house. We also want to make sure your living environment is safe and secure. Before you do anything in your room, look over the guidelines, tips, and ideas for turning your room into your new home!!

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## Can I decorate my room, apartment or house?

Yes! Students are encouraged to personalize their rooms to make them more like home. There are various things that can be done to accomplish this. Here are some basic guidelines about what to bring and what not to bring.

**Area Rugs:** Although all of our halls, apartments, and houses at Simpson are fully carpeted, rugs are a great way to personalize your room. Consider bringing carpet or rugs from home. Nylon, Antron, and Sisel carpet are the most durable types of carpeting. Consider putting down a layer of padding for noise reduction and increased comfort. Do not use adhesive tape to hold down carpets. Our experience is that it does not come off the industrial carpet after removing the carpet/rug.

**Furniture:** Furniture that is not affixed to the floor may be moved and arranged as you like as long as the door is not blocked. You may add items such as a chair or TV; however, furniture may not be removed from your room. At the end of the year, you will be responsible for seeing that all furniture is in the room, assembled, and in the same condition as when you moved in.

**Posters, Pictures, Flags, Etc.:** Other ways to personalize your room include putting up posters, pictures, flags, and other items on your walls (not the ceiling). Blue painter's tape is the best way to put up wall hangings without the risk of damage!

**Plants:** Plants can add color and cheer to any room and they can help reduce odors. Some of the best plants for your room are closet or spath plants, philodendrons, spider plants, peace lilies, and golden pothos.

**Pets:** Pets are not allowed in any of the residential facilities, even to visit, because of health, sanitation, and noise concerns. The only exceptions are fish (in a tank less than 10 gallons) and registered guide dogs accompanying sight-impaired persons. Violation of this policy can result in a minimum fine is \$50. In addition, a special cleaning charge of \$150 can be assessed to any residents who violate this policy as a general precaution to eliminate any allergens, deep clean, and/or to remove any smells.

**Christmas Decorations:** To avoid fire hazards, live Christmas trees are not permitted in residential facilities. Low-heat bulbs and flame-retardant materials may be used to decorate. However, all decorations should remain interior to your room.

**Flammable Items:** Candles, incense, anything with open coils, and halogen lamps are prohibited in the residential facilities. They present serious fire hazards and may produce an odor that may be disturbing to other residents. Flammable items such as fishnets or flags should not be hung from the ceiling. Do not hang anything on or over ceiling lights, sprinklers, or smoke alarms. Choose and place your decorations carefully in your room.

**\*IT IS A FEDERAL OFFENSE TO TAMPER WITH FIRE EQUIPMENT. SIMPSON COLLEGE POLICY REQUIRES THAT EVERYONE EVACUATE THE BUILDING WHEN AN ALARM SOUNDS. IMPROPER USE OF FIRE EXTINGUISHERS OR CREATING FALSE ALARMS ARE SERIOUS OFFENSES AGAINST SIMPSON COLLEGE POLICY. DISCIPLINARY ACTION, FINES, AND/OR REMOVAL FROM HOUSING CAN OCCUR FOR ANYONE RESPONSIBLE FOR INFRACTIONS REGARDING FIRE REGULATIONS.**

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## **Your Responsibilities**

As a resident of Simpson College, there are certain responsibilities that you assume when you move into campus housing. Some fundamental responsibilities deserve emphasis and those are outlined below.

### **Responsibility for the Rules**

The rules and regulations of the College and Residence Life are clearly spelled out in this Simpson College Residence Life Handbook and/or in the Simpson College Student Handbook. You are responsible for knowing these rules and for adhering to them at all times.

### **Responsibility for Attending Floor/House/Building Meetings**

Floor/House/Building meetings are held at the beginning of each year and periodically as needed. Floor meetings are for your benefit and you are responsible for any and all information discussed there. If you are unable to attend a floor meeting, you should contact your CA, HA, SHC, or AC for clarification of anything missed.

### **Responsibility for Your Living Area**

Along with your roommate(s), you are fully responsible for activities that occur in your room, apartment, or house. Even if you are not actively involved in a policy violation, you will be held responsible if you are present during such a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if for only a few moments. This will prevent others from committing violations in your room that can get you in trouble. Do not condone a violation by your presence. It is your responsibility to put an end to any violation that occurs in your room, and to call a CA, HA, SHC, AC or Security if you need assistance.

### **Responsibility for Your Guests**

You are responsible for the conduct of your guests when they are present in your room, apartment, or building. Each year, cases of vandalism and policy violations occur as a result of visitors who lack respect for our housing. If you intend to have visitors or guests in the hall, be aware that YOU may be subject to disciplinary action because of THEIR behavior. Additionally, staff members reserve the right to ask any individual who is not a resident to leave the building at any time.

### **Responsibility to Staff**

All members of the Simpson College community share the responsibility for governing their own conduct. Staff members, who, in the course of their duties, are confronted with violations of College policy, are obligated to report them. Employees are not expected to tolerate abuse in the performance of their duties, therefore the harassment or retaliation toward any Residence Life staff, Security personnel, custodian, or any other employee will result in disciplinary action. Students are expected to comply with all reasonable staff requests; failure to do so can result in disciplinary action.

