



**Biennial Review Report
Review of 2019-20 and 2020-21 Academic Years**

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Title Page

Materials Reviewed: The following materials and programs were examined for the biennial review: • Complying with The Drug-Free Schools and Campuses Regulations (EDGAR Part 86), A Guide for University and Campus Regulations prepared by the Higher Education Center • The Higher Education Amendments of 1998 (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989, (P.L. 101-226) • Executive Memorandum No. C-44 Purdue University Policy, Alcohol and Drug-Free Campus and Workplace Policy, revised June 12, 1998

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AOD Project Review

Distributing Annual Notice

Calvin University distributes the current Drug Abuse and Alcohol Prevention Program (DAAPP) document on an annual basis before October 1st of each year to its students, faculty, and staff. Additional DAAPP distribution takes place at the beginning of the interim term and spring term to reach all new students that enroll for interim term and spring term and all employees hired after the initial DAAPP information distribution in the fall.

Each year, the Student Life Division of Calvin University provides each student and employee with written materials that adequately describe the following policies using the Drug Abuse and Alcohol Prevention Program Report (DAAPP):

1. Conduct Standards prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol on Calvin University property or as a part of university activities.
2. Description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
3. A description of applicable legal sanctions under local, state, and/or federal law.
4. A description of applicable counseling, treatment, rehabilitation, or re-entry programs.
5. A clear statement of the disciplinary sanctions the institution will impose on students and employees and a description of those sanctions.

For 2019-2020 and 2020-2021, each student and employee (staff and faculty) received the Drug Abuse and Alcohol Prevention Program (DAAPP) document through direct e-mail to their university email address. The email distribution method provides reasonable assurance that each student, staff, and faculty member receive the DAAPP materials annually. Each year, the institution makes a provisional plan for providing materials for staff and faculty who are hired after the initial email distribution.

The Calvin University Student Life Division maintains a copy of its drug prevention programs with an electronic page on the Campus Safety website (calvin.edu/directory/policies/drug-abuse-and-alcohol-prevention-program) as well as a paper copy in the Campus Safety Clery box.

The 2019-2020 and 2020-2021 DAAPP reports are listed in the Appendix Documents.

Calvin University AOD Prevention Programs Inventory

Residence Life: Inventory of Calvin University Alcohol and Other Drug Prevention Programming

Title	Topic	Audience	Presenter	Date	Location
Residence hall floor meetings & Handout	Community Policies	All First-year Students in the dorms	Resident Assistants	August 2019, 2020	Residence Halls 2019, Outside Residence Halls in 2020
Residence hall meetings	Community Policies	All dorm Residents	Resident Assistants	August 2019, 2020	Residence Halls
RA Training	Enforcing alcohol Policies and Alcohol education for RAs	Resident Assistants	Resident Directors and Area Coordinators	August 2019, 2020	HC 280
Step Up Drama	Alcohol and drug prevention skits/presentation	First Year Students	John Britton and Orientation Interns	August 2017-20	CFAC
Alcohol Passive programming	Basic Alcohol Facts: A trifold display table with giveaway info coasters & refreshments	Dorm residents	Area Coordinator Hannah Brenton	Fall 2019, Fall 2020	Residence Halls & KE apartments

Alcohol and Drug Free Social Events for 2019-20

Topic	Audience	Presenter	Date	Location
QUEST Dance	Student Body	SAO/CIL	2019	Fieldhouse
Campfires on Commons			2019	Commons Lawn
Mega Game Nite			2019	Fieldhouse
Comedy Showcase			Multiple	CFAC
Fall Formal			2019	CFAC
Post Family Farms			2019	Post Family Farms
Social Justice Event			2020	JW Marriot
SAO Concerts			multiple	multiple
Dodgeball Tournament			2020	Van Noord
SAO Movies			multiple	Amway
Calvin's Got Talent			2020	Online (covid)

Alcohol and Drug Free Social Events for 2020-21

Topic	Audience	Presenter	Date	Location
QUEST Dance	Student Body	SAO/CIL	2020	Calvin
Comedy Nite			multiple	CFAC/Outdoors
Trivia Night			multiple	CFAC
SAO Converts			multiple	CFAC
Post Family Farms			2020	Post Family Farm
Dodgeball Tournament			2021	Fieldhouse
Illusionist			2020	CFAC
Spring Formal			2021	Amway

Description of AOD Programs

Goals, Achievements, Strengths, and Weaknesses for the Center for Counseling and Wellness and Health Services

Calvin University
Center for Counseling and Wellness
Prepared by Irene Kraegel

Taking Control Group

This report is related to the Taking Control program during the 2019-20 and 2020-21 academic years at Calvin University.

Program Elements and Goals

The Taking Control group was offered throughout both years as part of programming within the Center for Counseling and Wellness (CCW). The goals of the group are to provide psychoeducation to students regarding the impact of alcohol and drug use on functionality and health, to increase motivation for change, and to support students in recovery and relapse prevention.

Goal Achievements

The group was offered as a 4-session experience throughout both years but did not meet due to lack of participant enrollment.

Strengths and Weaknesses

When it has met in the past, the Taking Control group has served as a safe place for students to explore issues related to alcohol and drugs. However, the numbers of students referred to and/or seeking group participation have been low over the past two years.

Future Recommendations

It is recommended that Student Conduct mandate students to attend the Taking Control group who could benefit from clinical support in their journey of substance recovery.

Alcohol and Drug Services

This report summarizes alcohol and drug services provided by the Health Services (HS) during the 2019-2020 and 2020-2021 academic years at Calvin University.

Services Provided

All students presenting to Health Services were screened at intake for concerns related to drug and alcohol use. Students with potentially problematic use were referred for individual and/or group treatment through the Center for Counseling and Wellness.

Our office also provides hair testing when the Office of Student Conduct is requesting that a student receive hair testing. The process includes consent for voluntary testing and disclosure that the Office of Student Conduct will be receiving the results. Student Health does not receive the hair test results.

Goals of Services

The goals in caring for students who report behaviors of misuse or abuse of alcohol and drug remains to provide medical education regarding the impact of alcohol and drug use on functionality and health, to increase motivation for change, and to refer them to the Center for Counseling and Wellness for further support.

Goal Achievements

Students presenting for mental health care were successfully screened for alcohol and drug concerns. Those with concerning behaviors receive education and were referred to the Center for Counseling and Wellness for further support.

Strengths and Weaknesses

Health Services was effective in screening patients for alcohol and drug concerns when presenting for mental health care. Those who were considered to report risky behaviors were referred to the Center for Counseling and Wellness. The number of students who actually followed through on those referrals were low. When on-campus support was declined by the student, off-campus referrals were offered. The number of students who reported alcohol and drug misuse during their intake assessment was low.

Recommendations for Revising AOD prevention programs

Calvin University acknowledges that the prevention programming efforts could be strengthened in the future by campus-wide coordination of efforts and by distributing guidelines for planning, evaluation, and reporting on AOD programs. For the future, Calvin University will develop and communicate program goals, require staff to reporting programming efforts with an evaluation of program outcomes, strengths, and recommendations for revising future programs.

Calvin University will continue to partner with appropriate departments to provide preventions programs for our campus. In the future, Calvin University will be exploring our on-campus resources to partner and provide for our students. In the previous years, Calvin University has already been implementing on-campus in our work with students. Our goal is to continue to explore online and in-person resources (Taking Control) for the future. For the future, Calvin University will continue to revise our AOD programs in order to update them or create new programs for our campus with stated goals and program outcomes.

Review Enforcement of Policy and Sanctions

Measure Enforcement Consistency

The three primary departments on campus that enforce policies and laws regarding alcohol and other drug use at Calvin University are Campus Safety, Residence Life staff and the Office for Student Conduct. The Calvin University student conduct process responds to reports from faculty, staff, students, local law enforcement agencies, the Silent Observer non-profit agency, neighbors, and guests of the university.

Working with Residence Life staff to Enforce University Policy and Report Violations

Calvin Area Coordinators (ACs) are professional staff (Masters level) who have experience working with university students. Area Coordinators are responsible to establish a learning community, respond to student issues, and enforce university policies. Area Coordinators receive 200 hours of annual training and additional hours of professional development each year. Area Coordinators have access to a supervisor at all times and their AC manual serves as a written reference guide to key job elements, including AOD conduct policies and procedures. The 4 Area Coordinators and 4 Graduate Assistants (GAs) supervise 54 student Resident Assistants.

Resident Assistants (RAs) are recognized student leaders who live among the students and have responsibility to enforce university policies by reporting policy violations. RAs receive 100+ hours of annual training and are supported by the AC who holds both individual and group meetings with RAs each week.

The Residence Life staff (ACs, GAs and RAs) are trained to report university policy violations and work with the professional staff in the Office of Student Conduct to report, investigate and resolve student conduct issues according to federal and state laws and university policy and procedure.

Working with Calvin University Campus Safety Department to Enforce University Policy and to Respond to Student Issues

Calvin University campus is patrolled by Campus Safety officers on a 24-hour basis, seven days a week, every day of the year. Campus Safety officers are professional staff members with law enforcement training and experience. Campus Safety officers are responsible for patrolling the campus, responding to calls for help, assisting Calvin's community (faculty, staff, students, and guests), and to enforce university policies according to established department policy and procedures. Campus Safety Officers receive 200+ hours of initial training and 50 additional hours of professional development each year. Campus Safety Officers have access to a supervisor at all times, including the director and assistant director, who are on call 24 hours a day. Campus Safety's manual of procedures serves as a written reference guide to key job elements and detail specific department policies addressing enforcement actions related to drug and alcohol violations, including:

- Manual of Procedures (MOP) section 2-10 – Policy for Possession/use of drugs and alcohol by Campus Safety employees

- MOP section 6-4 – Policy for Use of Portable Breath Testers (PBT's) by Campus Safety staff in the investigation of suspected alcohol violations
- MOP section 6-26 – Policy on law enforcement assistance
- MOP section 6-27 – Policy on video surveillance and personal recording devices
- MOP section 7-1 – Policy on general incident and investigative response
- MOP section 7-2 – Policy on sexual assault response
- MOP section 7-5 – Policy on suicide response
- MOP section 7-11 – Policy for investigation of suspected alcohol violations
- MOP section 7-12 – Policy for interaction/escorting of intoxicated students
- MOP section 7-13 – Policy for addressing possession of alcohol containers
- MOP section 7-19 – Policy for addressing suspected drug overdoses – including use of Naloxone
- MOP section 9-2 – Policy for conducting room/vehicle/person searches (which includes searches for alcohol and drugs)
- MOP section 9-3 – Policy for arrest and detention (includes operating a motor vehicle while intoxicated and minor in possession of alcohol)
- MOP section 11-2 – Policy for handling/collecting/preserving/storing evidence (includes alcohol and drugs)
- MOP section 13-1 – Policy for notification within campus safety (includes drug seizures on campus involving non-consent searches and search warrants)
- MOP section 15-5 – Policy on guidance for collecting evidence from incidents

These policies are reviewed and updated annually to ensure they reflect the current policies and procedures in the student conduct code for Calvin University. Campus Safety officers are equipped with and trained in administration of portable breath alcohol testers which allow officers to evaluate blood alcohol content during encounters with AOD policy violations and/or medical emergencies. PBT's are calibrated on a monthly basis by a certified PBT technician from the Kent County Sheriff's Department.

Campus Safety officers are trained in the use of a field test kit for illicit substances. Due to officer safety concerns, the field test kits are not used to evaluate powder substances.

In January 2020, the Director of Campus Safety facilitated a Campus Safety Staff meeting to discuss alcohol violations and what are classified as a Clery crime and/or a university rule violation. Campus Safety staff members continue to be strongly encouraged to be diligent with alcohol enforcement. Night shift officers were directed to conduct foot patrol activities in and around the residence hall areas. The objective of the regular foot patrols was to observe and take enforcement action for any drug/alcohol violations. Campus Safety staff also received instruction on how to administer a PBT properly if alcohol usage is suspected.

In February 2020, the COVID-19 pandemic forced the shutdown of in person classes, and most students went home to continue their spring 2020 semester remotely. When students returned to campus for fall 2020 classes, restricted student access to residential buildings combined with masking requirements reduced student contacts and

gathering of groups of students. As a result, there was a reduction in the number of incidents involving alcohol or drugs that the Campus Safety Department investigated.

2019-2020 school year residential building checks and foot patrols

Type of Proactive Action Taken (Recorded)	Number of checks/patrols
Building Checks of Residential Facilities	507
Foot Patrols around Residential Facilities	227
Alcohol and Drug Enforcement in Residential Facilities	11
Total Number of Proactive Activities	796

In December 2020, the Director of Campus Safety facilitated a Campus Safety staff meeting to reiterate the importance of alcohol enforcement including addressing empty alcohol containers observed in student vehicles parked on campus.

In December 2020, Campus Safety staff reviewed the department's Naloxone Use Policy at their monthly staff meeting. Additionally, all Campus Safety officers completed video training on the issuance of Narcan nasal spray to anyone suspected of a heroin overdose. The Narcan nasal spray was placed in each patrol vehicle's defibrillator case. The nasal spray replaced previous needle injection Narcan.

In February 2022, the Director of Campus Safety facilitated a staff meeting to discuss drug and alcohol violations and what are classified as a Clery crime and/or a university rule violation. The Director reviewed the changes to Michigan criminal law involving the possession of Marijuana, and emphasized marijuana was still a student conduct violation for anyone 21 years or older, while anyone under 21 years of age would be in violation of state law.

Department leaders from Office of Student Conduct and from Campus Safety meet on a monthly basis to discuss student issues, policy enforcement, and to work cooperatively toward a safe learning environment for all Calvin University community members. The Director for Student Conduct (or their designee) provides initial training to new Campus Safety officers and attends Campus Safety staff meetings at least annually to facilitate communication and to ensure continued emphasis on AOD enforcement.

2020-2021 school year residential building checks and foot patrols

Type of Proactive Action Taken (Recorded)	Number of checks/patrols
Building Checks of Residential Facilities	254
Foot Patrols around Residential Facilities	187
Alcohol and Drug Enforcement in Residential Facilities	4
Total Number of Proactive Activities	449

Calvin University also participates in the Silent Observer program which is a non-profit county wide organization providing anonymous reporting mechanism for crimes and issuing rewards for citizens who provide actionable tips. We publicize the Silent

Observer reporting option to our students and to community members. According to Silent Observer published statistics, Calvin University has a strong track record (100% response rate) in responding to Silent Observer reports. In 2019-2020 we received no Silent Observer reports regarding drug or alcohol use. In 2020-2022, we received no Silent Observer reports regarding drug or alcohol use.

**Campus Incidents of Vandalism
Alcohol and/or Drug Related Reports**

Alcohol-Related Property Damage Claims	Number	Amount
2019-2020	0	\$0.00
2020-2021	2	\$6,588.00

**On Campus Fatalities
Alcohol and/or Drug Related**

Alcohol or Drug Related Fatalities	Number
2019-20	0
2020-21	0

Developing and Maintaining Cooperative Relationships with Local Law Enforcement Officials

Calvin University and the Grand Rapids Police Department (GRPD) police captain sent a joint letter (January 2015 and re-issued in 2016) regarding the importance of enforcement of alcohol and drug laws. GRPD agreed to notify Calvin University Campus Safety department when off campus parties are broken up so that officers can watch for intoxicated students returning to campus. Further, the joint letter details information regarding Calvin University’s commitment to using our student conduct process to address issues reported by neighbors and by local police.

During the 2019-2020 academic year, the Office of Student Conduct responded and resolved four off-campus incidents that were reported by neighbors and the GRPD. During 2020-2021 academic year, the Office of Student Conduct responded and resolve two off-campus incidents that were reported by neighbors and the GRPD. To resolve this total of six incidents, the Office of Student Conduct worked with the Campus Safety Office to retrieve the reports made by neighbors and GRPD.

Working with Neighborhood Associations and Community Organizations to facilitate reporting/addressing Calvin student AOD issues which impact Calvin University neighbors.

Calvin University Student Life representatives and the Calvin University Director of Campus Safety, along with local law enforcement representatives, sponsor or attend Neighborhood Association meetings biannually in two adjacent areas where many Calvin University students rent/ reside in off-campus housing. In these meetings, we encourage neighbors to report any behavioral issues caused by Calvin students to the appropriate local authorities and we provide avenues for neighbors to report student

issues directly to Calvin University. When we receive a report from a neighbor, we respond within our established student conduct process. Within our restorative justice approach, we can provide a notice of outcome to reporting neighbors who have been impacted by AOD issues caused by our students.

Enforcement Efforts: AOD Reports Generated

Review/Discussion of Enforcement Efforts

Report Generated By	Silent Observer Tip	Residence Life	Campus Safety	Local Law Enforcement	Misc. / Other	Totals
Alcohol cases 2019-2020	3	38	5	1	5	52
Drug cases 2019-2020	0	8	0	0	4	12
Alcohol cases 2020-2021	0	20	3	1	0	24
Drug cases 2020-2021	0	16	0	0	7	23

Calvin University conducts annual reviews of enforcement through leadership meetings and through review of departmental annual reports. In the Fall of 2019, a new Director of Student Conduct was hired. The new director met with several directors per month for onboard training and to respond to reports. Throughout the 2019-2020 year, the Director of Student Conduct met with Campus Safety, Residence Life, and The Center for Counseling and Wellness. In this year, the director offered three trainings for students and staff members.

During the COVID-19 pandemic, we could see that our number of reported alcohol and drug incidents were declining even though student use/abuse of alcohol and drugs continued. We identified two areas of focus: provide training for Residence Life and Campus Safety for responding to DOA reported incidents and monitor our drug related violations to better understand trends on use/abuse of drugs.

The efforts by Campus Safety are important to enforcing drug and alcohol policy, especially during the evenings and weekends. The Campus Safety Office continues to use their body cameras, PBT devices, and their field test for illicit drugs when on scene. Since 2021, we have seen a gradual increase in the number of alcohol and drug incident reports coming from campus safety officers.

For the future, we will continue to work together with various departments to improve campus wide alcohol and drug enforcement efforts.

Measure Enforcement and Policy Effectiveness

Calvin University Review of Sanctions and Sanction Effectiveness

For the Calvin University Biennial Review of the academic years 2017-18 and 2018-19, we are providing sanction data which is collected by the Calvin University Office of Student Conduct.

To create and maintain a culture of accountability within our educational community, we have committed to responding to all reports of student conduct including AOD issues. When there is sufficient evidence available, we impose sanctions according to our student conduct policies and procedures. The Calvin University Office of Student Conduct relies on policy conversations when the reported evidence available does not lead to actionable policy violations. In policy conversation and self-reports, the Student Conduct staff can intervene with students through mentoring, referral to intervention or resources, and working with students to develop action plans to address any AOD issues.

Enforcement

**Calvin University
Office for Student Conduct
Alcohol and Drug Incident Report Summary
September 1, 2019 – August 31, 2021**

The three primary departments on campus that enforce policies and laws regarding alcohol and other drug use at Calvin University are Campus Safety, Residence Life staff and the Office for Student Conduct. Calvin University disciplinary process responds to reports from faculty, staff, students, local law enforcement agencies, the Silent Observer non-profit agency, neighbors, and guests of the university.

Year	Reported Incidents	Formal Charges	Informal Charges/Interventions or Self-Report issued/Resolution
Alcohol cases 2019-2020	52	32	8
Drug cases 2019-2020	12	5	0
Alcohol cases 2020-2021	24	21	1
Drug cases 2020-2021	23	7	3

Sanctioning for Alcohol and Drug Cases – count sanction

Alcohol/Drug Year	Admonition / Written Warning	Personal Probation / warning status	Disciplinary Probation	Disciplinary Suspension	Withdrawal To Avoid Suspension	Fine / Restitution	Parental Notification
Alcohol cases 2019-2020	2	18	10	0	0	27	23
Drug cases 2019-2020	0	0	2	0	0	3	3
Alcohol cases 2020-2021	11	14	2	0	0	16	20
Drug cases 2020-2021	1	0	1	1	1	1	2

Mandated Education and Intervention for Alcohol and Drug Cases

Alcohol/Drug Year	Self - Report Action Plan	Mentoring Referral	Alcohol assessment	Crossroads Alcohol Education	Referral to Individual Therapy	Referral to Group Therapy	Referral to AOD intervention	Referral for drug screening Hair
Alcohol cases 2019-2020	8	5	6	10	1	0	0	0
Drug cases 2019-2020	1	5	0	0	2	1	3	5
Alcohol cases 2020-2021	1*	1	0	16	1	0	2	0
Drug cases 2020-2021	0	4	0	0	1	5	1	5

* This case was a Self-Report but without an Action Plan.

Review of Sanction Effectiveness Using Recidivism and Retention Data

Recidivism:

Category	Recidivism (%)	Recidivism # of cases
19-20 Alcohol	3%	1
19-20 Drug	0%	0
20-21 Alcohol	0%	0
20-21 Drug	11%	1

The recidivism data is measured from September 1, 2019 through August 31, 2021 and includes any student that met all the following criteria:

1. Charged with a drug or alcohol policy violation between 9/1/2019 – 8/31/2021.
2. Charged with a subsequent violation in the same category as the first offense.
3. Completed the sanctions assigned from the first violation in that category.