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## **Residential Policies, Services, and Information**

At Simpson College, several authorities including the Simpson College Board of Trustees; the Department of Residence Life; state, federal, and local authorities; and area councils establish conduct regulations. Additionally, State of Iowa statutes apply to all Simpson College students. The College reserves the right to make changes in the rules and regulations for campus facilities at any time and will attempt to give prior notice in case of proposed changes.

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## **Abandoned Property**

Any personal items left more than 24 hours in public hallways, bathrooms, or kitchens can be considered abandoned and is subject to being discarded by custodial staff. Any items left in residential facilities after check-out will be discarded, including furniture. Items left in Colonial storage (for international students) beyond contract deadlines is also considered abandoned and subject to being discarded.

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## Addresses

Alpha Tau Omega (ATO)	703 North E
Barker Hall	608 North Buxton
Buxton Hall	606 North E
Clinton Apartments	701 W Clinton
Colonial House	504 North Buxton
Delta Delta Delta (DDD)	705 North C
Detroit Apartments	500 North E
Hamilton House	501 W Clinton St.
Kappa Theta Psi (KTP)	901 North E
Kappa Kappa Gamma (KKG)	515 North E
Kresge Hall	604 North C
Lambda Chi Alpha (LXA)	707 North E
Pi Beta Phi (PBP)	406 N Buxton
Picken Hall	605 North D
Sigma Alpha Epsilon (SAE)	705 North E
Station Square Apartments	100 E Detroit
Washington House	500 North Buxton
Weinman Apartments	501 North E
Worth House	701 North E
Theme 4	903 North E
Theme 5	907 North E- upstairs
Theme 6	907 North E- Down
Theme 7 (Carver Cultural Center)	707 North D
Theme 10	411 W Clinton- Down
Theme 11	411 W Clinton- Up
Women's Resource Center	707 North C

## Alcohol/Drugs

The residence halls and the Station Square apartments are substance-free living areas. Substance Free means that, regardless of age or occasion, alcohol use or possession is not allowed within the building. This includes empty containers and items that lead to an "assumption of consumption."

In other residential facilities only students who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages in the privacy of their own rooms with the door closed. Student rooms are not designed to accommodate large groups of people. A group consisting of no more than 2 guests per resident of the room but never totaling more than 12 people in a room is permitted. Any group of 12 or more where alcohol is present constitutes an unregistered party and is therefore subject to disciplinary action. At no time should a resident or guest who is under the age of 21 consume alcohol.

Alcohol is not allowed in any public area such as lounges, stairwells, hallways, computer rooms, laundry rooms, and any exterior location (lawn, steps, patio, deck, etc.).

Federal and state laws forbid the sale and use of drugs that are not prescribed by a physician or available on the legal open market. The College prohibits possession, use or distribution of marijuana

or any other illegal substance, use of prescribed medications used by someone else, or used in a manner not consistent with the prescription. Any student known to be possessing, using or distributing drugs is subject to College disciplinary action and arrest, imprisonment or fine according to state law.

The complete Simpson College Alcohol and Drug policies can be found elsewhere in the Simpson College Student Handbook.

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### **Appliances**

Study lamps, radios, televisions, stereos, VCR/DVD players, portable hair dryers, computers, closed coil appliances, sealed unit coffee makers, and thermostatically controlled hot pots may be kept in student rooms. Microwaves must be 2.0 cubic feet or less and refrigerators must be 4.6 cubic feet or less.

Microwaves and refrigerators are limited to two per room. Space heaters, window air conditioner units, halogen lamps, and open coil electrical appliances (including toasters, toaster ovens, and hot plates) are prohibited. Appliances that are permitted by Residence Life must be safety (UL) approved. Overloading the electrical systems can present a fire and safety hazard. Students should use a power strip with surge protection for everything not plugged directly into a wall outlet. Extension cords are strongly discouraged. All electrical appliances should be unplugged during holiday/break periods.

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### **Bicycles**

Bicycles cannot be parked in stairwells, hallways or doorways, and they may not block or prohibit the use of fire exits or hall entrances. You may keep your bicycles in your room; however, any additional maintenance cost which results through such storage in your room will be assessed to you. The College is not responsible for damage or theft of bicycles while on campus. Bikes should be locked to bike racks.

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### **Cable TV**

Simpson College provides BroadBand Basic and Family Cable to all rooms. Students will need to bring their own coaxial cable to connect. Be sure you know how to make your TV cable-ready. For an additional fee, premium channels and services are available through Mediacom; call (515) 246-1555 to order. Be sure to give your physical street address (example: 703 North E Street instead of ATO Fraternity). Students are only responsible for the part that Simpson College doesn't pay. More information about the channel line-up, packages you can buy, and a listing of your physical street address can be found at [www.simpson.edu/is/telephone/cable.html](http://www.simpson.edu/is/telephone/cable.html).

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### **Calendar/Important Dates**

Always consult the Residence Life calendar online for dates of all breaks, hall closings, Room Selection, Staff Selection, etc. at [www.simpson.edu/reslife/calendar](http://www.simpson.edu/reslife/calendar).

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### **Check-in**

Before moving into your assigned room, report to the main lounge of your assigned hall, or the Student Development Office (Brenton Student Center) where a Residence Life staff member will greet you. Your Community Advisor (CA) or House Assistant (HA) for your floor/building will have completed a Room Inventory prior to your arrival. The Room Inventory records all damages and imperfections in the room/apartment. The form should be checked and signed by both the resident and staff member at check-in. The Room Inventory Form forms the standard by which the room will be judged at the end of the year. It is the responsibility of a resident to make their staff aware of any problems or imperfections not noted on Room Inventory when they notice it. Repairs for any additional damage, other than normal wear and tear, found by the staff member upon checkout will be charged to the resident(s) of that room/apartment/building.

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### **Check-out**

A resident moving out of their room/apartment for any reason must officially check out of the room by:

- Completing and signing the Room Inventory Form.
- Having the room checked for cleanliness and damages against the initial Room Inventory.
- A charge will be assessed to cover the cost of improper checkout procedures (\$25), services required to remove personal belongings or abandoned items (\$25-\$50), and damages or cleaning that has resulted from a resident's actions or inactions. The College will not be held responsible for loss of or damage to items left in a room/apartment. Abandoned items cannot be retrieved. Any charge a student incurs must be paid before the student re-enters the College or receives official records.
- Students checking out at the end of an academic term must do so within 24 hours after their last final exam. Any exceptions to this rule must be cleared through the Department of Residence Life.

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### **Cooking**

All apartments and theme houses are equipped with a full kitchen. When cooking, food should not be left unattended. It is the responsibility of each student to leave the appliances and kitchen area clean and left in the same condition as when they moved in.

Most halls are equipped with sinks, surface units, microwaves and ovens for your occasional cooking convenience. Cooking in rooms should be limited to minor cooking such as popping corn, making coffee and heating soup. When cooking, food should not be left unattended. It is the responsibility of each student to leave the appliances and cooking area clean and all the hall-owned utensils in their proper places.

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### **Custodial Service/Custodians**

The custodians in your living area do a great deal to make your building a comfortable and pleasant place in which to live. Custodians are not expected to clean unnecessary or excessive messes made by residents; when they do, residents from a floor/building may be billed to their student account. When using a common area, students are expected to pick up all trash and leave the area in good condition. Your cooperation in caring for the facilities will make their job easier and will create a pleasant atmosphere and help keep room and board costs low.

When you clean your living space, all trash should be taken to the appropriate receptacles or dumpsters behind your building. Unwanted large items, such as boxes and carpeting, must be taken directly to the dumpster. Do not leave garbage outside your door. Do not sweep dirt into the hallways or stairwells. All residential facilities have vacuum cleaners and basic cleaning supplies available for your use.

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### **Damage and Vandalism**

You are responsible for the condition of your room, apartment and/or house. The Room Inventory Form should be filled out carefully when you move in because this form is used to determine damages that occur during the year. If damage other than normal wear and tear occurs, you will be charged for repairs. Furniture must be placed and in the same condition in the room that it was upon check-in.

The condition of public areas is the responsibility of all students. Please help maintain them by treating them with care. Although those persons doing the damage should pay for damages that occur in public areas, unassigned damages will result in community or general hall damage charges, which will be divided among students in the appropriate house/floor/wing. You can help keep your costs down by encouraging others to respect public areas and to assume responsibility for their actions.

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## **Extermination**

Residential facilities are professionally exterminated regularly. Residents should contact an Area Coordinator if there is a continuing insect problem.

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## **Fines/Disciplinary Sanctions**

Fines can be assessed or discipline taken for any violation of policies listed herein or any action that jeopardizes the health, safety, or security of residents.

When an incident or violation of policy occurs, an Incident Report is generally written. Area Coordinators will usually meet with involved students to obtain more information. Failure to meet with the Area Coordinator also constitutes a violation of policy. Area Coordinators serve as judicial officers for most violations by students who live in their area. Subsequent or larger infractions of campus policy can be acted on by other college officials or the Student Judicial Council. For more information about campus judicial proceedings, please refer to the Simpson College Student Handbook.

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## **Firearms/Weapons**

Possession of any weapon such as, but not limited to, knives, rifles, shotguns, handguns, air guns, BB guns, and ammunition including explosives (e.g. – firecrackers/firecrackers), is prohibited while on College owned or controlled property. Possession of a firearm will result in College disciplinary action and/or arrest, imprisonment or fine according to state law. Please refer to the Student Handbook for details.

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## **Furniture**

Simpson provides a bed, desk, desk chair, and dresser for each resident. Each room or apartment is provided with a bookcase. Each apartment and theme house is furnished with a couch, armchair, coffee table, lamp, and dining table with chairs. Residence hall and Greek house lounges are furnished with couches, chairs, and other lounge items. All furniture assigned to a specific room/apartment **MUST** remain there for the entire year. Missing room furniture at checkout will be billed to the residents of the room. No built-in furniture may be detached from the walls or floors. No waterbeds are allowed. College-owned lounge furniture found in student rooms will result in a minimum \$25 charge per item to the student(s) responsible.