Note: This recidivism summary does not include incidents where there was not enough evidence to decide if a policy violation occurred or not. For example, if an incident description reported that a student smelled like marijuana, but there was no evidence of possession of marijuana and the student passed a drug screening, if that student had a subsequent incident that resulted in a drug violation, it is not an incident of recidivism because it does not result in more than one drug policy violation charge.

According to the definition listed above, there were only two students who demonstrated recidivism over the two-year span. We found that there was one instance of recidivism per year during 2019-2020 and 2020-2021. The data above indicates that the recidivism for drugs related violations was higher in comparison to alcohol. This pattern makes sense as the number of drug related violations reports were significantly less than alcohol.

Recidivism for alcohol related violations decreased during the two-year span. The pattern of recidivism for drug-related violations increased from 0% in 2019-2020 to 11% in 2020-2021. In 2020-2021, there was one instance of recidivism, but the sample size was considerably lower than previous years (5 cases in 19-20 and 7 cases in 20-21), which skews the percentage data.

Retention:

Category	Retention (1 Semester)	Retention (1 Year)
19-20 Alcohol	92%	92%
19-20 Drug	100%	80%
20-21 Alcohol	100%	95%
20-21 Drug	71%	100%

The retention data is measured from September 1, 2019 through August 31, 2021 and includes any student that met all the following criteria:

1. Charged with a drug or alcohol policy violation between 9/1/2019 – 8/31/2021 and completed the sanctions assigned, up to but not including suspension.
2. If student was eligible to return for the next semester/year, they did return.
3. Retention data counts graduates as retained students (both semester and year).

The overall university retention rate (returning second fall) for FTIAC students was 86.7% in fall 2019 and 85.8% in fall 2020 (Day 10 Report numbers). The average four-year retention rate is 85.9%. The retention data listed above shows that the one semester retention level remained at a higher rate for alcohol cases than for the average university rate. The average retention rate for all categories (drug and alcohol violations) across 2019-2021 was 90.7% for 1 semester and 91.7% retention for 1 year, which resembles (or exceeds) the retention data collected for the university.

Sanction Effectiveness

Listed below is the most common sanction for each category and a summary of the Sanction Effectiveness.

Crossroads Alcohol Education Seminar

The Crossroads Alcohol Education Seminar is the primary educational intervention following underage possession/consumption or intoxication violations. Seminar classes are limited to 4-7 student to promote group discussion. Each student is asked to participate in responding to a variety of prompts, most often, students express that they appreciate learning from their peer's experiences as well as from the instructors.

Each session involves an in-depth discussion about different types of alcohol, information about BAC levels, and standard pours. Each student must calculate the number of standard drinks they can have within a given timeframe while remaining under a 0.08 BAC legal limit.

The last section of the seminar involves a one-on-one meeting with the instructor to review the students' personal action plan.

Assessing Sanction Effectiveness

During the 2019-2021 academic years, every student in the Crossroads seminar was required to complete the action plan assignment as part of the overall sanction. Out of 47 students, 3 (94%) of the students did not complete the action plan due to either having the assignment waived or because the student withdrew from Calvin with a pending sanction. For the upcoming year, the Office of Student Conduct will be updating the alcohol Crossroads survey to gather more course feedback from our students. We will be reviewing this feedback from our students to enhance the Crossroads program.

Referral Drug Screening via Psychomedics Hair Test

Students received a referral for drug screening via Psychomedics hair test as a sanction following a drug violation, self-reported drug violation or a readmission application following a drug related withdrawal or suspension. This sanction provided an accurate and effective assessment of students' drug use over a 90-day period. This sanction can help measure the effectiveness of other sanctions such as mentoring, group therapy, fines, etc.

Demonstrate Consistency of Sanctioning across Student Populations

Category	Standard Sanction	Nonstandard # of cases
19-20 Alcohol	100%	0
19-20 Drug	100%	0
20-21 Alcohol	90%	2
20-21 Drug	100%	0

Standard Sanction data is measured from September 1, 2019 through August 31, 2021 and includes any student that met all the following criteria:

1. Charged with a drug or alcohol policy violation between 9/1/2019 – 8/31/2021.
2. Received at least the standard probation in response to their policy violation (counted as standard if they received additional sanctions).

During October of 2019, a student was found responsible of a drug policy violation (Use and/or possession of prohibited, controlled, or illegal substances, and possession of drug paraphernalia. The student received a disciplinary probation level 2 and was required to complete several educational interventions.

During November of 2019, a student was pulled over by the local law enforcement on their way to Calvin University. The report was sent to Calvin's Campus Safety Office and the former student was cited as DUI. The student was found responsible for an alcohol policy violation (alcohol related vehicular violations). The student received a disciplinary probation and was required to complete all mandated court interventions.

During November of 2020, a student self-reported to their resident assistant that they were consuming alcohol during Thanksgiving break at home with their parents. The resident assistant reported this situation to the Office of Student Conduct (OSC). Instead of granting the student a self-report, the OSC and Residence Life decided to honor the state's alcohol laws. No further action was added to this report.

During April of 2021, a student was found asleep in the basement by their resident assistant. The resident assistant noticed the student was behaving strangely and suspected alcohol use. The student reported to their resident assistant that they had been consuming alcohol and had alcohol containers in their room. This was a complicated situation. The student was granted a self-report rather than an alcohol policy violation.

During May of 2021, a student was put on disciplinary suspension for being unable to pass the second sanctioned drug test. The student decided not to appeal against the original decision. The student received a return criterion in the event that they would desire to reapply to Calvin University.

Campus Climate regarding Alcohol and Drugs

In order to assess campus climate regarding Alcohol and Drugs, we reviewed the results received from ACHA-NCHA-II Survey Data collected in Spring 2022. The survey was comprised of 955 students (from all years and genders). We identified several survey items that measure student perceptions of campus alcohol and drug use. We also reviewed survey items that measure student report of actual use of alcohol and drugs.

Measuring Use and Perceptions: Tracking student perceptions of drug and alcohol problems on campus and data for measuring student use of alcohol and other drugs.

Student Alcohol Use and Perceptions

The ACHA-NCHA-II Survey Data summary states: "Reported use versus perceived use: reported use for all students within the past 30 days compared with how often students perceived the typical student on campus used substances within the same time period. The last line of each table combines all categories of any use in the last 30 days."

Alcohol	Percent (%)	Actual Use			Perceived Use		
		Male	Female	Total	Male	Female	Total
Never used		30.0	32.7	31.8	5.3	3.3	3.9
Used, but not in the last 30 days		19.9	15.7	17.3	7.5	4.6	5.6
Used 1-9 days		38.5	45.8	42.9	62.9	59.8	61.0
Used 10-29 days		11.0	5.7	7.6	21.4	28.6	25.9
Used all 30 days		0.6	0.2	0.4	2.8	3.6	3.6
<i>Any use within the last 30 days</i>		50.2	51.6	50.9	87.1	92.1	90.5

Please discuss students' attitudes and perceptions about alcohol, please describe both the level of student use and the perceptions of the typical student use at Calvin.

The ACHA-NCHA-II survey data from Spring 2019 suggests that for the given 30-day period, 31.8% of students had never used alcohol while 17.3% had used in the past, but not within the given 30-day period. Of this same group of students only 5.6% perceived that the typical Calvin University student had not used alcohol in the past 30 days. This data suggests that there is a perception that a typical Calvin student uses alcohol within a given 30-day period, while in reality, it's split nearly half-and-half, with 50.9% of respondents reported using alcohol within the last 30 days. There is still a large portion of respondents (31.8%) who reported never using alcohol.

The last line of each table combines all categories of any use in the last 30 days; 50.9% of respondents reported some alcohol use within the last 30 days, which indicates that alcohol use is common, but not necessarily ubiquitous for all students. However, 90.5% of respondents reported perceiving that typical Calvin students has some alcohol use within the last 30 days.

Drinking and Driving

The ACHA-NCHA-II Survey Data summary states: "Estimated Blood Alcohol Concentration (or eBAC) of university students reporting 1 or more drinks the last time they "partied" or socialized. Students reporting 0 drinks were excluded from the analysis.

Due to the improbability of a student surviving a drinking episode resulting in an extremely high eBAC, all students with an eBAC of 0.50 or higher are also omitted from these eBAC figures. eBAC is an estimated figure based on the reported number of drinks consumed during the last time they "partied" or socialized, their approximate time of consumption, sex, weight, and the average rate of ethanol metabolism.

- 0.4 % of university students reported driving after having 5 or more drinks in the last 30 days.*
- 23.5 % of university students reported driving after having any alcohol in the last 30 days.*

**Students responding "N/A, don't drive" and "N/A don't drink" were excluded from this analysis."*

Estimated BAC	Percent (%)	Male	Female	Total
< .08		80.0	76.1	77.4
< .10		85.7	83.4	84.2
Mean		0.05	0.05	0.05
Median		0.03	0.03	0.03
Std Dev		0.06	0.05	0.06

The ACHA-NCHA-II Survey Data summary states: "University students reported doing the following most of the time or always when they "partied" or socialized during the last 12 months*"

	Percent (%)	Male	Female	Total
Alternate non-alcoholic with alcoholic beverages		36.4	47.6	43.7
Avoid drinking games		44.9	50.1	48.5
Choose not to drink alcohol		27.7	30.6	29.6
Determine in advance not to exceed a set number of drinks		44.0	50.4	48.3
Eat before and/or during drinking		75.8	85.8	82.2
Have a friend let you know when you have had enough		41.1	50.7	47.0
Keep track of how many drinks being consumed		75.3	77.4	76.7
Pace drinks to one or fewer an hour		31.3	42.0	38.2
Stay with the same group of friends the entire time drinking		89.9	95.0	93.2
Stick with only one kind of alcohol when drinking		52.0	54.5	53.8
Use a designated driver		88.4	96.0	93.2
Reported one or more of the above		98.5	99.5	99.2

**Students responding "N/A, don't drink" were excluded from this analysis.*

Student Drug Use and Perceptions

Reported use versus perceived use: reported use for all students within the past 30 days compared with how often students perceived the typical student on campus used substances within the same time period. The last line of each table combines all categories of any use in the last 30 days.

Marijuana	<i>Percent (%)</i>	Actual Use			Perceived Use		
		Male	Female	Total	Male	Female	Total
Never used		81.8	85.6	84.4	20.8	14.5	16.4
Used, but not in the last 30 days		11.0	10.1	10.4	23.0	19.0	20.4
Used 1-9 days		4.7	3.6	4.0	48.1	53.6	51.7
Used 10-29 days		2.2	0.5	1.0	6.6	11.1	9.6
Used all 30 days		0.3	0.2	0.2	1.6	1.8	1.8
<i>Any use within the last 30 days</i>		7.2	4.2	5.2	56.3	66.5	63.1

Please discuss students' attitudes and perceptions about drugs, please describe both the level of student use and the perceptions of the typical student use at Calvin.

The ACHA-NCHA-II survey data from Spring 2019 suggests that for the given 30-day period, 84.4% of students had never used marijuana.

However, only 16.4% reported that a typical Calvin student had never used marijuana. From this data, it seems that students believe that the typical Calvin student has tried marijuana, even though the majority (84.4%) of respondents reported that they had never tried marijuana. This suggests that the perception of a typical Calvin student does not line up with the actual use of a typical Calvin student.

Additionally, 4.0% of students reported using marijuana 1-9 days within the last 30 days. However, 51.7% of students perceived that a typical Calvin student would use marijuana 1-9 times in the last 30 days. This further supports the inference that the respondents perceive that a typical Calvin student uses marijuana much more often than an actual Calvin student.

Future Recommendations

Recommendations for Revising AOD prevention programs

After this two- year period, the following recommendations were made:

- The Office of Student Conduct will strengthen collaboration with other offices by increasing referrals to Health Services and the Center for Counseling and Wellness.
- Encourage students with any substance use concern to participate in Taking Control regardless of substance-related diagnosis.
- Integrate multi-media material into group format to increase student engagement and staff efficiency.
- Research and collaborate with on-campus or local resources to implement AOD prevention programs for our students.

Recommendations for Enforcement of Policy and Sanctions

For the future, we will continue to work together to improve campus wide alcohol and drug enforcement efforts. We recommend that Health Services increases the frequency of the ACHA-NCHA survey from every 5 years to every 3 years so that we can respond quickly to any changes in student use and perception of alcohol and other drugs. We will also explore online and community resources in partnership with Counseling and Wellness to better serve our students.

We plan to fortify our review of sanctioning across student populations by examining alcohol and drug cases where students were not sanctioned (due to lack of evidence). We will sort cases based on the strength of the evidence and review consistency of sanctioning decisions across student populations. Although the sample sizes are small this review will allow us to evaluate our practices as we strive for sanction consistency across student populations.

In addition, we will be working on staying updated on campus and nation-wide trends that will impact Calvin University drug and alcohol policies for our community. Our goals for the future are to: 1) review Calvin University amnesty policy in order to increase reporting for any situations involving alcohol and drugs. Due to the recent changes marijuana laws of the land and the new attitudes of cannabis, 2) we will be exploring the reevaluation of Calvin's drug policies as well as sanctions and educational interventions.

APPENDIX A - Crossroads Alcohol Education Seminar Curriculum:

Crossroads Report 2019-2020

Institution: Calvin University

Division/Office: Student Life / Office of Student Conduct

Lead Instructor(s): Karine Rose – Student Conduct Coordinator

Lead Instructor(s): Hannah Brenton – Area Coordinator

Crossroads Student Learning Objectives

1. Students will be able to articulate Calvin University policy, as well as local laws regarding alcohol.
2. Students will demonstrate the ability to reflect on their current choices and motivations for using alcohol.
3. Students will be able to articulate how alcohol is socialized.
4. Student will be able to identify positive and negative impacts associated with alcohol use.
5. Students will be able to personally define a responsible relationship with alcohol.

Course Activities & Content

The objectives above will guide seminar activities such as group discussion on influences and motivations, an alcohol education quiz, alcohol education video/discussion, and an individual meeting to review a detailed personal action plan completed by the student.

These activities frame the following content:

1. Understanding the impact of alcohol on the human body.
2. Making healthy and safe decisions regarding alcohol.
3. Exploring how faith, family, and church impact beliefs about alcohol.
4. Exploring how peer-pressure and drinking games influence alcohol use.
5. Identifying realistic and unrealistic expectations regarding alcohol use.
6. Recognizing when someone has an alcohol abuse problem and how to respond.
7. Knowing state laws and university policies regarding alcohol use.
8. Establishing long-term goals related to personal alcohol use.
9. Synthesizing a personal definition of what it means to use alcohol responsibly.

Participant Data

(28 students – partial ID numbers)

7475	2452	6296	5752+
8925	8288	2366	
8938	7165	7831	
2566	0828	0407	
2528	9356	7831	
4680	4685	1044	
7555	1604	3711	
6949	1457	8945*	
6368	2895	0848+	

The following students did not complete Crossroads:

+0848 and 5752: Withdrew from Calvin University with Sanctions pending

*8945 student graduated without completing Crossroads.

Crossroads 2019-2020

1. The Crossroads course as a whole has received positive student feedback, both during delivery and through the completion of the Crossroads action plan.
2. The "Spin the Bottle" DVD was removed and replaced with a Meme Activity to highlight how media influences the normalization of alcohol consumption. This activity entailed having students research a meme using the internet. The students were given a list of questions that guided the students in finding an appropriate meme. At the end of the activity, each student had a present their meme and its meaning. We found that students responded well to the meme activity and plan to keep this section in the Crossroads seminar for the following year.

Implementation plans for Crossroads 2020-2021

1. Explore options to include more multimedia to highlight the gender stereotypes involving alcohol.
2. Examine current survey tools and course content in order to improve assessment of the Student Learning Objectives.
3. Examine common causes and set restrictions for time delays on student attendance following a policy violation.

Course Materials:

1. Family Influences Handout
2. Alcohol Impairment Chart
3. Stages of Alcohol Intoxication by BAC
4. Personal Action Plan Handout
5. Meme activity handout
6. Visual Aids – Whiteboard & DVD Player/Projector
7. Survey & Assessment Tools

Crossroads Report 2020-2021

Institution: Calvin University

Division/Office: Student Life / Office of Student Conduct

Lead Instructor(s): Hannah Brenton – Resident Director

Crossroads Student Learning Objectives

1. Students will be able to articulate Calvin University policy, as well as local laws regarding alcohol.
2. Students will demonstrate the ability to reflect on their current choices and motivations for using alcohol.
3. Students will be able to identify key influences on their views regarding alcohol.
4. Student will be able to identify positive and negative impacts associated with alcohol use.
5. Students will be able to personally define a responsible relationship with alcohol.

Course Activities & Content

The Student Learning Objectives above will guide seminar activities such as group discussion on influences and motivations, an alcohol education quiz, and an individual meeting to review a detailed personal action plan completed by the student. Additionally, students will complete an alcohol policy quiz, which will measure the learning Objective on University policy.

These activities frame the following content:

1. Understanding the impact of alcohol on the human body.
2. Making healthy and safe decisions regarding alcohol.
3. Exploring how faith, family, and church impact beliefs about alcohol.
4. Exploring how peer-pressure and drinking games influence alcohol use.
5. Identifying realistic and unrealistic expectations regarding alcohol use.
6. Recognizing when someone has an alcohol abuse problem and how to respond.
7. Knowing state laws and university policies regarding alcohol use.
8. Establishing long-term goals related to personal alcohol use.
9. Synthesizing a personal definition of what it means to use alcohol responsibly.

Participant Data

(21 students – partial ID numbers)

5038	4766	7054
6555	2857	2476
8785	0811	9202
1216	1142	
7752	2559	
2712	6551	
6575	4434	
5781	9810	
0595	9226	

Crossroads 2020-2021 Assessment

1. The “spin the bottle” video was replaced by a meme activity and discussion to highlight how alcohol is represented in social media. Students engaged in the conversation and provided insightful feedback on the updated section.
2. Two videos were added to highlight the various gender stereotypes involving alcohol use.
3. A video was added to highlight the physiological effects of alcohol. This measure served to satisfy the information formerly delivered through the online education tool. Students appeared to respond positively to the material.

Implementation plans for Crossroads 2021-2021

1. Continue to use the assessment quiz for policy violations and expand to cover self-reports regarding alcohol.
2. Update the Crossroads survey to gather more feedback from students
3. Continue to update some of the content to help students better understand Calvin's alcohol policies.
4. Review and update the new Alcohol and Social Media section.

Course Materials:

1. Family Influences Handout
2. Alcohol Impairment Chart
3. Stages of Alcohol Intoxication by BAC
4. Meme activity Handout
5. Personal Action Plan Handout
6. Visual Aids – Whiteboard & DVD Player/Projector
7. Survey & Assessment Tools
8. University Assessment Materials

APPENDIX B - Taking Control Curriculum

Taking Control Report 2019-2021

Institution: Calvin University

Division/Office: Student Life / Center for Counseling and Wellness (CCW)

Lead Instructor: Bren Shantz, MA (2019-2020) & Brian Antrobius, MA (2020-2021)

Taking Control Student Learning Objectives

- A. Articulate reflection regarding the impact of alcohol, marijuana, or other drugs on aspects of student identity.
- B. Articulate challenges created and potential effects of drug and/or alcohol abuse on relationships and educational paths.
- C. Develop personal goals related to substance-free coping strategies.

Course Activities & Content

1. Professional Assessment – Licensed Counselor (CCW)
2. Mandated Sessions – Standard 4 Sessions
3. Group Exercises Customized by Facilitator
4. Educational videos and exercises through Therapist-Assisted Online
5. Independent Survey
6. Results Evaluated & Reported (if appropriate)

Course Activities frame the following Content

- A. Values and Goals
- B. Communication Skills
- C. Coping Techniques / Strategies
- D. Social Support Network with appropriate boundaries
- E. Identify and Develop healthy and strategic goals

Participant Data

No participants in Taking Control group during these years

Alternative referrals

Because of the lack of availability of the Taking Control group during the 2019-2020 and 2020-2021 years, students with substance misuse concerns were referred to alternate services. These included the following:

- Individual counseling
- Group counseling to address co-occurring mental health concerns (ex. depression, anxiety)
- Coping skill workshops
- Therapy Assistance Online (TAO) modules related to substance use, interpersonal relationships, mental health concerns, and coping strategies

APPENDIX C - Drug Abuse and Alcohol Prevention Program (DAAPP) 2019-2020

Calvin University's Statement on Drug Free Schools and Community Act

Calvin University is an alcohol free campus. Possession, use, or sale of alcoholic beverages is not permitted on University properties (with exception of approved events at the Prince Conference Center) and will be addressed in accordance with University regulations. Laws regarding the possession, sale, and furnishing of alcohol are governed by the state of Michigan and enforced on campus by the Grand Rapids Police Department, East Grand Rapids Public Safety Department and the Kentwood Police Department. Violations of state laws or local ordinances include the illegal manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; or using a vehicle for illegal transportation of liquor. All attempts to commit any of the aforementioned would be a violation of University policy and are subject to University disciplinary actions, and/or criminal prosecution, fines and/or imprisonment. Possession of paraphernalia associated with the use, possession, manufacture, or distribution of an illegal prescription or controlled substance is also prohibited.