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## **Holiday/Break/Vacation Housing**

Residence halls and certain Greek houses are closed during Fall, Thanksgiving and Spring Break as well as between semesters. Theme Houses and apartments do not close during holiday or break periods, but students should notify Residence Life if they intend to remain on campus. Residence Life staff will enter all rooms and apartments during each break period for reasons of safety, security, and energy efficiency. Residence Life Staff will be on all-campus duty to provide for basic services, security, and care during these periods. Information about holiday housing will be sent to all residents approximately two or three weeks prior to each break period. Any student needing the ability to remain on campus must be approved by Residence Life. Students remaining on campus for reasons other than Simpson related purposes (athletics, academics, etc.) will have charges billed directly to their student account unless they are a resident of a Theme House or apartment. Students with any questions about holiday/break housing should contact the Department of Residence Life. Consult the Residence Life calendar online for dates of breaks and hall closings at [www.simpson.edu/reslife/calendar](http://www.simpson.edu/reslife/calendar).

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### **Insurance**

Residents are strongly encouraged to have Personal Property Insurance if not covered by your parent's home policy. The College is not responsible for damage to or loss of personal property in the residential facilities due to fire, theft, interruption of water, heat or other utilities or other causes. Thefts, damage to property, etc., should be reported to the CA, HA, Area Coordinator, or Director of Residence Life and a report should be filed with Simpson College Security.

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### **Laundry Facilities**

Each residence hall, apartment building, and Greek house has laundry machines for your use. Any malfunction of a College washer or dryer, should be reported to the Director of Residence Life. Please contact the Director of Residence Life with the malfunction, machine number, and location by calling 961-1562 or sending an email to [reslife@simpson.edu](mailto:reslife@simpson.edu). Dyes of any kind are not permitted in washing machines. For the convenience of other students and the safety of your property, clothes should not be left unattended.

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### **Lofts**

All the beds in the residence halls are bunkable or loftable. Use of homemade or store-bought lofts is not permitted.

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### **Loitering**

Loitering in the residential facilities by persons who are not residents of that area is prohibited. Guests must be accompanied by a resident host. Guests in residential facilities must be there for the specific purpose of visiting an identifiable resident.

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### **Outside Hall Activities**

If your campus organization or group is planning an outdoor activity, consult with the Area Coordinator of that building(s) to make sure there are no scheduling conflicts and notice, if necessary, is given to the residents. It is important that any outdoor activity not cause unacceptable noise levels or safety problems. Any use of amplified sound must be approved by the Director of Residence Life and/or Director of Student Activities.

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### **Pets**

Pets are not allowed in the residential facilities, even to visit, because of health, sanitation, and noise concerns. The only exceptions are fish (in a tank less than 10 gallons) and registered guide dogs accompanying sight-impaired persons. Minimum fine is \$50. In addition, a special cleaning charge of \$150 is assessed to any residents who violate this policy.

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### **Posting Policy**

In order to keep the halls neat and orderly, the following posting policy is in effect for the residential facilities:

- All material must be cleared through the Department of Residence Life. A maximum of 45 copies may be left at the Department of Residence Life to be distributed through student staff to all residential facilities.
- Painter's tape is the only acceptable adhesive to hang materials on walls. Bulletin boards are the preferred locations for hanging all signs. Be careful when placing signs, posters, or banners on painted surfaces.
- Materials cannot be posted on glass surfaces. However, activities may be advertised by painting the glass surfaces on the exterior of the residential facilities. Only tempera paint may be used. The project must be approved one week prior to the event, and the sponsor must clean the windows after the event.
- Before hanging banners, etc., outside any residential building, permission should be obtained from the Director of Residence Life.
- More information on posting specifics can be found in the Simpson College Student Handbook.
- All advertisements must be removed within 48 hours after the event.
- Any advertisement that is not posted according to the guidelines will be removed.

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### **Private Rooms**

Students requiring a private room for medical reasons, must submit a Single application prior to March 1, each year. Singles granted one year does not guarantee a single the following year. Single applications must be accompanied by substantiating written documentation from a medical or mental health professional. Please speak directly to the Director of Residence Life to discuss your needs.

Private rooms for non-medical need are generally not available due to space constraints. When space permits, a student may request a private room by payment of an additional fee and permission from the Director of Residence Life. The College reserves the right to consolidate private rooms should crowded conditions exist. Priority for private rooms will be given in this order: medical need, nontraditional (25 years or older) students, seniors, juniors, and sophomores.

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### **Programming**

Programming in residential facilities is a comprehensive venture planned and implemented by your residence life staff and area/apartment councils. The purpose of many of the activities is to provide an opportunity for you to be exposed to knowledge, new ideas, different philosophies and thought provoking stimuli as well as provide fun social opportunities.

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### **Proximity (Student ID) Cards & Room Combination Locks**

Proximity locks are located on all the primary exterior doors of all residential facilities (except theme houses which use keys). Your proximity (Student ID) card gives you access to those doors. Giving your proximity card to another individual for the purpose of accessing the housing unit constitutes a serious security risk for you and your fellow residents. There will be a \$100 maintenance/disciplinary charge and subsequent disciplinary action for the student who loans their proximity card to anyone. You are expected to carry your Student ID with you at all times. Residential students may access all traditional residence halls via their proximity ID cards from 9 a.m. – 7 p.m. Monday through Friday. Proximity Card access for Apartments and College-owned Greek Houses are restricted to their own residents.

Room doors have combination locks. You will be given the combination to your room door when you check-in to your room. It is very important that a student not divulge their room door combination to others. Room door combinations are changed anytime there is a resident who moves out of the room. If a student requests to change their room door combination for other reasons, they will be charged a fee of \$15. If a student is irresponsible in their use of their combo lock or giving out information regarding their combo lock, they will be subject to disciplinary action.

Part of the obligation of living in a community is to help safeguard the living environment. Do not prop open exterior doors. You are advised to be security-minded at all times and contact your Residence Life staff or the Office of Security whenever you have concerns or issues regarding your security. The Office of Security hires full-time and student security staff to monitor the outside of buildings as well as to provide an escort for students around campus after dark. The Security Department is available 24 hours a day, seven days a week throughout the year. Their phone is 961-1711.

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### **Public Areas**

The custodial staff cleans public areas regularly in all residential facilities except Theme Houses. However, residents are expected to help keep public areas neat and orderly. Personal items should not be left in public areas at any time including patios and decks. Laundry should be removed promptly from laundry rooms and balcony/patio areas. At all times, hallways and stairwells must be kept free of furniture, trash and other objects. Only approved wall hangings will be permitted in hallways. Items found in the hallways and stairwells will be removed.

Hallways and stairwells are common areas designed as passageways and are not for recreational activities or excessive noise. Sports, horseplay, running, screaming, or other games or activities in hallways may be disruptive to residents or harmful to the condition of the building. These activities are prohibited and violate 24-hour "Courtesy Hours".

Common areas of residential facilities may be used for programming activities. Anyone sponsoring activities in common areas must have the approval of the CA, HA, SHC, Area Coordinator, or Director of Residence Life.

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### **Quiet Hours/Courtesy Hours**

Residents should observe Courtesy Hours 24 hours a day and maintain reasonable noise levels at all times. This includes keeping noise to a minimum while moving throughout the buildings and hallways, stairwells, and elevators so as not to disturb others. In order to ensure that students have the opportunity to exercise their primary rights to sleep and study in their rooms, Quiet Hours have been established for all on-campus housing. Quiet hours are from 10:00pm to 10:00am daily Sunday through Thursday and 12:00am (midnight) to 10:00am Friday and Saturday. At any time, a floor or building can decide to extend Quiet Hours with appropriate approval. Extended Quiet Hours will be posted in each area as appropriate. During Quiet Hours, noise should be limited to a level which could not possibly disturb the nearest neighbor's attempts to sleep or study. It is suggested that you keep your room door closed during Quiet Hours. Televisions, stereos, and radios must be played at a low volume that cannot be heard outside of your room. This standard is upheld whether or not neighbors are present. Music and noise may not be projected from any residential facility to the outside at any time. (For example, speakers may not be placed in windows.)

Station Square Apartments is a 24-hour Quiet Hours facility.

#### *Tips for Handling Loud Neighbors:*

If a resident feels that his/her primary rights to sleep or study is being violated, he/she should follow these guidelines:

Step #1: Speak to the person causing the interference and politely request that the behavior be modified.

Step #2: If the request does not produce satisfactory results, contact a student staff member (CA/HA) on duty for assistance.

Step #3: In more extreme situations when Steps 1 and 2 have not produced satisfactory results, contact Security.

Steps #1-3 should be repeated for each occasion or incident. Remember to treat others as you would like to be treated and that most often people are not trying to disturb you or your neighbors and may need occasional reminders.

Twenty-four hour Quiet Hours are observed during final exams beginning midnight the Friday night prior to finals until the end of the semester.

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### **Repairs & Maintenance**

All repair and maintenance needs should be reported to the Physical Plant (Campus Services). To place a work order, please use the campus services online work order system at <http://workorder/>. Please use the User Name: Resident and Password: Simpson. This site is only accessible from a computer on the college network. Emergency repairs occurring outside the hours of operation (7am-4:30pm, Monday through Friday) should be reported to a staff member for further action. Repairs will be completed based on a campus wide priority including urgency, type of repair and date received. Unless it's an emergency, five (5) working days should be allowed for repairs. If repairs have not been made within this time, check with your student staff member, Area Coordinator, or directly with the Physical Plant by calling 961-1622.

Students will be charged for any damage or corrective actions taken due to failure to adhere to the room personalization specifications. A student may be required to pay any charges assessed in order to return a room to good condition if the conditions of that room resulted from a student's actions.

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### **Room and Roommate Changes**

Room, roommate, or building changes can take place after the first ten (10) calendar days after the academic year begins. You should contact your Area Coordinator (AC) to assist you in facilitating a room change. A Room Change Request form (available from your AC or Student Development) must be completed, and all moves must be approved before the change occurs. Students must follow regular check-in/check-out procedures. The phone numbers will be switched once the Department of Residence Life receives the completed Room Change Request form. Failure to follow any of the above procedures will result in the \$25 improper check-in/check-out fine. Multiple room changes within a given year are discouraged. The Department of Residence Life wants students to be happy with their rooms and their roommates and does not try to block any reasonable request for a room change. Every time someone moves out of a room or apartment, the Physical Plant will change the room combination lock at no charge.