Calvin University is a designated "Drug Free" campus. The possession, use, sale, manufacture and/or distribution of any controlled substance are illegal under both state and federal laws. Such laws are strictly enforced by the Calvin University Campus Safety Department. Violations are subject to University disciplinary action, and/or criminal prosecution, fines and/or imprisonment.

Under federal legislation entitled the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, "unless it has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The Act requires the annual distribution of the following information to students and employees:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students and
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct enumerated in the DAAPP.

Calvin University Alcohol Policy for Students

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and for safeguarding the well-being of others.

Calvin University welcomes and supports the decision of any student not to consume alcohol. Calvin University seeks to emphasize education about the choices, risks, and personal responsibility regarding the use of alcohol. Students are expected to make conscious choices that do not diminish Christian community or impact one's academic pursuit and do not risk the personal safety of community members.

Calvin University expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the university holds students accountable for their choices regarding alcohol.

Students may not possess alcoholic beverages or empty alcohol containers on campus, on university property, in personal vehicles on university property, or in on-campus student living areas. Students present in a residence hall room, in an on-campus apartment, or an off-campus setting where alcohol is present and/or being consumed may face disciplinary action for complicity with an alcohol violation.

Calvin students who are 21 or older are free to make a decision whether or not to consume alcohol. These students are expected to consume alcohol responsibly and to honor the biblical expectations of moderation. Calvin students are expected to observe scriptural instructions that caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not.

Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to disciplinary action.

Students who host off campus gatherings are responsible for ensuring the safety, well-being and conduct of their guests, whether the guests are invited or uninvited. Hosts are responsible to ensure that all guests consume alcohol according to the state of Michigan provisions and according to the biblical standard of moderation. Hosts are also responsible to ensure that guests do not use illegal drugs or engage in criminal sexual behavior while attending an event at their home.

Prohibited Conduct

Violations of the Alcohol Policy with Definitions.

a. Possession of Alcohol or empty alcohol containers on campus.

Definition: Students (regardless of age) are prohibited from possessing or consuming alcohol or possessing empty alcohol containers anywhere on the Calvin University campus. Alcohol and empty alcohol containers are not allowed in personal vehicles parked on campus.

b. Underage Possession and/or Consumption of Alcohol

Definition: Possession and/or consumption of alcoholic beverages by any student under 21 years of age.

c. Complicity in an Alcohol Violation

Definition: A student who is present and fails to intervene in a situation where another student(s) violate(s) the Calvin University drug or alcohol policy.

d. Under the Influence of Alcoholic Beverages/Intoxication

Definition: A person who, having consumed alcoholic beverages, exhibits signs of intoxication and/or experiences any loss of the normal use of his/her mental and/or physical faculties. Examples include but are not limited to slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory, or abusive behavior.

e. Extreme Alcohol Intoxication

Definition: A person who, having consumed alcoholic beverages, exhibits signs of significant and/or dangerous intoxication. Examples include but are not limited to: blacking out, loss of consciousness or limited responsiveness, no withdrawal from painful stimuli, loss of bladder/bowel functions, excessive vomiting, or severe physical depression (slow or shallow breathing, pale or blue-tinged skin, or reduced heart rate).

f. Misuse of Alcohol: Rapid Consumption of Alcohol, Binge drinking or Actions that May Endanger the Well-being of Self or Others

Definition: Any form of rapid consumption of alcohol or participation in drinking games that lead to overconsumption and/or intoxication, alcohol consumption that may create a risk of danger to self, or others. Examples include but not limited to bongos, shots, keg stands, beer pong, flip cup, etc.

g. Provision and/or Distribution of Alcohol to Students Under 21 Years of Age

Definition: Purchasing for, providing to or distributing alcohol to any individual under 21 years of age.

h. Irresponsible Hosting of Alcohol Event

Definition: Irresponsible hosting occurs when students have gatherings where underage guests (invited and uninvited) are consuming alcohol, where any persons are misusing alcohol or consuming alcohol to the point of intoxication, where persons are using illegal or prohibited drugs, where excessive amounts of alcohol are present and/or alcohol is being misused as defined in items (d) and (e) above.

i. Alcohol-related vehicular violations

Definition: Any operation of a motor vehicle during or following consumption of alcohol that creates a risk of danger to self, others or the university or wider community.

Calvin University Drug Policy for Students

The Drug-Free Schools and Communities Act of 1989 requires institutions of higher education to adopt and implement effective policies that prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and universities are required to review policies and sanctions to determine effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Substance use/misuse may inhibit students' development and is negatively correlated with academic success and personal safety. Sale or distribution of prohibited, illegal or controlled substances or drug use not as intended undermines individual student's academic performance and can diminish one's experience of Christian community.

Calvin University observes and strictly enforces all local, state, and federal laws related to possession, use, sale or distribution of a controlled substance (including marijuana), and of designer drugs.

Students who are found responsible for violations of the University drug policies are subject to serious disciplinary action from the University, up to or including disciplinary suspension from the University

Calvin University does not recognize medical marijuana as an exception to its drug policies. Students are expected to contact a Student Life dean to discuss possible exceptions in medical situations in advance of any marijuana use.

Calvin University drug policy prohibits the possession of drug paraphernalia, including but not limited to roach clips, bong, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

Individuals who are involved in any drug-related violation may be subject to criminal action, as the University may report these individuals to the legal authorities. Students who are convicted of any criminal offense involving the possession or sale of a controlled substance risk continued eligibility to receive Financial Aid.

Students are accountable for upholding Calvin University drug policies even when traveling to states or countries in which certain drugs have been decriminalized. Though some impairing substances may be legal to purchase in some states, Calvin University prohibits the possession and/or use of these substances by its students. Students are responsible for knowing, understanding and observing Calvin University's drug policies.

Prohibited Conduct

Violations of the Drug Policy and Definitions.

a. **Use or Possession of Prohibited, Controlled, or Illegal Substances.**

Definition: Possession or use of a prohibited, controlled, or illegal substances or use of (or intent to use) substances for purposes or in manner not as directed. Examples include but are not limited to possession or use of illegal substances; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, "Spice"), salvia and pyrovalerone derivatives (found in substances marketed as "bath salts") are not intended for human consumption and are prohibited for possession or use by any Calvin University student.

b. **Distribution or Sale of Prohibited, Controlled or Illegal Substances**

Definition: Any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by Calvin University drug policy. Sharing prescription medicine would be a violation of this policy.

c. **Possession of Drug Paraphernalia**

Definition: Possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bong, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

d. **Complicity in Drug Use, Possession or Sale**

Definition: Being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances.

	POSSIBLE SANCTIONS FOR STUDENTS
Drug Violations	Admonition, Warning, Warning Status, Personal Probation, Loss of Privileges, Fines (up to \$500), Restitution, Restoration, Community Service, Athletic director notification and possible loss of athletic participation; Parent/Guardian Notification, Mandated intervention referrals. Mandatory educational sanctions, Disciplinary Sanctions, Ban from Campus, Disciplinary Probation, Suspension from Campus Housing, Disciplinary Suspension, University Expulsion, and/or Provisional Suspension.
Alcohol Violations	Admonition, Warning, Warning Status, Personal Probation, Loss of Privileges, Fines (up to \$500), Restitution, Restoration, Community Service, Athletic director notification and possible loss of athletic participation; Parent/Guardian Notification, Mandated intervention referrals. Mandatory educational sanctions, Disciplinary Sanctions, Ban from Campus, Disciplinary Probation, Suspension from Campus Housing, Disciplinary Suspension, University Expulsion, and/or Provisional Suspension.

Readmission Policy

Calvin University develops return criteria for students who leave the university due to drug and/or alcohol policy violations. The return criteria are developed on a case-by-case basis. Students are encouraged to participate in an intervention that addresses the issues which caused them to leave the university.

Generally, students are eligible to reapply to Calvin University one calendar year after they are dismissed. If a student applies for readmission, the student provides a summary of their activities and outcomes.

The Dean for Student Conduct or his/her designee will review the request and make a decision based on the information provided by the student and by the professionals involved in the intervention. Students requesting readmission may be asked to undergo a hair test through the Calvin contracted laboratory to demonstrate that they are drug free.

Employee Substance Abuse Policy for Alcohol and Drugs

Calvin University has a vital interest in maintaining a safe, healthful and efficient workplace for its employees. Being impaired and under the influence of illegal drugs, marijuana, or alcohol on the job may pose serious safety and health risks not only to the user but also to all those who work with the user.

Overview

Calvin University recognizes that its future is largely dependent upon the physical and psychological health of its employees. Accordingly, it is the right obligation and intent of Calvin University to maintain a safe, healthy and efficient working environment for all of its employees and to protect Calvin's reputation, property, equipment and operations.

Calvin University maintains a short-term employee assistance program (EAP) that offers up to three free clinical visits to staff seeking assistance for alcohol and drug abuse. Faculty and staff may directly contact the EAP or may be referred by the Human Resources Department. With these basic objectives in mind, Calvin University has established the following policy with regard to the possession, use, distribution or abuse of alcohol, marijuana, or illegal drugs.

Policy Statement - Pre-employment Screening

Calvin University maintains the right to require pre-employment screening to prevent hiring individuals who use illegal drugs or individuals whose use of alcohol or marijuana would impair or cause unsafe working performance.

On-the-job Use, Possession, or Distribution of Drugs or Alcohol

- a. **Alcohol:** Being under the influence of alcohol by any employee while performing Calvin business or while on Calvin property is prohibited. Possession or consumption of alcohol in a Calvin vehicle is prohibited at all times. On Calvin property, possession or consumption of alcohol is prohibited with the exception of (approved) events hosted at the Prince Conference Center.
 - **Under the Influence** – means for the purposes of this policy, that an employee is affected by a drug or alcohol or a combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test and in some cases by a layperson's opinion.
- b. **Marijuana:** Being impaired by marijuana while performing Calvin business or while on Calvin property is prohibited. The possession or consumption of marijuana in a Calvin vehicle and/or while on Calvin property is prohibited at all times.
- c. **Illegal Drugs:** The use, sale, purchase, transfer or possession of an illegal drug by an employee while on Calvin property, while in a Calvin vehicle or while performing Calvin business is prohibited. The presence of any detectable amount of any illegal drug in an employee while performing Calvin business, while in a Calvin vehicle or while on Calvin property is prohibited at all times.

Notification - Criminal Drug Conviction

Employees who are convicted of any workplace related criminal drug activity are required to inform Calvin of such conviction within five business days of their conviction. Notification must be made to the director of Human Resources. It is a condition of employment with Calvin that all employees provide this notification.

Agency Notification

Calvin will be required to notify Federal contracting officers or Federal granting officers within ten (10) days of receiving notification of an employee's criminal drug conviction under the provisions of the Drug-Free Workplace Act of 1988 as incorporated in the Federal Acquisition Regulation, if and when this act applies to Calvin.

Modification of Policy

The administration of Calvin University is authorized and directed to modify this policy in order that it would continue to remain in compliance with the Drug Free Workplace Act of 1988, and related regulations.

Discipline

An employee that violates the Substance Abuse Policy could be subject to disciplinary action up to and including termination of employment. Ordinarily, the determination on the disposition of discipline is made by the employee's supervisor in consultation with their department head, divisional vice president and the director of human resources.

Drug and Alcohol Screening

Calvin may require a blood test, urinalysis or other drug/alcohol screening of those persons suspected of using, being impaired or under the influence of drugs or alcohol where circumstances or workplace conditions justify it. Employee consent to submit to such a test is required as a condition of employment.

Employee Assistance Program

Substance Abuse Policy: Relationship to Employee Assistance Program

Calvin University maintains a short-term employee assistance program (EAP) that offers up to three free clinical visits to employees seeking assistance for alcohol or drug abuse (including illegal drugs). Employees may directly contact the EAP or may be referred by the Human Resources Department. It is, however, the responsibility of each employee to seek assistance before alcohol and drug problems lead to a disciplinary offense. Once a violation of this policy occurs, subsequently using the EAP will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action. An employee's decision to seek prior assistance through a department of human resources' referral to the EAP or through one of Calvin's health care benefits will not be used as the basis for disciplinary action and will not be used in any disciplinary proceeding.

Employees seeking information about the EAP program can review program information on the Human Resources website at <https://calvin.edu/offices-services/human-resources/employment/benefits-insurance/resources/>.

Searches of Calvin Property and Facilities

Calvin may conduct unannounced searches for drugs or alcohol anywhere in Calvin facilities or vehicles on Calvin property. Employees are expected to cooperate in the conducting of such searches which may be conducted at any time and do not have to be based on reasonable suspicion.

Searches of Employees and Their Personal Property

Searches of employees and their personal property may be conducted where there is reasonable suspicion to believe that the employee or employees are in violation of this policy or when circumstances or workplace conditions justify the search in the opinion of Calvin University. An employee's consent to a search is required as a condition of continued employment and the employee's refusal to consent may result in disciplinary action, including termination even for a first refusal.

	POSSIBLE SANCTIONS FOR FACULTY
Drug Violations	Verbal Warning, Written Reprimand, Disqualification from Privileges, *Suspension, Dismissal <i>*Suspension may be paid or unpaid, based on the nature of the infraction. Requirements for reinstatement vary depending on the specific case.</i>
Alcohol Violations	Verbal Warning, Written Reprimand, Disqualification from Privileges, *Suspension, Dismissal <i>*Suspension may be paid or unpaid, based on the nature of the infraction. Requirements for reinstatement vary depending on the specific case.</i>

	POSSIBLE SANCTIONS FOR STAFF
Drug Violations	Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination
Alcohol Violations	Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination

Health Risks Associated with Alcohol Use

Short-Term Health Risks

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or [fetal alcohol spectrum disorders \(FASDs\)](#) among pregnant women.

Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism

By not drinking too much, one can reduce the risk of these short- and long-term health risks.

Health Risks Associated with Drug Use

- **Nicotine** is an addictive stimulant found in cigarettes and other forms of tobacco. Tobacco smoke increases a user's risk of cancer, emphysema, bronchial disorders, and cardiovascular disease. The mortality rate associated with tobacco addiction is staggering. Tobacco use killed approximately 100 million people during the 20th century, and, if current smoking trends continue, the cumulative death toll for this century has been projected to reach 1 billion.
- **Marijuana** is the most commonly abused substance. This drug impairs short-term memory and learning, the ability to focus attention, and coordination. It also increases heart rate, can harm the lungs, and can increase the risk of psychosis in those with an underlying vulnerability.
- **Prescription medications**, including opioid pain relievers (such as OxyContin® and Vicodin®), anti-anxiety sedatives (such as Valium® and Xanax®), and ADHD stimulants (such as Adderall® and Ritalin®), are commonly misused to self-treat for medical problems or abused for purposes of getting high or (especially with stimulants) improving

performance. However, misuse or abuse of these drugs (that is, taking them other than exactly as instructed by a doctor and for the purposes prescribed) can lead to addiction and even, in some cases, death. Opioid pain relievers, for instance, are frequently abused by being crushed and injected or snorted, greatly raising the risk of addiction and overdose. Unfortunately, there is a common misperception that because medications are prescribed by physicians, they are safe even when used illegally or by another person than they were prescribed for.

- **Inhalants** are volatile substances found in many household products, such as oven cleaners, gasoline, spray paints, and other aerosols, that induce mind-altering effects; they are frequently the first drugs tried by children or young teens. Inhalants are extremely toxic and can damage the heart, kidneys, lungs, and brain. Even a healthy person can suffer heart failure and death within minutes of a single session of prolonged sniffing of an inhalant.
- **Cocaine** is a short-acting stimulant, which can lead users to take the drug many times in a single session (known as a “binge”). Cocaine use can lead to severe medical consequences related to the heart and the respiratory, nervous, and digestive systems.
- **Amphetamines**, including methamphetamine, are powerful stimulants that can produce feelings of euphoria and alertness. Methamphetamine’s effects are particularly long lasting and harmful to the brain. Amphetamines can cause high body temperature and can lead to serious heart problems and seizures.
- **MDMA** (Ecstasy or “Molly”) produces both stimulant and mind-altering effects. It can increase body temperature, heart rate, blood pressure, and heart-wall stress. MDMA may also be toxic to nerve cells.
- **LSD** is one of the most potent hallucinogenic, or perception-altering, drugs. Its effects are unpredictable, and abusers may see vivid colors and images, hear sounds, and feel sensations that seem real but do not exist. Users also may have traumatic experiences and emotions that can last for many hours.
- **Heroin** is a powerful opioid drug that produces euphoria and feelings of relaxation. It slows respiration, and its use is linked to an increased risk of serious infectious diseases, especially when taken intravenously. People who become addicted to opioid pain relievers sometimes switch to heroin instead, because it produces similar effects and may be cheaper or easier to obtain.
- **Steroids**, which can also be prescribed for certain medical conditions, are abused to increase muscle mass and to improve athletic performance or physical appearance. Serious consequences of abuse can include severe acne, heart disease, liver problems, stroke, infectious diseases, depression, and suicide.
- **Drug combinations.** A particularly dangerous and common practice is the combining of two or more drugs. The practice ranges from the co-administration of legal drugs, like alcohol and nicotine, to the dangerous mixing of prescription drugs, to the deadly combination of heroin or cocaine with fentanyl (an opioid pain medication). Whatever the context, it is critical to realize that because of drug–drug interactions, such practices often pose significantly higher risks than the already harmful individual drugs.

- **Bath Salts/Designer Cathinones** are substances abused for their desired effects, such as euphoria and alertness. Other effects that have been reported from the use of these drugs include psychological effects such as confusion, acute psychosis, agitation, combativeness, aggressive, violent, and self-destructive behavior. Adverse or toxic effects associated with the abuse of cathinones, including synthetic cathinones, include rapid heartbeat; hypertension; hyperthermia; prolonged dilation of the pupil of the eye; breakdown of muscle fibers that leads to release of muscle fiber contents into bloodstream; teeth grinding; sweating; headaches; palpitations; seizures; as well as paranoia, hallucinations, and delusions. Fatal reactions have occurred to those that are ingesting these products.
- **Depressants** (controlled substances that range from Schedule I-Schedule IV) are known to put you to sleep, relieve anxiety and muscle spasms, and prevent seizures. They are abused to experience euphoria. Depressants like GHB and Rohypnol are also misused to facilitate sexual assault. Some of the effects are causing amnesia, leaving no memory of events that occur while under the influence, reduce reaction time, impair mental functioning and judgment, and cause confusion. Long-term use will produce psychological dependence. Physical effects include slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing. Large doses combined with other drugs or alcohol can be fatal. Examples of depressants are barbiturates, benzodiazepines, GHB, and Rohypnol

The Drug-Free Schools and Communities Act Amendments of 1989

<https://www.congress.gov/bill/101st-congress/house-bill/3614> require that Calvin University, as a recipient of federal funds, including federally-provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of alcohol and illicit drugs on university property is prohibited and that campus and community drug programs are available. This Act and the provisions Calvin University has taken to conform to the Act can be found in the Calvin University Student Handbook <https://calvin.edu/directory/policies/student-conduct-code> and the Calvin University Faculty Handbook in section 6.6 <https://calvin.edu/contentAsset/raw-data/225e6a56-bd6a-49a6-b7c9-a0992dc57399/fullTextPdf>

Resources are made available to members of the Calvin community on the topics of drug and alcohol abuse. These resources can be obtained through the Student Life Office, Residence Life Office, Broene Center for Counseling and Wellness and Health Services. The Office of Student Conduct provides additional resources regarding drug abuse and alcohol use at <http://www.calvin.edu/judicial/drug-info-resources.html>.

Students who are caught with alcohol participate in an alcohol education module *Crossroads* through the Office of Student Conduct or they participate in a Broene Counseling and Wellness sponsored group called *Taking Control*. Information on Drug and Alcohol Abuse Education may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686.

Local Resources for Substance Abuse Treatment

Westbrook Recovery Center

3210 Eagle Run Drive NE #200
Grand Rapids, MI 49525
(616)957-1200
Toll Free: (866)964-7280
Call: 24 Hours a Day 7 Days a Week
Office Hours: Monday–Friday 8 a.m.–5 p.m.
www.westbrookrecovery.com/

Pine Rest Christian Mental Health Services

300 68th Street SE
Grand Rapids, MI 49512
(866)852-4001
www.pinerest.org/drug-addiction-treatment-center

Wedgwood Christian Services

3300 36th Street SE
Grand Rapids, MI, 49512
(616)942-2110
<http://www.wedgwood.org/>

Network180

790 Fuller Ave. NE Grand Rapids, MI 49403
(616) 336-3909 or (800) 749-7720
Routine business hours: Monday – Friday 8am –5pm Access Center open 24 hours
<https://www.network180.org/en/>

Arbor Circle

1115 Ball Ave NE Grand Rapids, MI 49505
(616) 456-6571
<https://arborcircle.org/>

Alcohol Screening Assessment

<http://www.rehabs.com/assessments/alcohol-addiction-quiz/>

Additional Resources

Addiction Center	https://www.addictioncenter.com/	1-844-359-5766
Al-Anon Family Group Headquarters	https://al-anon.org/	1-757-563-1600
Self-Assessment Quizzes are available on their website		
Substance Abuse and Mental Health Services Administration		1-877-726-4727
National Council on Alcoholism and Drug Dependence		1-800-NCA-CALL
National Center on Drug Abuse Hotline		1-800-662-HELP
Help Crisis Line		616-459-2255
Alcoholics Anonymous		616-913-9216
National Institute on Alcohol Abuse and Alcoholism		
<i>Provides general information about Alcoholism</i>		
	https://www.niaaa.nih.gov/	
The Employee Assistance Program		616-455-6210 or 1-800-442-0809

Michigan Alcohol Possession Laws and Penalties

A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content. A minor who is in violation is responsible for a state civil infraction or guilty of a misdemeanor. For the first violation, the minor is responsible for a state civil infraction and shall be fined not more than \$100.00. A court may order a minor under to participate in substance use disorder services and may order the minor to perform community service and to undergo substance abuse screening and assessment at his or her own expense. A minor may be found responsible or admit responsibility only once under the first violation. If a violation occurs after 1 prior judgment, the minor is guilty of a misdemeanor. A misdemeanor punishable by imprisonment for not more than 30 days if the court finds that the minor violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or by a fine of not more than \$200.00, or both. A court may order a minor to participate in substance use disorder services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense. If a violation occurs after 2 or more prior judgments, the minor is guilty of a misdemeanor. A misdemeanor punishable by imprisonment for not more than 60 days, if the court finds that the minor violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or by a fine of not more than \$500.00, or both, as applicable. A court may order a minor to participate in substance use disorder services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense.

An individual who furnishes fraudulent identification to a minor, or a minor who uses fraudulent identification to purchase alcoholic liquor is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$100.00, or both.

Legal Risks and Penalties Associated with Alcohol Use in Michigan

VIOLATION	SUMMARY OF VIOLATION	POSSIBLE PENALTIES
OWI (drunk driving)	A person licensed or not, under the influence of alcohol, drugs, or both, driving in a public place.	First offense: misdemeanor, not more than 93 days in jail, and/or fine of \$100-\$500, and/or community service not more than 360 hours. As part of sentence, court may order suspension and/or restrictions of operator's license. Vehicle forfeiture or immobilization may also be required. Up to six points may be added to driver record. If the person has a blood alcohol content of 0.17 grams or more, the person is guilty of a felony punishable by not more than 20 years in prison and/or a fine of \$2,500-\$10,000.

Permitting person under the influence to drive.	Allowing intoxicated person to drive in area open to the public	Misdemeanor: not more than 93 days in jail, or fine not less than \$100 or more than \$500, or both; vehicle can be impounded.
Minor possessing or transporting alcohol in motor vehicle.	Person under 21 years of age may not possess or transport alcohol in a vehicle. (Does not apply to transport of alcohol by a minor if a person of at least 21 years of age is present inside the motor vehicle.)	Misdemeanor: fine of not more than \$100, and may be ordered to perform community service and undergo substance abuse screening and assessment at own expense; vehicle can be impounded for up to 30 days. License sanctions may also be imposed.
Operating while visibly impaired (OWVI)	A person driving in areas open to public while impaired from alcohol, drugs, or both.	First offense: community service for not more than 360 hours; and/or imprisonment for not more than 93 days; and/or a fine of not more than \$300. May be required to immobilize vehicle. Restrictions on driver license may also be imposed.
Operating with any presence of a Schedule I drug (OWPD)	A person driving in areas open to the public with any amount of a schedule I or other designated controlled substance in the body.	One or more of the following: community service for not more than 360 hours; imprisonment for not more than 93 days; or a fine of not less than \$100 or more than \$500. The vehicle may be ordered immobilized.
OWI causing death of another person	A person driving under the influence of alcohol or a controlled substance causes the death of another person.	Felony: Imprisonment of not more than 15 years, a fine of \$2,500-\$10,000, or both. Vehicle may be forfeited or immobilized
OWI causing serious impairment	A person driving under the influence of alcohol or a controlled substance causes a serious impairment of a body function of another person.	Felony: Imprisonment for not more than 5 years, a fine of \$1,000-\$5,000, or both. Vehicle may be forfeited or immobilized.
Purchase/possession/consumption or attempt to purchase/possess/consume by minor (MIP)	Person under 21 years of age may not purchase, possess, or consume alcohol.	Misdemeanor: first arrest, a fine of not more than \$100, or court-ordered diversion; second arrest, not more than \$200, and/or up to 30 days imprisonment if in violation of probation due to preceding violation or for failure to

		<p>follow court orders regarding preceding violation; third or subsequent violation, fine of not more than \$500, and/or up to 60 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation. May be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed. Refusal to take a breathalyzer test is a civil infraction with a \$100 fine.</p>
Using false ID to purchase alcohol	A minor shall not use fraudulent identification to purchase alcohol, nor shall another individual furnish fraudulent identification to a minor.	Imprisonment for not more than 93 days, a fine of not more than \$100, or both.
Selling or furnishing alcohol to a minor	Alcohol shall not be sold or furnished to a minor.	First offense: a fine of not more than \$1,000 and imprisonment for not more than 60 days. Second or subsequent offense: a fine of not more than \$2,500 and imprisonment for not more than 90 days. Operator's or chauffeur's license may also be suspended. May be ordered to perform community service for any violation.
Consumption on public highway/open alcohol in vehicle	No alcoholic beverage can be consumed on public highways; no alcohol item can be open, un-capped, or seal broken in passenger area of vehicle.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed.

Disorderly person (intoxicated)	Intoxicated in public place and endangering the safety of another person or of property, or causing a disturbance.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both.
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Michigan Legislature, Michigan Compiled Laws Complete Through PA 2 of 2019. Retrieved from <http://legislature.mi.gov> and West's Michigan Criminal and Motor Vehicle Law 2018

C. Local

The City of Grand Rapids ordinances include but are not limited to consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment. A full version of the city ordinances can be found at

https://www.municode.com/library/mi/grand_rapids/codes/code_of_ordinances

Federal and State Penalties for Drug Sale and Possession

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I to V. This schedule designates if the drug must be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I to V.

The State of Michigan designates controlled substances as Schedule I through V, using similar definitions to those employed by the federal government. The State of Michigan's schedule designations of individual drugs are similar, but not identical to those of the federal government. If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.

Schedule I drugs have a high potential for abuse, have no currently accepted medical use in the United States, and lack acceptable safety for use under medical supervision. Examples of substances listed in Schedule I include heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3,4-methylenedioxy-methamphetamine (ecstasy). GHB (gamma-hydroxybutyrate) can be a Schedule I or III drug, depending on its form.

Schedule II drugs have a currently accepted medical use in the United States, despite a high potential for abuse that may lead to severe psychological or physical dependence. Examples include opium, morphine, methadone, oxycodone, hydrocodone, codeine, some barbiturates, cocaine, amphetamines, and phencyclidine (PCP).

Federal and State of Michigan penalties for selling Schedule I and II drugs vary with the type and quantity of the drug. Additionally, if death, rape, or serious injury is associated with the use of the drug and/or if it is a second offense, penalties are more severe.

Unless otherwise specified by federal law, the federal penalty for the first offense involving a Schedule I or II controlled substance, GHB, or 1 gram of flunitrazepam (Schedule IV) is imprisonment for not more than 20 years. If death or serious bodily injury results from the use of such substances, the penalty is imprisonment for not less than 20 years or more than life, a fine not to exceed \$1 million for an individual, or both. The penalty for other Schedule I or II controlled

substances is imprisonment for not more than seven years, a fine of not more than \$10,000, or both.

The State of Michigan's penalty for unlawful manufacture, delivery, or possession with intent to deliver less than 50 grams of a Schedule I or II controlled substance is imprisonment for up to 20 years, and/or a fine of up to \$25,000. Use of a Schedule I or II controlled substance is a misdemeanor that has a penalty of imprisonment for up to one year, a fine of up to \$2,000, or both. Michigan law also provides for up to seven years' imprisonment and/or a fine of not more than \$5,000 for individuals who manufacture, deliver, or possess with intent to manufacture or deliver gamma-butyrolactone (GBL), a compound related to GHB.

For less than 50 kilograms of marijuana, except in the case of 50 or more marijuana plants regardless of weight, 10 kilograms of hashish, or one kilogram of hashish oil, the federal penalty is imprisonment for not more than 5 years, a fine not to exceed \$250,000 for an individual, or both.

Marijuana: On November 6, 2018, Michigan voters passed proposal 18-1, the *Michigan Regulation and Taxation of Marihuana Act* ([https://www.legislature.mi.gov/\(S\(rzqvpcp54ovl4wkfuumnqwk\)\)/documents/mcl/pdf/mcl-Initiated-Law-1-of-2018.pdf](https://www.legislature.mi.gov/(S(rzqvpcp54ovl4wkfuumnqwk))/documents/mcl/pdf/mcl-Initiated-Law-1-of-2018.pdf)) which legalizes possession and use of limited amounts of recreational marijuana by individuals 21 years and older. Neither this new state law, nor the Michigan Medical Marihuana Act, authorize the use or possession of marijuana on any on any Calvin University property or during off-campus Calvin University business or events.

Marijuana possession and use remains illegal under federal law and is categorized as an illicit substance under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In addition, pursuant to Calvin University's Alcohol and Drug Policy, employees, students and visitors may not manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property or at any site where University work is performed.

Calvin University receives federal funding for various uses, including research and student financial aid. As such, Calvin University must comply with federal law, including all current federal drug laws. Therefore, even though the State of Michigan has legalized limited amounts of marijuana for recreational use for some individuals, the possession, use, storage and cultivation of marijuana remains prohibited for all faculty, staff and students under Calvin University policy.

Schedule III drugs have a potential for abuse that is less than Schedule I and II substances, and abuse may lead to moderate or lower physical dependence or high psychological dependence. Examples include certain combination narcotic products such as Vicodin® and Tylenol with codeine, buprenorphine, ketamine, and anabolic steroids such as oxandrolone.

Schedule IV drugs have a low potential for abuse relative to substances in Schedule III. Examples include propoxyphene (Darvon® and Darvocet-N 100®), alprazolam (Xanax®), clonazepam (Klonopin®), diazepam (Valium®), lorazepam (Ativan®), and midazolam (Versed®).

Schedule V drugs have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics that are used for antitussive, antidiarrheal, and analgesic purposes, such as Robitussin AC® and Phenergan with codeine.

Except as otherwise provided by federal law, the penalty for first offense sale of a Schedule III drug is imprisonment for not more than ten years, a fine of not more than \$500,000 for an individual, or both. The federal penalty for first offense sale of Schedule IV drugs is imprisonment for not more than five years, a fine of not more than \$250,000 for an individual, or both. The federal penalty for first offense sale of Schedule V drugs is imprisonment for not more than one year, a fine of not more than \$100,000 for an individual, or both.

The State of Michigan's penalty for unlawful manufacture, delivery, or possession of Schedule III controlled substances is imprisonment for not more than seven years, a fine of not more than \$10,000, or both. The penalty for Schedule IV controlled substances is imprisonment for not more than four years, a fine of not more than \$2,000, or both. The penalty for Schedule V controlled substances is imprisonment for not more than two years, a fine of not more than \$2,000, or both. The penalty for use of lysergic acid diethylamide, peyote, mescaline, dimethyltryptamine, psilocin, psilocybin, or a controlled substance classified in Schedule V is imprisonment for not more than six months, a fine of not more than \$500, or both. Use of all other Schedule I, II, III, and IV controlled substances is punishable by imprisonment for not more than one year, a fine of not more than \$1,000, or both.

Suspension of Financial Aid Eligibility for Drug Related Offenses

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:	Ineligibility Period
POSSESSION OF A CONTROLLED SUBSTANCE	
First Offense	One Year
Second Offense	Two Years
Third Offense	Indefinite
SALE OF A CONTROLLED SUBSTANCE	
First Offense	Two Years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- a. the student satisfactorily completes a drug rehabilitation program that –
 - i. complies with the criteria prescribed in the federal regulations; and
 - ii. includes two unannounced drug tests; or
- b. the conviction is reversed, set aside, or otherwise rendered nugatory.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than

II	Cocaine Base 28-279 grams mixture	<p>yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine Base 280 grams or more mixture	<p>life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram or less				
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		

Any Amount Of All Schedule V Drugs	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Michigan Drug Possession Crimes and Offenses

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. It is illegal for any person to possess or have under his or her control any narcotic, hallucinogenic, or other controlled substances unless otherwise authorized by law (e.g. controlled substances obtained pursuant to a prescription). If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment. The penalty is based on many different factors, including the amount and type of drug, where the criminal act took place, and whether the criminal act was a first or repeat offense.

For drug possession offenses, the statutorily authorized penalties range from (1) a \$100 fine for a person under 21 years of age who possesses not more than 2.5 ounces of marijuana to (2) up to 20 years imprisonment and/or \$250,000 fine for possession of narcotics (Cocaine, heroin or another narcotic). The table below shows drug possession offenses and the State of Michigan penalties. The law generally prohibits prosecuting a person for possessing drugs solely on the discovery of evidence arising from efforts to seek medical assistance for a drug overdose (MCL 333.7404(3)(a)).

The possession of less than 2.5 ounces of marijuana is not a crime but is punishable by fines (and other penalties in certain circumstances). Also, under specified conditions, the law provides protections from prosecution or other penalties related to marijuana for medical marijuana patients, their primary caregivers, and their doctors. For more information on Michigan's medical marijuana program (Patients/Caregivers) see the Licensing and Regulatory Affairs website: <https://www.michigan.gov/lara>.

TABLE 1 – DRUG POSSESSION

Offense Descriptions	Penalties
Possession of 1,000 or more grams of certain schedule 1 or 2 controlled substances 333.7403(2)(a)(i)	Felony Max fine \$1,000,000
Possession of 450 or more but less than 1,000 grams of certain schedule 1 or 2 controlled substances 333.7403(2)(a)(ii)	Felony Max fine \$500,000
Possession of 50 or more but less than 450 grams of certain schedule 1 or 2 controlled substances MCL 333.7403(2)(a)(iii)	Felony Max fine \$250,000
Possession of 25 or more but less than 50 grams of certain schedule 1 or 2 controlled substances MCL 333.7403(2)(a)(iv)	Felony Max fine \$25,000
Possession of less than 25 grams of certain schedule 1 or 2 controlled substances 333.7403(2)(a)(v)	Felony Max fine \$25,000
Possession of methamphetamine or 3, 4 methylenedioxymethamphetamine 333.7403(2)(b)(i)	Felony Max fine \$15,000
Possession of certain schedule 1, 2, 3, or 4 controlled substances or controlled substances analogue 333.7403(2)(b)(ii)	Felony Max fine \$2,000
Possession of LSD, peyote, mescaline, dimethyltryptamine, psilocyn, psilocybin, or schedule 5 drug MCL 333.7403(1) MCL 333.7403(2)(c)	Misdemeanor Max fine \$2,000

Possession of marijuana MCL 333.7403(1) MCL 333.7403(2)(d)	Misdemeanor Max fine \$2,000
Possession — more than 12 grams of ephedrine or pseudoephedrine MCL 333.17766c(1)(c) MCL 333.17766c(2)(b)	Felony Max fine \$2,000

Michigan Drug Delivery/Manufacture Crimes

A person shall not manufacture, create, deliver, or possess with intent to manufacture, create, or deliver controlled substance, prescription form, or counterfeit prescription form. As with possession, the penalty for these actions depends on a number of different factors. These include the amount and type of drug, where the criminal act took place, and whether or not the illegal act was a first or repeat offense.

There are mandatory minimum prison terms for several crimes involving delivery and manufacturing or related actions. Table 2 shows the drug manufacturing and delivery crimes and penalties for each.

TABLE 2 – OFFENSE DESCRIPTIONS

Offense Descriptions	Penalties
Deliver/manufacture — 1,000 grams/more of certain schedule 1 or 2 substances MCL 333.7401(1) MCL 333.7401(2)(a)(i)	Felony Up to life in prison Max fine \$1,000,000
Deliver/manufacture — 450+ grams/less than 1,000 grams of certain schedule 1 or 2 substance MCL 333.7401(1) MCL 333.7401(2)(a)(ii)	Felony Up to 30 years in prison Max fine \$500,000
Deliver/manufacture — 50+ grams/less than 450 grams of certain schedule 1 or 2 substances MCL 333.7401(1); MCL 333.7401(2)(a)(iii)	Felony Up to 20 years in prison Max fine \$250,000
Deliver/manufacture — less than 50 grams of certain schedule 1 or 2 substances MCL 333.7401(1); MCL 333.7401(2)(a)(iv)	Felony Up to 20 years in prison Max fine \$25,000
Deliver/manufacture — methamphetamine or 3, 4-methylenedioxymethamphetamine MCL 333.7401(1); MCL 333.7401(2)(b)(i)	Felony Up to 20 years in prison Max fine \$25,000
Deliver/manufacture — certain schedule 1, 2, or 3 controlled substances MCL 333.7401(1); MCL 333.7401(2)(b)(ii)	Felony Up to 7 years in prison Max fine \$500,000
Deliver/manufacture — schedule 4 controlled substance MCL 333.7401(1); MCL 333.7401(2)(c)	Felony Up to 4 years in prison Max fine \$2,000

Deliver/manufacture — schedule 5 controlled substance MCL 333.7401 (1); MCL 333.7401 (2)(e)	Felony Up to 2 years in prison Max fine \$2,000
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Michigan Legislature, Michigan Compiled Laws Complete Through PA 2 of 2019. Retrieved from <http://legislature.mi.gov>

Annual Notification of the DAAPP

Student Notification

Notification of the information contained in the DAAPP will be distributed to all currently enrolled students via email on or before October 1st of each year. Additional DAAPP distribution will take place at the beginning of the interim term and spring term to reach all new students that enroll for interim and second semester.

Employee Notification

Notification of the information contained in the DAAPP will be distributed to all current employees of the university via email on or before October 1st of each year. Additional DAAPP distribution will be completed at the beginning of the spring term to reach all employees hired after October 1.

THE DAAPP is also available to review online at <https://calvin.edu/directory/policies/drug-abuse-and-alcohol-prevention-program>.

APPENDIX D - Drug Abuse and Alcohol Prevention Program (DAAPP)2020-2021

Calvin University's Statement on Drug Free Schools and Community Act

Calvin University is an alcohol free campus. Possession, use, or sale of alcoholic beverages is not permitted on University properties (with exception of approved events at the Prince Conference Center) and will be addressed in accordance with University regulations. Laws regarding the possession, sale, and furnishing of alcohol are governed by the state of Michigan and enforced on campus by the Grand Rapids Police Department, East Grand Rapids Public Safety Department and the Kentwood Police Department. Violations of state laws or local ordinances include the illegal manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; or using a vehicle for illegal transportation of liquor. All attempts to commit any of the aforementioned would be a violation of University policy and are subject to University disciplinary actions, and/or criminal prosecution, fines and/or imprisonment. Possession of paraphernalia associated with the use, possession, manufacture, or distribution of an illegal prescription or controlled substance is also prohibited.

Calvin University is a designated "Drug Free" campus. The possession, use, sale, manufacture and/or distribution of any controlled substance are illegal under both state and federal laws. Such laws are strictly enforced by the Calvin University Campus Safety Department. Violations are subject to University disciplinary action, and/or criminal prosecution, fines and/or imprisonment.

Under federal legislation entitled the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, "unless it has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The Act requires the annual distribution of the following information to students and employees:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students and
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct enumerated in the DAAPP.

Calvin University Alcohol Policy for Students

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and for safeguarding the well-being of others.

Calvin University welcomes and supports the decision of any student not to consume alcohol. Calvin University seeks to emphasize education about the choices, risks, and personal responsibility

regarding the use of alcohol. Students are expected to make conscious choices that do not diminish Christian community or impact one's academic pursuit and do not risk the personal safety of community members.

Calvin University expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the university holds students accountable for their choices regarding alcohol.

Students may not possess alcoholic beverages or empty alcohol containers on campus, on university property, in personal vehicles on university property, or in on-campus student living areas. Students present in a residence hall room, in an on-campus apartment, or an off-campus setting where alcohol is present and/or being consumed may face disciplinary action for complicity with an alcohol violation.