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### **Roommate Consolidation**

Residents in multiple occupancy units who find themselves without roommates should actively try to find a roommate of their own choosing or else another student may be placed with you. The following options exist:

- Another student may move into the room.
- The remaining student may move into a different room.
- The remaining student will accept other students as assigned.
- The remaining student may be reassigned.
- The remaining student may be charged the private room fee and continue in the same room below normal occupancy (on approval by the Director of Residence Life).

The College reserves the right to consolidate all vacant spaces and make requests for reassignment given unusual circumstances. Additionally, the College reserves the right to change housing assignments in special circumstances. In these cases, decisions will be made by the Department of Residence Life, and will be communicated clearly to the students affected.

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## **Room Inspection and Search Policy**

The College reserves the right to have authorized personnel enter student rooms for the purpose of determining general cleanliness of rooms, to determine the amount of damage and general misuse of College property, to remove electrical equipment or other items not in compliance with the housing contract or hall regulations, to make repairs, to decorate on a scheduled basis, to maintain the general order and security of the hall, to address suspected violations of College regulations and/or city, state, or federal laws, to respond to emergency situations and to conduct other official business. Discretion will be used at all times. Whenever possible, the room will be entered when the student is present.

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## **Room Selection**

Simpson College has a Room Selection process for current first-years, sophomores, and juniors, to pick rooms for the following academic year. Applications for Theme Houses, Picken Floor Draw, Singles, and Squatting are available immediately at the beginning of Spring Semester. Lottery numbers and Room Selection applications are available mid-February, and actual Room Selection takes place after Spring Break. In general, members of Greek chapters are expected to live in their chapter residence. Details about Room Selection and all residential facilities are available online at [www.simpson.edu/reslife/room/](http://www.simpson.edu/reslife/room/).

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## **Smoking**

Smoking is not allowed on any college property according to Iowa State Law.

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## **Solicitation**

The College does not allow door-to-door solicitation of products or services in the halls. Printed material may not be distributed under a student's door without the approval of the Department of Residence Life. The Department of Residence Life must approve fundraising activities sponsored by campus organizations if the location is in a residential facility. Furthermore, student rooms are not to be used for commercial solicitation or enterprises. This policy applies to all campus organizations as well as off-campus groups or individuals.

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## **Staff Selection**

Each year Residence Life hires students to serve as CAs (Community Advisors), HAs (House Assistants), PAs (Program Assistants), and for the following year SHCs (Student Hall Coordinators). Applications are available at the beginning of each Spring Semester. Applications, deadlines, and Job Descriptions can be found online at [www.simpson.edu/reslife/staff.html](http://www.simpson.edu/reslife/staff.html).

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## **Storage**

Due to limited space, storage facilities are not available for any students except international students. Residents need to keep all their furnishings in their rooms and only bring personal items that their room can accommodate.

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## **Summer Housing**

Summer housing is available each year for Simpson students in one of our apartment buildings. Applications are available in March and housing assignments are made in May. The Summer Rate is

determined each year in March. If you work on campus 24+ hours/week and have it verified, the rate is reduced to half of the regular rate. Students must move into their summer apartment the day after graduation and move out or to their fall location the 2<sup>nd</sup> Saturday of August (to accommodate early arrivals). Charges for Summer Housing end the last Sunday before classes being in the fall, or when students would otherwise arrive on campus had they not been in Summer Housing.

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### **Telephones & Voice Mail**

Telephone lines are provided in your room/apartment/house as a service and voicemail is available upon request. Each voice mail box stores 10 messages. The College is not responsible for repairing instruments or phone jacks damaged by the room's occupant(s) without cost. If a resident wishes to have their phone number changed due to harassing phone calls, the resident must file a report with Security. Residence Life staff or Information Services can help you set up your voicemail. College staff uses voicemail (and Simpson email) to communicate with students. Do not rely solely on your cell phone if you have one. Many campus offices will not return calls to long distance cell phone numbers, so make sure to use and maintain your campus voicemail.

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### **Vending Machines**

Coin-operated vending machines containing snack foods and beverages are located on the lower floors of each traditional hall, and in some apartment buildings. Losses in vending machines should be reported to your Area Coordinator.

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### **Visitation**

Policies are established for residential facilities to encourage normal visitation privileges for students and guests. Each living unit is expected to discuss or establish rules of behavior for residents and visitors which reflect acceptable standards of conduct and are supportive of the overall mission of the institution. Cohabitation (living together) and over night visitation by guests of the opposite sex is not allowed. No resident shall be obligated to give up access to use of his/her room in order to acquiesce to the visitation desires of his/her roommate(s). A student's right to study, sleep, and exercise control over his/her personal space takes precedence over the right of others to host guests. It is the responsibility of every resident to respect the right of privacy of his/her roommate. If there are complaints from roommates or others, the resident with visitors is expected to cooperate and compromise in resolving the difficulty. The CA, HA, SHC, and/or AC will handle violations of visitation privileges and unresolved conflicts in accordance with established housing and judicial procedures. The Department of Residence Life may actively intervene if conflicts arise and cannot be resolved between roommates with respect to visitation policy. Final authority for determination and resolution of violations in this area will rest with the Director of Residence Life.