Calvin students who are 21 or older are free to make a decision whether or not to consume alcohol. These students are expected to consume alcohol responsibly and to honor the biblical expectations of moderation. Calvin students are expected to observe scriptural instructions that caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not.

Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to disciplinary action.

Students who host off campus gatherings are responsible for ensuring the safety, well-being and conduct of their guests, whether the guests are invited or uninvited. Hosts are responsible to ensure that all guests consume alcohol according to the state of Michigan provisions and according to the biblical standard of moderation. Hosts are also responsible to ensure that guests do not use illegal drugs or engage in criminal sexual behavior while attending an event at their home.

Prohibited Conduct

Violations of the Alcohol Policy with Definitions.

j. Possession of Alcohol or empty alcohol containers on campus.

Definition: Students (regardless of age) are prohibited from possessing or consuming alcohol or possessing empty alcohol containers anywhere on the Calvin University campus. Alcohol and empty alcohol containers are not allowed in personal vehicles parked on campus.

k. Underage Possession and/or Consumption of Alcohol

Definition: Possession and/or consumption of alcoholic beverages by any student under 21 years of age.

l. Complicity in an Alcohol Violation

Definition: A student who is present and fails to intervene in a situation where another student(s) violate(s) the Calvin University drug or alcohol policy.

m. Under the Influence of Alcoholic Beverages/Intoxication

Definition: A person who, having consumed alcoholic beverages, exhibits signs of intoxication and/or experiences any loss of the normal use of his/her mental and/or physical faculties. Examples include but are not limited to slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory, or abusive behavior.

n. Extreme Alcohol Intoxication

Definition: A person who, having consumed alcoholic beverages, exhibits signs of significant and/or dangerous intoxication. Examples include but are not limited to: blacking out, loss of consciousness or limited responsiveness, no withdrawal from painful stimuli, loss of bladder/bowel functions, excessive vomiting, or severe physical depression (slow or shallow breathing, pale or blue-tinged skin, or reduced heart rate).

o. Misuse of Alcohol: Rapid Consumption of Alcohol, Binge drinking or Actions that May Endanger the Well-being of Self or Others

Definition: Any form of rapid consumption of alcohol or participation in drinking games that lead to overconsumption and/or intoxication, alcohol consumption that may create a risk of danger to self, or others. Examples include but not limited to bongos, shots, keg stands, beer pong, flip cup, etc.

p. Provision and/or Distribution of Alcohol to Students Under 21 Years of Age

Definition: Purchasing for, providing to or distributing alcohol to any individual under 21 years of age.

q. Irresponsible Hosting of Alcohol Event

Definition: Irresponsible hosting occurs when students have gatherings where underage guests (invited and uninvited) are consuming alcohol, where any persons are misusing alcohol or consuming alcohol to the point of intoxication, where persons are using illegal or prohibited drugs, where excessive amounts of alcohol are present and/or alcohol is being misused as defined in items (d) and (e) above.

r. Alcohol-related vehicular violations

Definition: Any operation of a motor vehicle during or following consumption of alcohol that creates a risk of danger to self, others or the university or wider community.

Calvin University Drug Policy for Students

The Drug-Free Schools and Communities Act of 1989 requires institutions of higher education to adopt and implement effective policies that prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and universities are required to review policies and sanctions to determine effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Substance use/misuse may inhibit students' development and is negatively correlated with academic success and personal safety. Sale or distribution of prohibited, illegal or controlled substances or drug use not as intended undermines individual student's academic performance and can diminish one's experience of Christian community.

Calvin University observes and strictly enforces all local, state, and federal laws related to possession, use, sale or distribution of a controlled substance (including marijuana), and of designer drugs.

Students who are found responsible for violations of the University drug policies are subject to serious disciplinary action from the University, up to or including disciplinary suspension from the University

Calvin University does not recognize medical marijuana as an exception to its drug policies. Students are expected to contact a Student Life dean to discuss possible exceptions in medical situations in advance of any marijuana use.

Calvin University drug policy prohibits the possession of drug paraphernalia, including but not limited to roach clips, bong, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

Individuals who are involved in any drug-related violation may be subject to criminal action, as the University may report these individuals to the legal authorities. Students who are convicted of any criminal offense involving the possession or sale of a controlled substance risk continued eligibility to receive Financial Aid.

Students are accountable for upholding Calvin University drug policies even when traveling to states or countries in which certain drugs have been decriminalized. Though some impairing substances may be legal to purchase in some states, Calvin University prohibits the possession and/or use of these substances by its students. Students are responsible for knowing, understanding and observing Calvin University's drug policies.

Prohibited Conduct

Violations of the Drug Policy and Definitions.

e. **Use or Possession of Prohibited, Controlled, or Illegal Substances.**

Definition: Possession or use of a prohibited, controlled, or illegal substances or use of (or intent to use) substances for purposes or in manner not as directed. Examples include but are not limited to possession or use of illegal substances; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, "Spice"), salvia and pyrovalerone derivatives (found in substances marketed as "bath salts") are not intended for human consumption and are prohibited for possession or use by any Calvin University student.

f. **Distribution or Sale of Prohibited, Controlled or Illegal Substances**

Definition: Any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by Calvin University drug policy. Sharing prescription medicine would be a violation of this policy.

g. **Possession of Drug Paraphernalia**

Definition: Possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bong, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

h. **Complicity in Drug Use, Possession or Sale**

Definition: Being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances.

	POSSIBLE SANCTIONS FOR STUDENTS
Drug Violations	Admonition, Warning, Warning Status, Personal Probation, Loss of Privileges, Fines (up to \$500), Restitution, Restoration, Community Service, Athletic director notification and possible loss of athletic participation; Parent/Guardian Notification, Mandated intervention referrals. Mandatory educational sanctions, Disciplinary Sanctions, Ban from Campus, Disciplinary Probation, Suspension from Campus Housing, Disciplinary Suspension, University Expulsion, and/or Provisional Suspension.
Alcohol Violations	Admonition, Warning, Warning Status, Personal Probation, Loss of Privileges, Fines (up to \$500), Restitution, Restoration, Community Service, Athletic director notification and possible loss of athletic participation; Parent/Guardian Notification, Mandated intervention referrals. Mandatory educational sanctions, Disciplinary Sanctions, Ban from Campus, Disciplinary Probation, Suspension from Campus Housing, Disciplinary Suspension, University Expulsion, and/or Provisional Suspension.

Readmission Policy

Calvin University develops return criteria for students who leave the university due to drug and/or alcohol policy violations. The return criteria are developed on a case-by-case basis. Students are encouraged to participate in an intervention that addresses the issues which caused them to leave the university.

Generally, students are eligible to reapply to Calvin University one calendar year after they are dismissed. If a student applies for readmission, the student provides a summary of their activities and outcomes.

The Director for Student Conduct or his/her designee will review the request and make a decision based on the information provided by the student and by the professionals involved in the intervention. Students requesting readmission may be asked to undergo a hair test through the Calvin contracted laboratory to demonstrate that they are drug free.

Employee Substance Abuse Policy for Alcohol and Drugs

Calvin University has a vital interest in maintaining a safe, healthful and efficient workplace for its employees. Being impaired and under the influence of illegal drugs, marijuana, or alcohol on the job may pose serious safety and health risks not only to the user but also to all those who work with the user.

Overview

Calvin University recognizes that its future is largely dependent upon the physical and psychological health of its employees. Accordingly, it is the right obligation and intent of Calvin University to maintain a safe, healthy and efficient working environment for all of its employees and to protect Calvin's reputation, property, equipment and operations.

Calvin University maintains a short-term employee assistance program (EAP) that offers up to three free clinical visits to staff seeking assistance for alcohol and drug abuse. Faculty and staff may directly contact the EAP or may be referred by the Human Resources Department. With these basic objectives in mind, Calvin University has established the following policy with regard to the possession, use, distribution or abuse of alcohol, marijuana, or illegal drugs.

Policy Statement - Pre-employment Screening

Calvin University maintains the right to require pre-employment screening to prevent hiring individuals who use illegal drugs or individuals whose use of alcohol or marijuana would impair or cause unsafe working performance.

On-the-job Use, Possession, or Distribution of Drugs or Alcohol

- d. **Alcohol:** Being under the influence of alcohol by any employee while performing Calvin business or while on Calvin property is prohibited. Possession or consumption of alcohol in a Calvin vehicle is prohibited at all times. On Calvin property, possession or consumption of alcohol is prohibited with the exception of (approved) events hosted at the Prince Conference Center.
 - **Under the Influence** – means for the purposes of this policy, that an employee is affected by a drug or alcohol or a combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test and in some cases by a layperson's opinion.
- e. **Marijuana:** Being impaired by marijuana while performing Calvin business or while on Calvin property is prohibited. The possession or consumption of marijuana in a Calvin vehicle and/or while on Calvin property is prohibited at all times.
- f. **Illegal Drugs:** The use, sale, purchase, transfer or possession of an illegal drug by an employee while on Calvin property, while in a Calvin vehicle or while performing Calvin business is prohibited. The presence of any detectable amount of any illegal drug in an employee while performing Calvin business, while in a Calvin vehicle or while on Calvin property is prohibited at all times.

Notification - Criminal Drug Conviction

Employees who are convicted of any workplace related criminal drug activity are required to inform Calvin of such conviction within five business days of their conviction. Notification must be made to the director of Human Resources. It is a condition of employment with Calvin that all employees provide this notification.

Agency Notification

Calvin will be required to notify Federal contracting officers or Federal granting officers within ten (10) days of receiving notification of an employee's criminal drug conviction under the provisions of the Drug-Free Workplace Act of 1988 as incorporated in the Federal Acquisition Regulation, if and when this act applies to Calvin.

Modification of Policy

The administration of Calvin University is authorized and directed to modify this policy in order that it would continue to remain in compliance with the Drug Free Workplace Act of 1988, and related regulations.

Discipline

An employee that violates the Substance Abuse Policy could be subject to disciplinary action up to and including termination of employment. Ordinarily, the determination on the disposition of discipline is made by the employee's supervisor in consultation with their department head, divisional vice president and the director of human resources.

Drug and Alcohol Screening

Calvin may require a blood test, urinalysis or other drug/alcohol screening of those persons suspected of using, being impaired or under the influence of drugs or alcohol where circumstances or workplace conditions justify it. Employee consent to submit to such a test is required as a condition of employment.

Employee Assistance Program

Substance Abuse Policy: Relationship to Employee Assistance Program

Calvin University maintains a short-term employee assistance program (EAP) that offers up to three free clinical visits to employees seeking assistance for alcohol or drug abuse (including illegal drugs). Employees may directly contact the EAP or may be referred by the Human Resources Department. It is, however, the responsibility of each employee to seek assistance before alcohol and drug problems lead to a disciplinary offense. Once a violation of this policy occurs, subsequently using the EAP will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action. An employee's decision to seek prior assistance through a department of human resources' referral to the EAP or through one of Calvin's health care benefits will not be used as the basis for disciplinary action and will not be used in any disciplinary proceeding.

Employees seeking information about the EAP program can review program information on the Human Resources website at <https://calvin.edu/offices-services/human-resources/employment/benefits-insurance/resources/>.

Searches of Calvin Property and Facilities

Calvin may conduct unannounced searches for drugs or alcohol anywhere in Calvin facilities or vehicles on Calvin property. Employees are expected to cooperate in the conducting of such searches which may be conducted at any time and do not have to be based on reasonable suspicion.

Searches of Employees and Their Personal Property

Searches of employees and their personal property may be conducted where there is reasonable suspicion to believe that the employee or employees are in violation of this policy or when circumstances or workplace conditions justify the search in the opinion of Calvin University. An employee's consent to a search is required as a condition of continued employment and the employee's refusal to consent may result in disciplinary action, including termination even for a first refusal.

	POSSIBLE SANCTIONS FOR FACULTY
Drug Violations	Verbal Warning, Written Reprimand, Disqualification from Privileges, *Suspension, Dismissal <i>*Suspension may be paid or unpaid, based on the nature of the infraction. Requirements for reinstatement vary depending on the specific case.</i>
Alcohol Violations	Verbal Warning, Written Reprimand, Disqualification from Privileges, *Suspension, Dismissal <i>*Suspension may be paid or unpaid, based on the nature of the infraction. Requirements for reinstatement vary depending on the specific case.</i>

	POSSIBLE SANCTIONS FOR STAFF
Drug Violations	Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination
Alcohol Violations	Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination

Health Risks Associated with Alcohol Use

Short-Term Health Risks

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or [fetal alcohol spectrum disorders \(FASDs\)](#) among pregnant women.

Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism

By not drinking too much, one can reduce the risk of these short- and long-term health risks.

Health Risks Associated with Drug Use

- **Nicotine** is an addictive stimulant found in cigarettes and other forms of tobacco. Tobacco smoke increases a user's risk of cancer, emphysema, bronchial disorders, and cardiovascular disease. The mortality rate associated with tobacco addiction is staggering. Tobacco use killed approximately 100 million people during the 20th century, and, if current smoking trends continue, the cumulative death toll for this century has been projected to reach 1 billion.
- **Marijuana** is the most commonly abused substance. This drug impairs short-term memory and learning, the ability to focus attention, and coordination. It also increases heart rate, can harm the lungs, and can increase the risk of psychosis in those with an underlying vulnerability.
- **Prescription medications**, including opioid pain relievers (such as OxyContin® and Vicodin®), anti-anxiety sedatives (such as Valium® and Xanax®), and ADHD stimulants (such as Adderall® and Ritalin®), are commonly misused to self-treat for medical problems or abused for purposes of getting high or (especially with stimulants) improving performance. However, misuse or abuse of these drugs (that is, taking them other than

exactly as instructed by a doctor and for the purposes prescribed) can lead to addiction and even, in some cases, death. Opioid pain relievers, for instance, are frequently abused by being crushed and injected or snorted, greatly raising the risk of addiction and overdose. Unfortunately, there is a common misperception that because medications are prescribed by physicians, they are safe even when used illegally or by another person than they were prescribed for.

- **Inhalants** are volatile substances found in many household products, such as oven cleaners, gasoline, spray paints, and other aerosols, that induce mind-altering effects; they are frequently the first drugs tried by children or young teens. Inhalants are extremely toxic and can damage the heart, kidneys, lungs, and brain. Even a healthy person can suffer heart failure and death within minutes of a single session of prolonged sniffing of an inhalant.
- **Cocaine** is a short-acting stimulant, which can lead users to take the drug many times in a single session (known as a “binge”). Cocaine use can lead to severe medical consequences related to the heart and the respiratory, nervous, and digestive systems.
- **Amphetamines**, including methamphetamine, are powerful stimulants that can produce feelings of euphoria and alertness. Methamphetamine's effects are particularly long lasting and harmful to the brain. Amphetamines can cause high body temperature and can lead to serious heart problems and seizures.
- **MDMA** (Ecstasy or “Molly”) produces both stimulant and mind-altering effects. It can increase body temperature, heart rate, blood pressure, and heart-wall stress. MDMA may also be toxic to nerve cells.
- **LSD** is one of the most potent hallucinogenic, or perception-altering, drugs. Its effects are unpredictable, and abusers may see vivid colors and images, hear sounds, and feel sensations that seem real but do not exist. Users also may have traumatic experiences and emotions that can last for many hours.
- **Heroin** is a powerful opioid drug that produces euphoria and feelings of relaxation. It slows respiration, and its use is linked to an increased risk of serious infectious diseases, especially when taken intravenously. People who become addicted to opioid pain relievers sometimes switch to heroin instead, because it produces similar effects and may be cheaper or easier to obtain.
- **Steroids**, which can also be prescribed for certain medical conditions, are abused to increase muscle mass and to improve athletic performance or physical appearance. Serious consequences of abuse can include severe acne, heart disease, liver problems, stroke, infectious diseases, depression, and suicide.
- **Drug combinations.** A particularly dangerous and common practice is the combining of two or more drugs. The practice ranges from the co-administration of legal drugs, like alcohol and nicotine, to the dangerous mixing of prescription drugs, to the deadly combination of heroin or cocaine with fentanyl (an opioid pain medication). Whatever the context, it is critical to realize that because of drug–drug interactions, such practices often pose significantly higher risks than the already harmful individual drugs.
- **Bath Salts/Designer Cathinones** are substances abused for their desired effects, such as euphoria and alertness. Other effects that have been reported from the use of these

drugs include psychological effects such as confusion, acute psychosis, agitation, combativeness, aggressive, violent, and self-destructive behavior. Adverse or toxic effects associated with the abuse of cathinones, including synthetic cathinones, include rapid heartbeat; hypertension; hyperthermia; prolonged dilation of the pupil of the eye; breakdown of muscle fibers that leads to release of muscle fiber contents into bloodstream; teeth grinding; sweating; headaches; palpitations; seizures; as well as paranoia, hallucinations, and delusions. Fatal reactions have occurred to those that are ingesting these products.

- **Depressants** (controlled substances that range from Schedule I-Schedule IV) are known to put you to sleep, relieve anxiety and muscle spasms, and prevent seizures. They are abused to experience euphoria. Depressants like GHB and Rohypnol are also misused to facilitate sexual assault. Some of the effects are causing amnesia, leaving no memory of events that occur while under the influence, reduce reaction time, impair mental functioning and judgment, and cause confusion. Long-term use will produce psychological dependence. Physical effects include slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing. Large doses combined with other drugs or alcohol can be fatal. Examples of depressants are barbiturates, benzodiazepines, GHB, and Rohypnol

The Drug-Free Schools and Communities Act Amendments of 1989

<https://www.congress.gov/bill/101st-congress/house-bill/3614> require that Calvin University, as a recipient of federal funds, including federally-provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of alcohol and illicit drugs on university property is prohibited and that campus and community drug programs are available. This Act and the provisions Calvin University has taken to conform to the Act can be found in the Calvin University Student Handbook <https://calvin.edu/directory/policies/student-conduct-code> and the Calvin University Faculty Handbook in section 6.6 <https://calvin.edu/contentAsset/raw-data/225e6a56-bd6a-49a6-b7c9-a0992dc57399/fullTextPdf>

Resources are made available to members of the Calvin community on the topics of drug and alcohol abuse. These resources can be obtained through the Student Life Office, Residence Life Office, Broene Center for Counseling and Wellness and Health Services. The Office of Student Conduct provides additional resources regarding drug abuse and alcohol use at <http://www.calvin.edu/judicial/drug-info-resources.html>.

Students who are caught with alcohol participate in an alcohol education module *Crossroads* through the Office of Student Conduct or they participate in a Broene Counseling and Wellness sponsored group called *Taking Control*. Information on Drug and Alcohol Abuse Education may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686.

Local Resources for Substance Abuse Treatment

Westbrook Recovery Center

3210 Eagle Run Drive NE #200

Grand Rapids, MI 49525

(616)957-1200

Toll Free: (866)964-7280

Call: 24 Hours a Day 7 Days a Week

Office Hours: Monday–Friday 8 a.m.–5 p.m.

www.westbrookrecovery.com/

Pine Rest Christian Mental Health Services

300 68th Street SE

Grand Rapids, MI 49512

(866)852-4001

www.pinerest.org/drug-addiction-treatment-center**Wedgewood Christian Services****3300 36th Street SE**

Grand Rapids, MI, 49512

(616)942-2110

<http://www.wedgwood.org/>**Network180**

790 Fuller Ave. NE Grand Rapids, MI 49403

(616) 336-3909 or (800) 749-7720

Routine business hours: Monday – Friday 8am –5pm Access Center open 24 hours

<https://www.network180.org/en/>**Arbor Circle**

1115 Ball Ave NE Grand Rapids, MI 49505

(616) 456-6571

<https://arborcircle.org/>**Alcohol Screening Assessment**<http://www.rehabs.com/assessments/alcohol-addiction-quiz/>**Additional Resources**Addiction Center <https://www.addictioncenter.com/>

1-844-359-5766

Al-Anon Family Group Headquarters <https://al-anon.org/>

1-757-563-1600

Self-Assessment Quizzes are available on their website

Substance Abuse and Mental Health Services Administration

1-877-726-4727

National Council on Alcoholism and Drug Dependence

1-800-NCA-CALL

National Center on Drug Abuse Hotline

1-800-662-HELP

Help Crisis Line

616-459-2255

Alcoholics Anonymous

616-913-9216

National Institute on Alcohol Abuse and Alcoholism

Provides general information about Alcoholism<https://www.niaaa.nih.gov/>

The Employee Assistance Program

616-455-6210 or

1-800-442-0809

Michigan Alcohol Possession Laws and Penalties

A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content. A minor who is in violation is responsible for a state civil infraction or guilty of a misdemeanor. For the first violation, the minor is responsible for a state civil infraction and shall be fined not more than \$100.00. A court may order a minor under to participate in substance use disorder services and may order the minor to perform community service and to undergo substance abuse screening and assessment at his or her own expense. A minor may be found responsible or admit responsibility only once under the first violation. If a violation occurs after 1 prior judgment, the minor is guilty of a misdemeanor. A misdemeanor punishable by

imprisonment for not more than 30 days if the court finds that the minor violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or by a fine of not more than \$200.00, or both. A court may order a minor to participate in substance use disorder services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense. If a violation occurs after 2 or more prior judgments, the minor is guilty of a misdemeanor. A misdemeanor punishable by imprisonment for not more than 60 days, if the court finds that the minor violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or by a fine of not more than \$500.00, or both, as applicable. A court may order a minor to participate in substance use disorder services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense.

An individual who furnishes fraudulent identification to a minor, or a minor who uses fraudulent identification to purchase alcoholic liquor is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$100.00, or both.

Legal Risks and Penalties Associated with Alcohol Use in Michigan

VIOLATION	SUMMARY OF VIOLATION	POSSIBLE PENALTIES
OWI (drunk driving)	A person licensed or not, under the influence of alcohol, drugs, or both, driving in a public place.	First offense: misdemeanor, not more than 93 days in jail, and/or fine of \$100-\$500, and/or community service not more than 360 hours. As part of sentence, court may order suspension and/or restrictions of operator's license. Vehicle forfeiture or immobilization may also be required. Up to six points may be added to driver record. If the person has a blood alcohol content of 0.17 grams or more, the person is guilty of a felony punishable by not more than 20 years in prison and/or a fine of \$2,500-\$10,000.
Permitting person under the influence to drive.	Allowing intoxicated person to drive in area open to the public	Misdemeanor: not more than 93 days in jail, or fine not less than \$100 or more than \$500, or both; vehicle can be impounded.
Minor possessing or transporting alcohol in motor vehicle.	Person under 21 years of age may not possess or transport alcohol in a vehicle. (Does not apply to transport of alcohol by a minor if a person of at least 21 years of age is	Misdemeanor: fine of not more than \$100, and may be ordered to perform community service and undergo substance abuse screening and assessment at own expense; vehicle can be

	present inside the motor vehicle.)	impounded for up to 30 days. License sanctions may also be imposed.
Operating while visibly impaired (OWVI)	A person driving in areas open to public while impaired from alcohol, drugs, or both.	First offense: community service for not more than 360 hours; and/or imprisonment for not more than 93 days; and/or a fine of not more than \$300. May be required to immobilize vehicle. Restrictions on driver license may also be imposed.
Operating with any presence of a Schedule I drug (OWPD)	A person driving in areas open to the public with any amount of a schedule I or other designated controlled substance in the body.	One or more of the following: community service for not more than 360 hours; imprisonment for not more than 93 days; or a fine of not less than \$100 or more than \$500. The vehicle may be ordered immobilized.
OWI causing death of another person	A person driving under the influence of alcohol or a controlled substance causes the death of another person.	Felony: Imprisonment of not more than 15 years, a fine of \$2,500-\$10,000, or both. Vehicle may be forfeited or immobilized
OWI causing serious impairment	A person driving under the influence of alcohol or a controlled substance causes a serious impairment of a body function of another person.	Felony: Imprisonment for not more than 5 years, a fine of \$1,000-\$5,000, or both. Vehicle may be forfeited or immobilized.
Purchase/possession/consumption or attempt to purchase/possess/consume by minor (MIP)	Person under 21 years of age may not purchase, possess, or consume alcohol.	Misdemeanor: first arrest, a fine of not more than \$100, or court-ordered diversion; second arrest, not more than \$200, and/or up to 30 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation; third or subsequent violation, fine of not more than \$500, and/or up to 60 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation. May be ordered to participate in substance abuse prevention or substance abuse treatment

		and rehabilitation services. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed. Refusal to take a breathalyzer test is a civil infraction with a \$100 fine.
Using false ID to purchase alcohol	A minor shall not use fraudulent identification to purchase alcohol, nor shall another individual furnish fraudulent identification to a minor.	Imprisonment for not more than 93 days, a fine of not more than \$100, or both.
Selling or furnishing alcohol to a minor	Alcohol shall not be sold or furnished to a minor.	First offense: a fine of not more than \$1,000 and imprisonment for not more than 60 days. Second or subsequent offense: a fine of not more than \$2,500 and imprisonment for not more than 90 days. Operator's or chauffeur's license may also be suspended. May be ordered to perform community service for any violation.
Consumption on public highway/open alcohol in vehicle	No alcoholic beverage can be consumed on public highways; no alcohol item can be open, un-capped, or seal broken in passenger area of vehicle.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed.
Disorderly person (intoxicated)	Intoxicated in public place and endangering the safety of another person or of property, or causing a disturbance.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both.

Michigan Legislature, Michigan Compiled Laws Complete Through PA 2 of 2019. Retrieved from <http://legislature.mi.gov> and West's Michigan Criminal and Motor Vehicle Law 2018

C. Local

The City of Grand Rapids ordinances include but are not limited to consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment. A full version of the city

ordinances can be found at

https://www.municode.com/library/mi/grand_rapids/codes/code_of_ordinances

Federal and State Penalties for Drug Sale and Possession

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I to V. This schedule designates if the drug must be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I to V.

The State of Michigan designates controlled substances as Schedule I through V, using similar definitions to those employed by the federal government. The State of Michigan's schedule designations of individual drugs are similar, but not identical to those of the federal government. If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.

Schedule I drugs have a high potential for abuse, have no currently accepted medical use in the United States, and lack acceptable safety for use under medical supervision. Examples of substances listed in Schedule I include heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3,4-methylenedioxy-methamphetamine (ecstasy). GHB (gamma-hydroxybutyrate) can be a Schedule I or III drug, depending on its form.

Schedule II drugs have a currently accepted medical use in the United States, despite a high potential for abuse that may lead to severe psychological or physical dependence. Examples include opium, morphine, methadone, oxycodone, hydrocodone, codeine, some barbiturates, cocaine, amphetamines, and phencyclidine (PCP).

Federal and State of Michigan penalties for selling Schedule I and II drugs vary with the type and quantity of the drug. Additionally, if death, rape, or serious injury is associated with the use of the drug and/or if it is a second offense, penalties are more severe.

Unless otherwise specified by federal law, the federal penalty for the first offense involving a Schedule I or II controlled substance, GHB, or 1 gram of flunitrazepam (Schedule IV) is imprisonment for not more than 20 years. If death or serious bodily injury results from the use of such substances, the penalty is imprisonment for not less than 20 years or more than life, a fine not to exceed \$1 million for an individual, or both. The penalty for other Schedule I or II controlled substances is imprisonment for not more than seven years, a fine of not more than \$10,000, or both.

The State of Michigan's penalty for unlawful manufacture, delivery, or possession with intent to deliver less than 50 grams of a Schedule I or II controlled substance is imprisonment for up to 20 years, and/or a fine of up to \$25,000. Use of a Schedule I or II controlled substance is a misdemeanor that has a penalty of imprisonment for up to one year, a fine of up to \$2,000, or both. Michigan law also provides for up to seven years' imprisonment and/or a fine of not more than \$5,000 for individuals who manufacture, deliver, or possess with intent to manufacture or deliver gamma-butyrolactone (GBL), a compound related to GHB.

For less than 50 kilograms of marijuana, except in the case of 50 or more marijuana plants regardless of weight, 10 kilograms of hashish, or one kilogram of hashish oil, the federal penalty is imprisonment for not more than 5 years, a fine not to exceed \$250,000 for an individual, or both.

Marijuana: On November 6, 2018, Michigan voters passed proposal 18-1, the *Michigan Regulation and Taxation of Marihuana Act* ([https://www.legislature.mi.gov/\(S\(rzqvp54ovl4wkfuumnqwk\)\)/documents/mcl/pdf/mcl-Initiated-Law-1-of-2018.pdf](https://www.legislature.mi.gov/(S(rzqvp54ovl4wkfuumnqwk))/documents/mcl/pdf/mcl-Initiated-Law-1-of-2018.pdf)) which legalizes possession and use of limited amounts of recreational marijuana by individuals 21 years and older. Neither this new state law, nor the Michigan Medical Marihuana Act, authorize the use or possession of marijuana on any on any Calvin University property or during off-campus Calvin University business or events.

Marijuana possession and use remains illegal under federal law and is categorized as an illicit substance under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In addition, pursuant to Calvin University's Alcohol and Drug Policy, employees, students and visitors may not manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property or at any site where University work is performed.

Calvin University receives federal funding for various uses, including research and student financial aid. As such, Calvin University must comply with federal law, including all current federal drug laws. Therefore, even though the State of Michigan has legalized limited amounts of marijuana for recreational use for some individuals, the possession, use, storage and cultivation of marijuana remains prohibited for all faculty, staff and students under Calvin University policy.

Schedule III drugs have a potential for abuse that is less than Schedule I and II substances, and abuse may lead to moderate or lower physical dependence or high psychological dependence. Examples include certain combination narcotic products such as Vicodin® and Tylenol with codeine, buprenorphine, ketamine, and anabolic steroids such as oxandrolone.

Schedule IV drugs have a low potential for abuse relative to substances in Schedule III. Examples include propoxyphene (Darvon® and Darvocet-N 100®), alprazolam (Xanax®), clonazepam (Klonopin®), diazepam (Valium®), lorazepam (Ativan®), and midazolam (Versed®).

Schedule V drugs have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics that are used for antitussive, antidiarrheal, and analgesic purposes, such as Robitussin AC® and Phenergan with codeine.

Except as otherwise provided by federal law, the penalty for first offense sale of a Schedule III drug is imprisonment for not more than ten years, a fine of not more than \$500,000 for an individual, or both. The federal penalty for first offense sale of Schedule IV drugs is imprisonment for not more than five years, a fine of not more than \$250,000 for an individual, or both. The federal penalty for first offense sale of Schedule V drugs is imprisonment for not more than one year, a fine of not more than \$100,000 for an individual, or both.

The State of Michigan's penalty for unlawful manufacture, delivery, or possession of Schedule III controlled substances is imprisonment for not more than seven years, a fine of not more than \$10,000, or both. The penalty for Schedule IV controlled substances is imprisonment for not more than four years, a fine of not more than \$2,000, or both. The penalty for Schedule V controlled substances is imprisonment for not more than two years, a fine of not more than \$2,000, or both. The penalty for use of lysergic acid diethylamide, peyote, mescaline, dimethyltryptamine, psilocin, psilocybin, or a controlled substance classified in Schedule V is imprisonment for not more than six months, a fine of not more than \$500, or both. Use of all other Schedule I, II, III, and

IV controlled substances is punishable by imprisonment for not more than one year, a fine of not more than \$1,000, or both.

Suspension of Financial Aid Eligibility for Drug Related Offenses

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:	Ineligibility Period
POSSESSION OF A CONTROLLED SUBSTANCE	
First Offense	One Year
Second Offense	Two Years
Third Offense	Indefinite
SALE OF A CONTROLLED SUBSTANCE	
First Offense	Two Years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- a. the student satisfactorily completes a drug rehabilitation program that –
 - i. complies with the criteria prescribed in the federal regulations; and
 - ii. includes two unannounced drug tests; or
- b. the conviction is reversed, set aside, or otherwise rendered nugatory.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs., and not more than life. If death or serious bodily injury, life
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	

II	Methamphetamine 5-49 grams pure or 50-499 grams mixture	of not more than \$8 million if an individual, \$50 million if not an individual.	Methamphetamine 50 grams or more pure or 500 grams or more mixture	imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram or less	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine

mixture or 100 to 999 marijuana plants	not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Michigan Drug Possession Crimes and Offenses

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. It is illegal for any person to possess or have under his or her control any narcotic, hallucinogenic, or other controlled substances unless otherwise authorized by law (e.g. controlled substances obtained pursuant to a prescription). If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment. The penalty is based on many different factors, including the amount and type of drug, where the criminal act took place, and whether the criminal act was a first or repeat offense.

For drug possession offenses, the statutorily authorized penalties range from (1) a \$100 fine for a person under 21 years of age who possesses not more than 2.5 ounces of marijuana to (2) up to 20 years imprisonment and/or \$250,000 fine for possession of narcotics (Cocaine, heroin or another narcotic). The table below shows drug possession offenses and the State of Michigan penalties. The law generally prohibits prosecuting a person for possessing drugs solely on the discovery of evidence arising from efforts to seek medical assistance for a drug overdose (MCL 333.7404(3)(a)).

The possession of less than 2.5 ounces of marijuana is not a crime but is punishable by fines (and other penalties in certain circumstances). Also, under specified conditions, the law provides protections from prosecution or other penalties related to marijuana for medical marijuana patients, their primary caregivers, and their doctors. For more information on Michigan's medical marijuana program (Patients/Caregivers) see the Licensing and Regulatory Affairs website: <https://www.michigan.gov/lara>.

TABLE 1 – DRUG POSSESSION

Offense Descriptions	Penalties
Possession of 1,000 or more grams of certain schedule 1 or 2 controlled substances 333.7403(2)(a)(i)	Felony Max fine \$1,000,000
Possession of 450 or more but less than 1,000 grams of certain schedule 1 or 2 controlled substances 333.7403(2)(a)(ii)	Felony Max fine \$500,000
Possession of 50 or more but less than 450 grams of certain schedule 1 or 2 controlled substances MCL 333.7403(2)(a)(iii)	Felony Max fine \$250,000
Possession of 25 or more but less than 50 grams of certain schedule 1 or 2 controlled substances MCL 333.7403(2)(a)(iv)	Felony Max fine \$25,000
Possession of less than 25 grams of certain schedule 1 or 2 controlled substances 333.7403(2)(a)(v)	Felony Max fine \$25,000
Possession of methamphetamine or 3, 4-methylenedioxymethamphetamine 333.7403(2)(b)(i)	Felony Max fine \$15,000
Possession of certain schedule 1, 2, 3, or 4 controlled substances or controlled substances analogue 333.7403(2)(b)(ii)	Felony Max fine \$2,000
Possession of LSD, peyote, mescaline, dimethyltryptamine, psilocyn, psilocybin, or schedule 5 drug MCL 333.7403(1) MCL 333.7403(2)(c)	Misdemeanor Max fine \$2,000
Possession of marijuana MCL 333.7403(1) MCL 333.7403(2)(d)	Misdemeanor Max fine \$2,000
Possession — more than 12 grams of ephedrine or pseudoephedrine MCL 333.17766c(1)(c) MCL 333.17766c(2)(b)	Felony Max fine \$2,000

Michigan Drug Delivery/Manufacture Crimes

A person shall not manufacture, create, deliver, or possess with intent to manufacture, create, or deliver controlled substance, prescription form, or counterfeit prescription form. As with possession, the penalty for these actions depends on a number of different factors. These include the amount and type of drug, where the criminal act took place, and whether or not the illegal act was a first or repeat offense.

There are mandatory minimum prison terms for several crimes involving delivery and manufacturing or related actions. Table 2 shows the drug manufacturing and delivery crimes and penalties for each.

TABLE 2 – OFFENSE DESCRIPTIONS

Offense Descriptions	Penalties
Deliver/manufacture — 1,000 grams/more of certain schedule 1 or 2 substances MCL 333.7401(1) MCL 333.7401(2)(a)(i)	Felony Up to life in prison Max fine \$1,000,000
Deliver/manufacture — 450+ grams/less than 1,000 grams of certain schedule 1 or 2 substance MCL 333.7401(1) MCL 333.7401(2)(a)(ii)	Felony Up to 30 years in prison Max fine \$500,000
Deliver/manufacture — 50+ grams/less than 450 grams of certain schedule 1 or 2 substances MCL 333.7401(1); MCL 333.7401(2)(a)(iii)	Felony Up to 20 years in prison Max fine \$250,000
Deliver/manufacture — less than 50 grams of certain schedule 1 or 2 substances MCL 333.7401(1); MCL 333.7401(2)(a)(iv)	Felony Up to 20 years in prison Max fine \$25,000
Deliver/manufacture — methamphetamine or 3, 4-methylenedioxymethamphetamine MCL 333.7401(1); MCL 333.7401(2)(b)(i)	Felony Up to 20 years in prison Max fine \$25,000
Deliver/manufacture — certain schedule 1, 2, or 3 controlled substances MCL 333.7401(1); MCL 333.7401(2)(b)(ii)	Felony Up to 7 years in prison Max fine \$500,000
Deliver/manufacture — schedule 4 controlled substance MCL 333.7401(1); MCL 333.7401(2)(c)	Felony Up to 4 years in prison Max fine \$2,000
Deliver/manufacture — schedule 5 controlled substance MCL 333.7401(1); MCL 333.7401(2)(e)	Felony Up to 2 years in prison Max fine \$2,000

Michigan Legislature, Michigan Compiled Laws Complete Through PA 2 of 2019. Retrieved from <http://legislature.mi.gov>

Annual Notification of the DAAPP

Student Notification

Notification of the information contained in the DAAPP will be distributed to all currently enrolled students via email on or before October 1st of each year. Additional DAAPP distribution will take place at the beginning of the interim term and spring term to reach all new students that enroll for interim and second semester.

Employee Notification

Notification of the information contained in the DAAPP will be distributed to all current employees of the university via email on or before October 1st of each year. Additional DAAPP distribution will be completed at the beginning of the spring term to reach all employees hired after October 1.

THE DAAPP is also available to review online at <https://calvin.edu/directory/policies/drug-abuse-and-alcohol-prevention-program>.

APPENDIX E - STUDENT CONDUCT CODE 2019-2020

CALVIN UNIVERSITY STUDENT CONDUCT CODE

The Student Conduct Code contains important information regarding Calvin University's expectations for student conduct as well as information about procedures for reporting and the process for resolving problems and addressing conduct violations within the Calvin University community.

Students are expected to comply with the conduct requirements set forth in this Code, and they may in turn expect the university to address issues or concerns fairly, consistently, and in accord with the policies and procedures set forth in the Conduct Code applicable at the time an issue arises. This Code is not a static document or an unchanging set of policies and procedures. On the contrary, updates to the Student Conduct Code may be made whenever necessary to comply with government regulations and when the information presented here can be made clearer or better aligned with best practices. It is the responsibility of all Calvin University students to become aware of and to remain familiar with campus policies and procedures. In the event of substantial mid-year revisions to the Student Conduct Code, students will be alerted by a notice in Student News. Students can expect annual updates to the conduct code prior to each academic year and available in the on-line version of the Student Conduct Code on the Student Life Division web page.

Printed copies of the Student Conduct Code are available upon request at the office of the Vice President for Student Life (Spoelhof Center 364K). The official and most current version of the Student Conduct Code is always found online on this page.

I. Preamble

A. Vision Statement

Calvin University is a comprehensive liberal arts university in the Reformed tradition of historic Christianity. Through our learning, we seek to be agents of renewal in the academy, church, and society. We pledge fidelity to Jesus Christ, offering our hearts and lives to do God's work in God's world.

B. Building Community

Building community is an integral component of Calvin's educational mission. Perhaps this vision is best characterized by an image of students, faculty, and staff helping one another day by day to "cultivate aspirations, nurture commitments, and practice what we profess" (Expanded Statement of Mission, Calvin University, p. 52). Seen in this light, being a member of Calvin University is not ultimately about personal gratification, "doing one's own thing," or peaceful co-existence, although Calvin is certainly a place where its constituents can enjoy considerable freedoms, excel, and build lasting friendships. At its best, Calvin seeks to weld its participants together around the beliefs that all are made in God's image and that members of Christ's church need one another, such that their educational endeavors, interpersonal relationships, and personal actions might reflect the Lord's provisions more closely. Building community is not easy. Christian belief also testifies that a person's disregard for God's provisions for life lead to brokenness, alienation, and wrongdoing. As a result, Calvin is not a perfect place; people act, speak, and think in ways that are in conflict with biblical standards. The good news of the gospel is that Jesus' life, death, resurrection, and ascension provide relief from brokenness, alienation, and wrongdoing; followers of Christ are emancipated, enlightened, and empowered to experience life in ways that are mutually fulfilling and meaningful. Consequently, Calvin can be a place where the blessings of community can be pursued and experienced, albeit partially, by some more than others, and sometimes more than other times. Building community doesn't occur automatically; it requires commitment and perseverance. Moreover, building community

suggests intentionally striving to enact self-control, integrity, and justice as appropriate expressions of Christian belief. Self-control involves acknowledging God's presence in all of our actions; integrity concerns being above reproach in dealings with others; and justice indicates a desire to pursue righteousness, compassion, and shalom in private and public settings. Taken together, these three characteristics of the Christian life are important building blocks of the kind and quality of community that Calvin envisions. Building community also involves avoiding various behaviors. Calvin proscribes or "outlaws" certain conduct because it impedes the kind of community that it hopes to build. More specifically, if a student becomes intoxicated, he is not self-controlled; if a student cheats on a test, she has compromised integrity; or, if a student harasses a colleague, he has acted unjustly. In each case, the building of community was diminished. What follows, then, are signposts as to how students might pursue the goal of building community.