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### **Windows, Ledges, Decks, Porches or Balconies**

Window screens may not be unfastened or removed or else you will be fined \$50. In addition, residents will be charged for screen repair and/or replacement.

In some apartments you may have a deck or a porch. The following guidelines apply to these areas:

- Alcohol (even if you are 21) is not allowed in these areas or from exterior staircases.
- At no time are any objects to be thrown from these areas or from windows.
- Trash should be taken to dumpster and not left on the balcony

- Gas and/or charcoal grills are not allowed due to fire hazards- there are grills located near most residential facilities.
- Quiet/courtesy hours are in effect in these areas. Please be aware that noise travels far outside.

College liability insurance does not cover accidents occurring from the use of windows, ledges, roofs, balconies or decks. Individuals and/or groups wishing to hang banners off these areas must obtain permission from and make arrangements through the Area Coordinator or Director of Residence Life.

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### **Check-Out Checklist: Planning ahead for the end of the year!**

When looking ahead to the end of the year, you may be wondering how you'll ever be able to accomplish all the tasks necessary at the end of the semester or May Term. The key is careful planning. Before you are immersed in sessions of intense studying for finals, begin listing all the tasks that need to be done and a timetable for completing them.

Use this checklist to help you get started:

#### **Things To Do Before Finals Week:**

- **Make travel arrangements now.** Halls close at the end of Fall Semester at 6:00pm on the last day of Finals. Hall close at the end of the year at 6:00pm on the last day of May Term. For this academic year the halls close on Thursday, December 11, at 6:00pm at the end of Fall Semester and on Friday, May 21, at 6:00pm at the end of May Term.
- **Begin packing now.** Ship home things you won't need (clothing, books, etc.) or plan to take a load home on a weekend prior to Finals Week. Boxes may be hard to find later -- start collecting them now.
- **Study!** You'll be busy during Finals Week dealing with last minute details. Don't put off all your studying until then!
- **Watch for signs** announcing the time and place of an informational meeting discussing check-out procedures. A lot of important information that can make your check-out faster and easier will be given out at this time.
- **Sign up with your CA or HA** for a checkout time on the Friday before finals (Fall or Spring semester) or the Friday before the last week of May Term with your desired checkout time.
- **Carefully read the check-out instructions** and checklist distributed to you from your CA or HA and posted on your floor or building. If you have questions, ask your staff member.

#### **Things To Do During Finals Week:**

- **Observe special 24-hour Quiet Hours** designated for finals week. Tell family and friends who may be helping you move about these hours and request their cooperation in keeping the halls quiet for those who are still studying.
- **Take your textbooks** to the Bookstore "Buy Back" program. Watch your bulletin boards for more information.
- **Take a study break** and watch for special Finals' Flings sponsored by the Department of Residence Life and/or Sodexo Food Service.
- **Be ready to checkout** at the time you agreed to be with your CA, or HA.
- **Make certain** all your belongings are out of the room.
- **Make sure the room is clean** (even if you are the first one to check out)!!
- **Have a safe trip home!**

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### **Housing Agreement – Terms and Conditions**

**All full-time unmarried students who do not live at home or with immediate relatives are required to live in college residence facilities or fraternity or sorority houses. Exceptions to these rules are made for seniors, students over the age of 23, veterans, married students, students with dependant children living with them, and for other unique and necessary circumstances.**

1. **CONDITIONS OF PREMISES: STUDENT and COLLEGE** agree to keep premises in same condition as when rented, reasonable wear and tear excepted. STUDENT should inspect premises prior to occupancy. Any prior damages must be noted by the STUDENT in writing to the COLLEGE in the first seven (7) days of occupancy. COLLEGE agrees to provide housekeeping services in public areas of the residence halls.
2. **CONDUCT: STUDENT** shall observe all rules and regulations of Simpson College as stated in the Simpson College Student Handbook, the Residence Life Handbook, and this contract.
3. **OCCUPANCY:** It is agreed that only the STUDENT (and other STUDENTS assigned by the COLLEGE in the case of multiple occupancy units) will occupy said premises during the terms of the lease. STUDENT may occupy a double occupancy unit as a single occupancy unit upon payment of one and one-half (1 1/2) times the double occupancy charge. Quadruple occupancy units may not be occupied as a single unit. The college reserves the right to make assignments and changes as needed.
4. **VACANCIES:** If vacancies occur in multiple occupancy units, the remaining STUDENTS agree to find other roommates, accept other STUDENTS as assigned, or be reassigned unless the single occupancy has been approved by the Director of Residence Life and the additional charge has been paid. The COLLEGE reserves the right to consolidate all vacant spaces.
5. **FURNISHINGS:** COLLEGE agrees to furnish the following items for each tenant's use: window treatments, one desk and chair, dresser space and one bed with mattress. COLLEGE further agrees to provide and maintain windows and working door locks.
6. **KEYS and COMBINATIONS:** COLLEGE agrees to issue keys, proximity cards, or combinations to the STUDENT. Damaged keys shall be replaced by COLLEGE free of charge upon presentation of the damaged key. In case of lost or stolen keys, the STUDENT agrees to pay a replacement charge of fifty dollars (\$50). In case of lost or stolen cards, the STUDENT agrees to pay a replacement charge of fifteen dollars (\$15). In case of requested room combination change, the STUDENT agrees to pay a fifteen dollar (\$15) re-combination charge.
7. **PERSONAL PROPERTY:** COLLEGE specifically accepts no liability for damage to or loss of personal property of the STUDENT whether in the rented premises or in storage for any cause whatsoever. STUDENT shall provide insurance on his or her own personal property if STUDENT desires. COLLEGE specifically accepts no responsibility for any property left by STUDENT after termination of occupancy.
8. **ACCESS TO PREMISES:** COLLEGE will make a room check or search only under the most extreme conditions and then in accordance with the conditions stated in the Student Handbook. COLLEGE shall have access to the rented premises at all reasonable times for purposes of inspecting said premises for damage, cleanliness, and for maintenance requirements. The COLLEGE reserves the right to enter premises without the consent of STUDENT if COLLEGE believes that an emergency exists with respect to the life of the STUDENT, or to maintain property, or so that repairs may be affected, or to ensure compliance with college and residence hall policies.
9. **DAMAGE: STUDENT** shall be liable for all damages beyond reasonable wear and tear. Damage to a rental unit shared by more than one person shall be shared equally by all STUDENTS of the unit, except in cases where damage can be specifically attributed to one STUDENT. The COLLEGE shall furnish the STUDENT with a statement of damage charges assessed following the termination of lease. Such charges shall represent the fair and reasonable value of repairs incurred. Each STUDENT shall be assessed a \$150 security deposit at the beginning of the original college enrollment. Said deposit will be held in the STUDENT'S account during the time of enrollment and will be applied toward any damages incurred. In the event of such damages, the appropriate charge for repairs will be assessed to the STUDENT(S) account(s) and billed to the STUDENT(S) for payment at that time. In this way the original deposit is maintained until termination of enrollment. If a damage charge exceeds the amount of the deposit, it will be billed as stated above. Damage which occurs in the public areas of the residence halls is considered general hall damage. All students residing in the residence hall which incurs general hall damage are responsible for such damage. At the beginning of each term STUDENTS shall be assessed a ten dollar (\$10) fee. All student fees collected will be held in a damage fund for each hall. Unidentified general hall damage costs will be deducted from the hall damage fund. After all general hall damages are paid, any excess money left in the hall damage fund will be transferred to the hall activity account. In the event that general hall damage costs exceed the amount available in the hall damage fund, the excess charges will be divided by the number of residents to determine the individual damage charge per student. Damage costs exceeding the hall fund and requiring individual student billing will result in a minimum charge of five dollars (\$5) per resident.
10. **ROOM ACCOMMODATIONS:** The COLLEGE agrees to provide the following room accommodations: a) for the FALL TERM, room accommodations begin at 8:00 a.m. one day prior to fall term classes and end at 6:00 p.m. on the last complete day of term exams; b) for the SPRING TERM, room accommodations begin at noon the day prior to the beginning of term classes and end at 6:00 p.m. on the last complete day of term exams; c) for the MAY TERM, room accommodations carry through from spring term and end at 6:00 p.m. on the last complete day of term exams (students involved in commencement excepted). Any exceptions to this schedule must be approved by the Director of Residence Life.  
Fall, Thanksgiving, Winter and Spring recesses (dates are published in the catalog) are excluded from this agreement and the individual student is responsible to find accommodations during these periods. Theme houses remain open during these periods. Students who would like the privilege to remain on campus during the recess periods and who are not required to be on campus for an approved college activity (academic, athletic or co-curricular requirement) will be subject to reassignment for the recess period, will be charged approximately twenty dollars (\$20) per night for the duration of their stay, and must seek and be granted prior approval by the Director of Residence Life.
11. **FOOD SERVICE: COLLEGE** agrees to provide the following food service: a) for the FALL TERM beginning one day prior to fall term classes and continuing while classes are in session; b) for the SPRING TERM beginning the first day of spring classes and continuing while classes are in session; c) for the MAY TERM continuing from the SPRING TERM and while classes are in session.  
All students residing in residence halls are required to have a meal contract unless excused for special medical or dietary reasons. Such requests may be made on a petition form available from the Department of Residence Life.  
An additional charge will be made for board provided prior to or subsequent to the dates as determined above. Meals missed because of special diets, religious beliefs and activities, employment or class scheduling during meal times are not refundable. Residents who have any of the above conflicts may request a sack lunch or dinner each day of the conflict. Such request must be made to the Food Service Director 24 hours in advance and picked up by the resident. Pro-rated board refunds will be

made due to illness or accident to residents confined to a hospital or detained at home provided that it is for a period of fourteen (14) or more consecutive days and provided that a doctor's statement is presented. Most special diets, whether temporary or continuous, which cannot be satisfied within the limits of the regular menus, cannot be provided in the food service.

12. **CANCELLATIONS:** The COLLEGE agrees that the following shall be just cause for canceling this agreement: a) marriage; b) medical cause verified by a doctor's signature; c) withdrawal, suspension or leave of absence from the College; d) participation in off-campus programs of the College except during the May Term (During May Term there can be a board refund for those residents who will be off-campus); e) not registering for any term covered by the contract; f) permission of the COLLEGE to live off-campus. Refunds are based on the schedule presented in the College catalog.

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