C. Theoretical Basis for the Code of Conduct

The theoretical basis for this Student Conduct Code can be derived from the law of God as summarized in Matthew 22:37-40, the Christian law of love. Christians must learn to love God above all and their neighbors as themselves. Yet such love is often feeble, fragmentary, and deficient. Recognizing sinful resistance to God's love, this Christian academic community, resting in the grace of God and moved by His Spirit, joins to build in one another a will to obey this law of love. This code expresses how, in part, this community will act to correct the deficiencies in their love for God, for themselves, and for one another. The Christian law of love cannot be stated in narrow, legalistic terms, for it can never be fulfilled simply by the observance of a set of rules and regulations. Consequently, this code does not seek to develop a detailed and exhaustive summary of what a student may or may not do. On the other hand, it is sound Biblical principle that everything must be done in good order; hence, this code does contain, in addition to positive Christian principles of behavior, a list of proscribed conduct and a well-defined procedure for the implementation of the code.

D. The Scope of the Student Conduct Code

1. Calvin University's conduct code applies to both individual students and to the actions of student organizations. The conduct code applies to every Calvin University student's behavior from the time of a student's admission to the university until the actual awarding of a degree.
2. The conduct code applies to student behavior that occurs before classes begin or after classes end, as well as during break periods and when students are between terms of enrollment.
3. The conduct code applies to behavior in the classroom and at all locations and events on Calvin University owned or leased property.
4. The conduct code also applies to student behavior in locations and at events not occurring on-campus, including those involving non-campus individuals and organizations.
5. The conduct code applies to behavior in locations abroad and in situations involving technology as a means of recording or communication.
6. The student conduct code allows the university to take action or assign sanctions to students for behavior that adversely affects self or others at off-campus sites or disrupts the community wherever it may occur.
7. Calvin University conduct action does not preclude the possibility of civil or criminal charges being placed against an individual nor does the filing of civil or criminal charges preclude action by the university.
8. The conduct code applies to a student's conduct even if the student withdraws from school while a conduct matter is pending.
9. The Director of Student Conduct and/or his/her designee shall decide whether university conduct action related to student conduct code violations shall be applied in a variety of novel situations, on a case by case basis, at his/her sole discretion.

10. A Student Life dean or the Vice President of Student Life may authorize a search of a particular room in a university residence hall or on university owned property to determine compliance with university regulations and/or compliance with federal, state, and local criminal law. Decisions to search are evaluated on a case by case basis when there is reason to believe that a violation has occurred or is taking place in that room or area.

11. The university generally requires that outside police or other government officials obtain a valid warrant to search a student's campus room or apartment.

12. Calvin students may be asked to submit to a breathalyzer or a hair test when reasonable suspicion exists that the student may have violated the conduct code. Reasonable suspicion exists where the facts and circumstances within the knowledge of the institution indicate that a violation has been or is being committed. While students have the right to refuse, students who do not comply will face conduct action and such action may impact a student's continued enrollment at the university.

E. Relationship with Local Law Enforcement Authorities and the Legal System

Calvin University Student Conduct views university students as adults who are responsible for the consequences of their actions. Calvin students are required to abide by the laws of local, state and national governments and are subject to university conduct action for violating any law. Students are expected to notify the university within 5 business days when they are arrested for and/or charged with civil and/or criminal offenses. Criminal and civil laws still apply within the academic community. In addition, the university has the authority to establish further policies and to hold students accountable for violating these policies. While the university will not shield students from involvement with local law enforcement, sometimes the university is in a better position to deal with a student infraction than the local police. Calvin University's department of campus safety and local law enforcement authorities have drafted a memo of understanding (MOU) which outlines on-campus situations where students in violation of university policy and/or local laws are processed through the university student conduct process. Except for violations of civil or criminal laws, the internal affairs of the university may best be handled by the university itself without resorting to outside intervention. There can be no guarantee that outside agencies will not choose to intervene on their own or that a victim of a crime will not request the involvement of outside law enforcement. If Calvin University is the victim of a minor crime and has identified a responsible, cooperative student, Calvin may decide not to involve the police. Calvin University decisions about involving local law enforcement in student conduct matters are made by evaluating the set of facts available in the situation. The key facts reviewed may include:

1. Seriousness of the crime and its impact on individuals and/or community;
2. University's ability to fully investigate and resolve the issue without assistance;
3. University's legal requirements for notifying the police;
4. Possibility of current or future safety issues for the campus or local community;
5. Multiple/repeated violations versus a single isolated incident;

Students who witness or experience crime are encouraged to report violations of federal, state, or local laws and ordinances to the university and to local authorities. Campus Safety and Student Life are prepared to assist students in reporting crimes to local authorities.

Some violations of the Calvin University Student Conduct Code are also violations of federal, state, or local law. In these situations, students may face both criminal charges and university conduct action. Resolving an issue through these two separate processes does not constitute double jeopardy. The Fifth Amendment double jeopardy clause applies only to successive criminal prosecutions for the same offense. Calvin University's student conduct process is not a criminal process. Calvin University makes decisions about a student's status and continued enrollment at the university. The legal system makes a determination about criminal responsibility for a person's actions. The university conduct process is separate from, and does not involve, legal proceedings. Because Calvin University's conduct process is completely separate from the

legal system and utilizes a different standard of proof, it is possible that a student will face different outcomes from the university than from the court system. University student conduct action does not preclude the possibility of civil or criminal charges being placed against an individual, nor does the filing/dismissing of civil or criminal charges preclude conduct action by the university.

II. Student Responsibilities, Rights, and Related Policies

Calvin students are responsible for living in accord with the principles and provisions of this code. This code recognizes that Christians seek to live their lives out of the positive law of love in obedience to God's commandments. It has further recognized, however, that, as members of a Christian community, our love is often feeble, fragmentary, and deficient. It is in recognition of this fact that this code seeks to assist the community by a listing of proscribed conduct. This list is not meant to be exhaustive and the Director of Student Conduct has the authority to review incident reports and make judgment calls on whether to pursue conduct action on a case by case basis. Calvin students are obliged to respect the procedures of this code, which have been established for the just and fair administration of corrective action and for the promotion of a Christian lifestyle. Students are expected to cooperate with university officials in matters related to the implementation of the Student Conduct Code. Students who choose to withhold information from university officials when being interviewed during investigations are impeding the work of the university and may face conduct action. Members of the Calvin community (students, faculty, and staff) may report violations of the Calvin University Student Conduct Code by contacting or speaking with a Student Life dean, or by contacting Campus Safety. Any member of the Student Life staff can assist you in making a report or help you to understand the reporting process.

A. Commitments in the Student Conduct Process

In the administration of the conduct process, the university seeks to act in a way that fosters the growth and development of students and supports the vitality and safety of the learning community. To that end, Calvin University is committed to:

1. Clearly articulating conduct expectations to students.
2. Providing students with information about the university conduct process for responding to incidents, problem reports, and violations of the Student Conduct Code and the university Safer Spaces Policy.
3. Providing a variety of options for reporting possible violations of community standards, the student conduct code, or the Safer Spaces Policy.
4. Establishing provisions so that witnesses and complainants may report misconduct and participate in the resolution process without retaliation or adverse consequences.
5. Providing trained and experienced individuals to administer the conduct system.
6. Interacting with students in a respectful manner during the university conduct process.
7. Providing students with an opportunity to appeal sanctions and requirements which result from either an informal resolution or from a hearing with the Safer Spaces Hearing Panel.

B. Expectations for Students in the Conduct Process

When notified that they are involved in an incident, a problem report or a possible conduct violation, Calvin Students are expected to:

1. Respond truthfully about their actions, even at the risk of negative consequences.
2. Take responsibility for their choices and actions.
3. Make an effort to learn and grow, even in difficult situations.
4. Participate respectfully in the university conduct process.
5. Cooperate fully with university investigations into problems or violations.
6. Refrain from attempting to influence or intimidate witnesses or complainants.
7. Refrain from undermining the university conduct process in any way.

8. Maintain appropriate confidentiality as directed and subject to legal requirements.

C. Student Rights When Referred for University Conduct Action

When referred for university conduct action, Calvin University students have the right to:

1. Hear a summary of the evidence/report initiating the referral.
 2. Respond to the information/evidence supporting the referral.
 3. Present further information/evidence regarding the situation.
 4. Offer additional perspectives.
 5. Suggest witnesses and/or avenues of investigation to the conduct officer.
 6. Request additional time to prepare for a conduct meeting (generally 7 calendar days, can be extended by the conduct officer).
 7. Be accompanied by a process advisor. Students can select a process advisor from any member of the Calvin University community (current faculty, staff, or student) to serve as an advisor during a resolution meeting or during a Safer Spaces hearing.
 - a. Note: The advisor cannot directly address the proceeding but may accompany and advise the student during and after the meeting or hearing.
 8. Appeal a sanctioning decision based on university established appeal processes.
- For more information go to IV. Calvin University Student Conduct Process

D. Reporting Options for Students

For more information regarding the list of reporting options, please visit this page. Residence Life staff and Student Life deans can receive reports regarding possible violations of the Student Conduct Code. For a complete list of these Student Life staff members, go to:

<https://calvin.edu/offices-services/residence-life/contact-us/>

To report crimes anonymously, go to: <http://www.silentobserver.org/>

To report on-campus incidents, contact campus safety: <http://www.calvin.edu/offices-services/campus-safety/>

To report sexual offenses and/or Safer Spaces violations, go to:

<http://www.calvin.edu/about/safer-spaces/>

To report a problem or issue in the Calvin community, all students, faculty, and staff may call the university's reporting hotline: 1-866- 943-5787.

E. Related University Policies

1. Self-Report Policy

Students at Calvin University may self-report to a Student Life dean that they have been involved in a situation where they have violated or may have violated the Student Conduct Code, provided that the specific incident has not come to the university's attention via normal reporting channels and/or any such violations did not and do not place the health or safety of any other person at risk. Self-reports do not become a part of a student's conduct record. Student Life will work with the student to understand the situation and assist the student in addressing the situation so that they will be in compliance with the student conduct code in the future. This may include connecting the student to appropriate interventions or resources that fit the situation. While sanctions are typically not given for self-reported violations, the university reserves the right to require restitution and/or restorative justice when this is applicable. If the self-report involves serious safety issues, violence, or behavior that has injured another party, the university will evaluate the needs of the community or the individual(s) in determining whether the sanctions can be waived. Self-report situations may be complicated, and the outcomes referred to above may be hard to predict. Thus, students have the right to inquire whether a scenario or type of situation would be eligible for a self-report.

EXAMPLE OF A SELF-REPORT

A self-report could be utilized by a student who is using (or has used) marijuana. The following is a potential scenario which might generate a self-report: A student realizes that according to

Calvin's drug policy they risk serious disciplinary action (up to or including suspension) if they continue to use marijuana. The student realizes that they need help or resources to address the situation fully. Perhaps a friend or roommate is troubled by their use or has recently realized that the student is using marijuana. If the student self-reports the above situation to a Student Life dean, then he or she would not receive a sanction for the reported marijuana use. The dean would receive the report and listen to the student's experiences and concerns. The dean would work together with the student to identify appropriate resources to assist the student in bringing their behavior in line with the student conduct code. The self-report plan might stipulate that the student would submit to a future drug testing to support the change in behavior, and so together, the director and the student would establish a timeline in which the student would submit to a hair test, to confirm that the student has come into compliance with the student conduct code.

2. Good Samaritan Policy

Calvin University seeks to encourage students to help each other by seeking appropriate medical attention when the need arises. When a student calls for medical aid for himself/herself or another student out of a safety concern, s/he will not be sanctioned for any accompanying conduct code violations. The university's main concern is getting the proper medical care for the student in need. Students should call for help and NOT drive anyone in need of medical attention. Most students are not trained to care for a person who may become ill or disruptive which could impact one's ability to drive safely. Students observing another student "in danger" due to alcohol or substance consumption are expected to take action and seek medical attention for the impaired person.

3. Amnesty for Reporting Sexual Misconduct

Calvin University seeks to remove any barriers to reporting sexual offenses and cooperating in investigations or conduct process by making the procedures for reporting transparent and straightforward. The university recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report or participate as a witness or respondent because of concern that he or she may be subject to conduct action for alcohol or drug misconduct during the period of the alleged offense. An individual who reports sexual misconduct, either as a complainant, respondent, or a third party witness, will not be subject to conduct action by the university for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that the specific incident has not come to the university's attention via normal reporting channels and/or any such violations did not and do not place the health or safety of any other person at risk. The university may, however, initiate an educational discussion or pursue other educational remedies for the student regarding alcohol or other drugs.

4. Medical Emergencies

A student who experiences a physical or mental health emergency may be referred or transported to appropriate off-campus medical facilities for stabilization and treatment. These decisions will be made by appropriate professional staff members, based on university protocols. In medical emergency situations, these decisions may be made with or without the student's expressed consent.

5. Medical Clearance Policy

Students who are absent from campus due to a medical emergency and/or a hospitalization must notify the appropriate university staff members and seek medical clearance prior to returning to campus and resuming full participation in university life. To review the entire medical clearance policy, [click here](#).

6. Administrative Leave of Absence

The university retains the right to make an administrative determination (outside of the processes outlined in the Student Conduct Code) to place a student on administrative leave of absence when the student is unwilling or unable to make the decision to take a voluntary leave of absence. For a full statement on the policy and procedure for administrative leave of absence, click [here](#).

7. Information about Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Calvin University is providing a link to the Michigan State Sex Offender Registry. All sex offenders are required to register in the state of Michigan and to provide notice to each institution of higher education in Michigan at which the person is employed, carries a vocation, or is a student.

The Michigan Public Sexual Offender Registry can be found here:

<http://www.communitynotification.com>.

Students are encouraged to check their local addresses to familiarize themselves with the location and identity of any sex offenders in their vicinity.

In addition to the above notice to the State of Michigan, all sex offenders are required to deliver written notice of their status as a sex offender to the university no later than ninety (90) calendar days prior to their enrollment in, employment with, volunteering at, attending public programs at, or residence at Calvin University. For students, notice of sex offender status must be directed to: Jane Hendriksma, Safer Spaces Coordinator for Students. For university employees, vendors, or guests of the university, notice of sex offender status must be directed to: William Corner, Director of Campus Safety. Such notification may be disseminated by Calvin University to, and for the safety and well-being of, the Calvin University community, and may be considered by Calvin University in decisions regarding a student's continued enrollment or residence on campus, and the university may decide to refer the student for university student conduct action. Upon notice of sex offender status, the university will review the facts in evidence and make a decision on a case by case basis regarding the student's status, matriculation, enrollment, or residence on campus. The university may impose appropriate limitations upon a registered sex offender enrolled or employed on campus.

III. Policies and Expectations for Calvin Students

A. Calvin University Alcohol Policy

The Drug-Free Schools and Campuses Act of 1989 requires institutions of higher education to adopt and implement effective policies which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and Universities are required to review policies and sanctions to determine effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

1. OVERVIEW

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and for safeguarding the well-being of others. Calvin University welcomes and supports the decision of any student not to consume alcohol. Calvin University seeks to emphasize education about the choices, risks, and personal responsibility regarding the use of alcohol. Students are expected to make conscious choices that do not diminish Christian community or impact one's academic pursuits and do not risk the personal safety of community members. The Drug-Free Schools and Communities Act

(DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. Calvin University expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the university holds students accountable for their choices regarding alcohol. In general, students may not possess alcoholic beverages or empty alcohol containers on campus, on university property, in personal vehicles on university property, or in on-campus student living areas. All campus buildings and events shall be alcohol-free, and exceptions are only made by the Office of the President (e.g. private staff residences, Prince Conference Center, etc.) Students present in a residence hall room, in an on-campus apartment, or an off-campus setting where alcohol is present and/or being consumed in violation of the Student Conduct Code may face conduct action for complicity with an alcohol violation. Calvin students who are 21 or older are free to make a decision whether or not to consume alcohol. These students are expected to consume alcohol responsibly and to honor the biblical expectations of moderation. Calvin students are expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not. Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to conduct action. Students who host off campus gatherings are responsible for ensuring the safety, well-being and conduct of their guests, whether the guests are invited or uninvited. Hosts are responsible to ensure that all guests consume alcohol according to the state of Michigan provisions and according to the biblical standard of moderation. Hosts are also responsible to ensure that guests do not use illegal drugs or engage in criminal sexual behavior while attending an event at their home.

2. PROHIBITED CONDUCT

Violations of the Alcohol Policy with Definitions.

a. POSSESSION OF ALCOHOL OR EMPTY ALCOHOL CONTAINERS ON CAMPUS.

Definition: Students (regardless of age) are prohibited from possessing or consuming alcohol or possessing empty alcohol containers anywhere on the Calvin University campus. Alcohol and empty alcohol containers are not allowed in personal vehicles parked on campus. Note: The Prince Conference Center, located on Calvin's property, has independent alcohol policies and restrictions apart from this code, though consistent with it in most respects.

b. UNDERAGE POSSESSION AND/OR CONSUMPTION OF ALCOHOL

Definition: Possession and/or consumption of alcoholic beverages by any student under 21 years of age.

c. COMPLICITY IN AN ALCOHOL VIOLATION

Definition: A student who is present and fails to intervene in a situation where another student(s) violate(s) the Calvin University drug or alcohol policy.

d. UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES/INTOXICATION

Definition: A person who, having consumed alcoholic beverages, exhibits signs of intoxication and/or experiences any loss of the normal use of his/her mental and/or physical faculties.

Examples include but are not limited to: slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory, or abusive behavior.

e. EXTREME ALCOHOL INTOXICATION

Definition: A person who, having consumed alcoholic beverages, exhibits signs of significant and/or dangerous intoxication. Examples include but are not limited to: blacked out, loss of consciousness or limited responsiveness, no withdrawal from painful stimuli, loss of bladder/bowel functions, excessive vomiting, or severe physical depression (slow or shallow breathing, pale or blue-tinged skin, or reduced heart rate).

f. MISUSE OF ALCOHOL: RAPID CONSUMPTION OF ALCOHOL, BINGE DRINKING OR ACTIONS THAT MAY ENDANGER THE WELL-BEING OF SELF OR OTHERS

Definition: Any form of rapid consumption of alcohol or participation in drinking games which lead to overconsumption and/or intoxication, alcohol consumption which may create a risk of danger to self, or others. Examples include but not limited to: bongos, shots, keg stands, beer pong, flip cup, etc.

g. PROVISION AND/OR DISTRIBUTION OF ALCOHOL TO STUDENTS UNDER 21 YEARS OF AGE

Definition: Purchasing for, providing to or distributing alcohol to any individual under 21 years of age.

h. IRRESPONSIBLE HOSTING OF ALCOHOL EVENT

Definition: Irresponsible hosting occurs when students have gatherings where underage guests (invited and uninvited) are consuming alcohol, where persons are misusing alcohol or consuming alcohol to the point of intoxication, where persons are using illegal or prohibited drugs, where excessive amounts of alcohol are present and/or alcohol is being misused as defined in items D and E above.

i. ALCOHOL-RELATED VEHICULAR VIOLATIONS

Definition: Any operation of a motor vehicle during or following consumption of alcohol that creates a risk of danger to self, others or the university or wider community.

B. Calvin University Drug Policy

The Drug-Free Schools and Campuses Act of 1989 requires institutions of higher education to adopt and implement effective policies which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and Universities are required to review policies and sanctions to determine effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

1. OVERVIEW

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Substance use/misuse may inhibit students' development and is negatively correlated with academic success and personal safety. Substance use/misuse or prescription drug use not as intended undermines individual student's academic performance and can diminish one's experience of Christian community. Calvin University observes and strictly enforces all local, state, and federal laws related to possession, use, sale or distribution of controlled or illegal substances. Calvin students are also expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages or illicit drugs, and also with a variety of other intoxicants, some of which are legal and some of which are not. Calvin University drug policies prohibit the use, possession, purchase, distribution, sale, or manufacture of a controlled substance (including marijuana), and of designer drugs. Students who are found responsible for violations of University drug policies are subject to serious disciplinary action from the University, up to or including disciplinary suspension from the University. Calvin University does not recognize medical marijuana as an exception to its drug policies. Students are expected to contact a Student Life dean to discuss possible exceptions in medical situations in advance of any marijuana use. Calvin University drug policy prohibits the possession of drug paraphernalia, including but not limited to roach clips, bongos, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue. Individuals who are involved in any drug-related violation may be subject to criminal action, as the University may report these individuals to the legal authorities. Students who are convicted of any criminal offense involving the possession or sale of a controlled substance risk continued eligibility to receive Financial Aid. Students are accountable for upholding Calvin University drug policies even when traveling to states or countries in which certain drugs have been decriminalized. Though some impairing substances may be legal to purchase in some states, Calvin University prohibits the possession and/or use of these substances by its students. Students are responsible for knowing, understanding and observing Calvin University's drug policies.

2. PROHIBITED CONDUCT

Violations of the Drug Policy and Definitions.

a. USE OR POSSESSION OF PROHIBITED, CONTROLLED, OR ILLEGAL SUBSTANCES

Definition: Possession or use of a prohibited, controlled, or illegal substances or use of (or intent to use) substances for purposes or in manner not as directed. Examples include but are not limited to: possession or use of illegal substances; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, "Spice"), salvia and pyrovalerone derivatives (found in substances marketed as "bath salts") are not intended for human consumption and are prohibited for possession or use by any Calvin University student.

b. DISTRIBUTION OR SALE OF PROHIBITED, CONTROLLED, OR ILLEGAL SUBSTANCES

Definition: Any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by Calvin University drug policy. For example, sharing prescription medicine would be a violation of this policy.

c. POSSESSION OF DRUG PARAPHERNALIA

Definition: Possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

d. COMPLICITY IN DRUG USE, POSSESSION OR SALE

Definition: Being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances.

C. Calvin University Community Life Policies

1. OVERVIEW

Calvin University has a responsibility to maintain a safe and orderly educational environment for students, faculty, and staff. When individual behavior threatens to undermine the individual and/or disrupt the University community, the University will respond with appropriate corrective action to facilitate the growth and development of the individual and/or to restore and protect the community. In Christian community, students will develop important relationships. Calvin University encourages students to rely on the wisdom found in God's Word to guide choices and actions in all relationships. In the area of sexuality, Calvin University expects students to follow biblical guidelines for intimacy and for sexual relationships. The student conduct code prohibits sex outside of marriage, casual sexual encounters, cohabitation, involvement with pornography, and internet cybersex. The visitation policies (Open House hours) in the residence halls at Calvin University are intended to promote healthy Christian relationships between men and women for the purpose of studying and socializing, within the context of large communities of students living under the same roof. Open house hours are limited so that some privacy is assured for students and so that individual floors are able to create strong communities. When hosting significant others and opposite sex guests, students are required to leave their room doors ajar because Calvin recognizes the importance of roommate courtesy and the temptations which closed door privacy may represent. For detailed information on overnight guest policy and visitation hours, [click here](#) or [here](#). In the next three sections, the student conduct code seeks to define expectations for community living and to identify conduct which is prohibited because it undermines the educational environment and/or the experience of Christian community. The three sections identify violations of Community Life Policies, violations against Community Members, and violations of Community Safety Policies.

2. PROHIBITED CONDUCT

Violations of Community Life Policies

a. SEXUAL MISCONDUCT IN CONSENSUAL RELATIONSHIPS

Definition: Calvin University holds that premarital intercourse and casual sexual relationships are in conflict with biblical teaching, and that conduct promoting such intimacy (i.e. nudity, partial undress, lying or sleeping in bed together) is ill advised and unacceptable. For information on other forms of sexual misconduct, refer to the Sexual Offenses/Sexual Misconduct section of this code.

b. COHABITATION

Definition: Whether students live on campus or off campus, Calvin University expects students to take seriously our commitment to a Christian view on relationships and sexuality. Examples of prohibited cohabitation include: students in romantic relationships sleeping/napping together or "sleeping over," students in romantic relationships living together, students of opposite gender living together. [Note: Students who believe they have a legitimate exception to this policy should contact a Student Life dean to arrange for permission prior to committing to a living arrangement].

c. INVOLVEMENT WITH PORNOGRAPHY, ILLICIT SEXUAL ACTIVITY, INTERNET SEXUAL ACTIVITY

Definition: Students are expected to embrace biblical sexual purity and to avoid activities which have the potential to distort the good gift of human sexuality. Examples include but are not limited to: involvement with pornography, illicit sexual activity, and internet sexual activity.

d. SMOKING IN UNDESIGNATED AREAS

Definition: Smoking on campus is permitted only in a limited number of designated outdoor areas. These designated areas are clearly marked by appropriate signage and cigarette butt receptacles. Smoking is prohibited inside all campus buildings, including all residence halls. For the purpose of this policy, smoking is defined as the act of lighting, smoking, carrying a lighted or smoldering cigar, and inhaling e-cigarettes, vaporizers, and the like. Hookah use is not permitted on campus. Smoking cessation programs are available through Calvin's Health Services Department. Here is a list of Calvin's approved smoking areas.

e. DISRUPTING THE UNIVERSITY CONDUCT PROCESS

Definition: Any behavior that disrupts the orderly process of a university investigation and/or the university conduct process. Examples include, but are not limited to: failure to respond to notice of a university official, providing false testimony, making a false report, misrepresenting information during an investigation or a hearing, attempting to influence the testimony or participation of a witness or attempting to influence the participation of an individual in official capacity, threatening or intimidating any individual's participation in the conduct process, failure to comply with a conduct sanction.

f. FAILURE TO COMPLY WITH THE DIRECTIVE OF A UNIVERSITY OFFICIAL

Definition: Direct disobedience of an order/request of a university employee. This includes, but is not limited to, failure to evacuate a building, campus, or area of campus when so ordered by a university official, failure to identify self/produce university ID when requested to do so, failure to comply with a reasonable request of a faculty or staff person, or failure to complete prescribed sanctions as given by an administrative hearing officer or by the university hearing board.

g. FRAUD/DISHONESTY

Definition: A statement, action, or representation that is false, misrepresents the truth, and/or is intended to deceive another, or to deceive for purpose of gain. Examples include, but are not limited to: falsely reporting an incident; falsifying statements, records, admissions materials, forms, computer applications, or parking permits; manufacturing, altering or falsifying an official identification card or possession and/or use of another person's ID or a fake identification card; or presenting another person's university ID Card, name or ID number for identification, meals or purchases, or allowing another person to use one's university ID Card for fraudulent purposes.

Academic integrity violations are also acts of dishonesty and are separately addressed elsewhere in this code.

h. GAMBLING

Definition: To play a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays. Gambling is prohibited where it distracts from the academic environment and Christian community, threatens financial security and/or undermines spiritual or mental health.

i. PROFANE OR OBSCENE EXPRESSIONS INCLUDING DECENCY OFFENSES

Definition: Any conduct involving actions, images, words or data which are indecent, abusive, profane, harassing or sexually offensive whether via telephone, e-mail, audio, film, video, printed materials, homepages, or online social networks; "Peeping Tom" activity; sexual exploitation; public nudity and indecent exposure.

j. POSSESSION OF LOST OR STOLEN PROPERTY

Definition: Possession of property reported to be or known to be lost or stolen, regardless of the item's place of origin; possession of traffic cones, signs, markers, and/or other public property.

k. STEALING

Definition: Unauthorized taking or using of property or possessions of the university or of another person or organization. Examples include but are not limited to: "borrowing" items without prior permission, consumption of food without prior permission, taking another individual's belongings, unauthorized possession of permits or parking decals.

3. PROHIBITED CONDUCT

Violations Against Community Members

a. ABUSIVE BEHAVIOR

Definition: Behavior which threatens or undermines the health and safety of another person. Abusive behavior may be physical, emotional or verbal in nature.

b. BULLYING

Definition: Any on-going behavior directed at or about a student that is degrading, humiliating, malicious or defamatory. Behaviors may occur in person, in print, via electronic means or through social networking (cyber-bullying). Examples include, but are not limited to: ongoing pranks or ridicule directed against an individual, graffiti, posting insults against a student in a public setting or on any website. For more information about bullying, [click here](#).

c. FIGHTING OR ACTS OF PHYSICAL AGGRESSION

Definition: An encounter with blows or other personal violations between two or more persons. This includes but is not limited to actual or attempted pushing, hitting, kicking, spitting, wrestling, pulling hair, etc.

d. HATE CRIME

Definition: Any act prohibited by law that is motivated because of the victim's actual or perceived race, nationality, ethnicity, religion, gender, gender identity, disability, or sexual orientation (or other protected category under federal, state, or local law).

e. HAZING

Definition: Any action or situation created, either directly or through innuendo that jeopardizes a student's psychological, emotional, or physical well-being, regardless of the person's willingness to participate. Examples include but are not limited to:

a. Subtle hazing – behaviors that emphasize a power imbalance between new members/rookies and other members of a group or team.

b. Harassment hazing – behaviors that cause emotional anguish or physical discomfort in order to feel like a part of the group. Harassment hazing confuses, frustrates, and causes undue stress for the recipients of this behavior.

c. Violent hazing – behaviors that have the potential to cause physical and/or emotional or psychological harm or injury.

f. VIDEOTAPING, AUDIO TAPING, AND PHOTOGRAPHY WITHOUT CONSENT

Definition: Videotaping, audio taping, or photography (camera and video phones included) of students, faculty or staff without their prior expressed consent is not allowed. The prohibition and need of consent related to recording and photography applies to locations or situations where there is an expectation of privacy. NOTE: Video cameras and audio recordings are utilized by the university in conducting normal business or utilized in the safety and security of the campus. To review the Calvin University Video Surveillance Policy, please [click here](#).

g. STALKING/INVASION OF PRIVACY/UNCONSENTED CONTACT

Definition: Behavior directed against another person that violates reasonable expectations of personal privacy and/or privacy of personal information; behavior which the student knows or should know is unwelcome; or behavior which would cause a reasonable person to feel fear or anxiety. This includes actions or contact through a third party. Examples include but are not limited to: repeatedly contacting or following a person regardless of formal notice; use of electronic devices or software to obtain or attempt to obtain private data; entering or opening a student's private property without express consent; use of another person's password or ID to attempt to gain access to personal information. For information about Michigan state law regarding stalking, [click here](#).

h. RELATIONSHIP VIOLENCE

Definition: Any behavior within a relationship (typically, an intimate or domestic relationship) that causes physical, psychological, or sexual harm to those in the relationship. Violence is considered the intentional use of physical force or power, threatened or actual, against another person that results in a high likelihood of resulting in injury and/or psychological harm and sometimes may result in death. For information about Michigan state law regarding domestic violence, [click here](#).

i. DATING VIOLENCE

Definition: Any controlling, abusive, coercive and/or aggressive behavior in a romantic relationship. This can include verbal, emotional, physical, or sexual abuse, or a combination. For more information about understanding abuse in relationships [click here](#).

4. PROHIBITED CONDUCT

Violations of Community Safety Policies

a. ENDANGERING THE HEALTH & SAFETY OF SELF AND/OR OTHERS

Definition: Any behavior that creates a risk of danger to self or others. Examples include but are not limited to propping doors to residence halls; not calling for medical assistance when a fellow student is at risk due to alcohol or drugs; throwing objects from windows or balconies; water balloon fights; giving door access cards to nonresidents of the community; failure to evacuate a building during a fire alarm; and being on the roof or unapproved areas of any buildings.

b. DESTRUCTION OR DEFACING OF PROPERTY

Definition: Destruction, damage or defacement of personal, public, or university property; including, but not limited to: defacing structures, bulletin boards, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; and removing window screens.

c. DISORDERLY OR DISRUPTIVE CONDUCT

Definition: Any behavior that is disruptive (regardless of intent) to the rights of others, behavior which disrupts the daily productive functioning of self or others in the university community, and/or conduct which adversely affects self or others. Examples include but are not limited to: intentionally preventing others from listening or presenting their ideas in class; manipulating others to gain sympathy or attention, use of cell phones in classrooms or during campus events; excessive noise; engaging in public urination or defecation; horseplay, practical jokes, hiding

from university officials, hall sports and general pranks or annoyances.

d. THREATS OR THREATENING BEHAVIOR

Definition: Conduct which directly expresses or implies a threat or dangerous intention(s) to an individual or to a specific or general target. Examples include but are not limited to: direct threats, implied threats, behavior which suggests possible dangerous intentions, angry outbursts, expression of violent fantasies, brandishing weapons or illegally concealing a weapon, or any suggestion of or actual planning or preparation to carry out a violent act.

e. FIRE SETTING

Definition: Lighting or attempting to light a fire or to cause or attempt items (other than cigarettes) to combust/burn without authorization.

f. ARSON

Definition: Setting fires with the intention of destroying property.

g. FIREARMS AND/OR WEAPONS

Definition: The possession or use, whether openly displayed or concealed, of any weapon, or ammunition is strictly prohibited on the university campus or at university-related events or displayed electronically via university network or elsewhere when the individual is a Calvin student or identified as a Calvin student. Examples of "weapons" include, but are not limited to: guns, rifles, pistols, bullets, explosives, BB guns, air soft guns, paint pellet guns, potato guns, rockets, fireworks, bow and arrows, sling shots, bowie knives, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened, and any other weapon of any kind or any object used or displayed as a weapon.

h. FIREWORKS AND/OR EXPLOSIVE DEVICES

Definition: Possession and/or use of fireworks or explosives on university owned or leased property or at university sponsored events. Examples include: homemade explosive devices, fireworks purchased legally or illegally.

i. MISUSE OF UNIVERSITY PROPERTY

Definition: Unauthorized use of university property including, but not limited to, unauthorized use of university keys, duplication of keys or unauthorized use of or access to university spaces, university vehicles or university equipment.

j. TAMPERING WITH FIRE AND/OR LIFE SAFETY EQUIPMENT

Definition: Conduct that involves causing a false fire alarm, any conduct that involves tampering with, covering or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment, as well as unauthorized use of fire extinguishers and the breaking of pull station or fire extinguisher covers.

k. OBSERVANCE OF LOCAL STATE AND FEDERAL LAWS

Definition: All students are required to abide by the laws of local, state and national governments and are subject to university conduct action for violation of any law. Note: University Student Conduct action does not preclude the possibility of civil or criminal charges being placed against an individual, nor does the filing of civil or criminal charges preclude Student Conduct action by the university.

D. Calvin University Safer Spaces Policies

1. Overview

The Safer Spaces Policies and Procedures address Discrimination, Harassment, and Retaliation. To review the entire Safer Spaces Policy, go [here](#).

Jane Hendriksma

Safer Spaces Coordinator for Students

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Calvin University affirms its commitment to maintaining a learning, working, and living environment which is fair, respectful, and free from harassment. Calvin University will apply this policy to all persons who are members of the faculty, staff, or student body. This policy expressly applies to forms of harassment which are prohibited by federal, state, or local statute or ordinance. In addition, there are other forms of improper harassment, based on characteristics which are not protected by these statutes. It is the policy of Calvin University that, although such harassment may not be expressly prohibited by law, such harassment nevertheless has no place here and will be subject to conduct action. Illustrative examples include harassment based upon physical appearance or social or economic status. The process for reporting a Safer Spaces problem or violation can be found here. The process for resolving Safer Spaces complaints can be found here. Discrimination, harassment, and retaliation of any form are a violation of a person's rights, dignity, and integrity. Such acts debase the integrity of the educational process and are contrary to the mission and values of Calvin University. In response to any reported misconduct, the university will take appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. The university will review and investigate all reports and provide for fair and impartial evaluation and resolution. Retaliation is prohibited against a person who makes a report of discrimination or harassment.

CALVIN UNIVERSITY STATEMENT OF NON-DISCRIMINATION

Calvin University prohibits unlawful discrimination on the basis of race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by federal, state or local statute or ordinance. Discrimination is defined as unequal treatment of an individual because of his or her protected legal status, such as race, age, or gender.

SAFER SPACES ADMINISTRATOR

The Vice-President of Student Life at Calvin University serves as the university's Safer Spaces Administrator (SSA) and will oversee the implementation of all civil rights policies and claims, including those arising under Title IX, related to discrimination and harassment. The administrator is charged with directing the university's efforts to end alleged discrimination, prevent its recurrence, and remedy its effects on individuals and the Calvin community. Reports of discrimination, harassment and/or retaliation should be promptly reported to the SSA or one of the university's Safer Spaces Coordinators.

Dr. Sarah Visser
Vice President of Student Life
Calvin University Safer Spaces Administrator (SSA)
Spoelhof Center 364L
(616) 526-6454
Email: sav36@calvin.edu

STUDENT LIFE SAFER SPACES COORDINATORS

Student Life Safer Spaces Coordinators (SSC) are available for consultation regarding problems and situations of concern or to receive complaints regarding situations that involve students. Problem Reports involving students may be directed to the Safer Spaces Coordinator for Students or to the Vice President for Student Life:

2. PROHIBITED CONDUCT

Violations of Safer Spaces Policies and Definitions

a. DISCRIMINATION

Definition: Conduct toward or against an individual in which a student suffers a loss of academic, employment, or educational opportunity on the basis of a person's actual or perceived race, color, gender, national or ethnic origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

b. HARASSMENT

Definition: Conduct which is persistent or pervasive such that it unreasonably interferes with, denies, or limits someone's employment access, benefits or opportunities, and/or the ability to participate in or benefit from the university's educational program and/or activities. Behavior may become harassing when it creates a hostile environment, or is based on power differentials (quid pro quo), or it constitutes retaliation. Examples of harassment based on actual or perceived membership of a protected characteristic, whether race, ethnicity, gender, age, or any other protected characteristic include, but are not limited to: Epithets, slurs, denigrating jokes or negative stereotyping; Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers health or safety; Written or graphic material that degrades or shows hostility or aversion; Pranks or horseplay intended to embarrass or humiliate; Imposing submission to unwelcome verbal or physical conduct; Stalking, bullying, hazing; Any other action that is motivated by the actual or perceived membership of the victim in a protected class.

c. SEXUAL HARASSMENT

Definition: Unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with, denies, or limits the ability of an individual to participate in or benefit from the university's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Sexual harassment is a particular type of harassment and is a form of prohibited sex discrimination. Sexual harassment includes sexual violence. Sexual harassment generally may be described to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term of or a condition of education, employment, or participating in university activities;
2. Submission to or rejection of such conduct by an individual is or could be used as the basis for evaluation in making academic or personal decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or unreasonably interferes with, denies, or limits someone's employment access, benefits or opportunities, and/or the ability to participate in or benefit from the university's educational program and/or activities, and is based on power differentials (quid pro quo), creates a hostile environment, or constitutes retaliation.

d. RACIAL HARASSMENT

Definition: Harassing remarks or actions serving no scholarly, artistic, or educational purpose that are made directly or indirectly toward individuals or groups based on their race, ethnicity or culture. Intimidating, hostile, humiliating or demeaning remarks or actions based on race ethnicity or culture which, whether intentional or unintentional, interfere with or threaten an individual's or group's participation in the life of the university, including academic or co-curricular activities. This may include actions or public displays of material that serve no scholarly, artistic, or educational purpose.

e. RETALIATION OR RETALIATORY HARASSMENT

Definition: Any adverse educational or employment action taken against a person because of the person's participation in a complaint or investigation of discrimination or harassment of any

kind. Retaliation against an individual for alleging harassment, for supporting a complainant or for assisting in providing information relevant to a claim of harassment is a serious violation of Calvin University policy. Individuals who engage in such actions are subject to the Student Conduct Process up to and including suspension or dismissal from the university, consistent with the university's procedures. Acts of alleged retaliation should be reported immediately to a Student Life staff member. The safer spaces coordinators will promptly investigate and respond to this matter. Calvin University is prepared to take appropriate steps to protect individuals who fear they may be subjected to retaliation.

E. Calvin University Sexual Offences/Sexual Misconduct Policies

1. Overview

Federal regulations require institutions of higher education who receive federal funding to address with specificity sexual misconduct. In addition to the biblical standard for sexual conduct listed in the Community Life Policies of this code, Calvin University prohibits sexually violent acts, termed "Sexual Misconduct" by the Calvin University student conduct code and the Calvin University Safer Spaces policy. Sexual misconduct is a broad category of sexual offenses which includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. Calvin University acknowledges that some forms of sexual misconduct listed in the student conduct code may be crimes as well. While Calvin University utilizes different standards and definitions than the State of Michigan Penal Code, sexual misconduct may overlap with crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Students are encouraged to contact the local police to report sexual violence and the university will assist students in this process. For university assistance in reporting incidents, [click here](#).

To report a crime directly to local police, go to [report a violation](#).

For information regarding the state of Michigan laws regarding sexual violence and relationship offenses go [here](#). In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Calvin University takes the matter very seriously. Calvin University can employ interim protection measures such as interim suspension and/or no contact orders in any case where a student's behavior represents a risk of violence, injury, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, s/he is subject to action under the Student Conduct Code and the Safer Spaces Policy of Calvin University. A student wishing to officially report such an incident, or who has inquiries about a situation or the policy, may contact Jane Hendriksma, who is the Safer Spaces Coordinator for Students. Alternately, a student may contact any trusted member of the Student Life staff who can assist by addressing concerns and/or facilitating a report. Calvin University will investigate such situations promptly and thoroughly.

2. Calvin University Policy Statement on Establishing Consent for Sexual Intimacy

Calvin University policy defines consent for sexual contact or sexual intimacy as a clear, freely given, verbalized "yes" or clearly communicated actions to every step of any sexual intimacy or sexual contact. The absence of "no" is not consent. Furthermore, a verbalized "yes" which has been coerced, does not constitute a freely given "yes." Use of force does not constitute consent. In such cases, consent has not been given, and one who continues to have sexual contact without full clear consent potentially could be charged with a serious violation of university policy and/or face criminal prosecution. The burden of obtaining consent will be on the party seeking to initiate sexual activity. Silence, in and of itself, is a "no," not a "yes". Consent cannot be assumed from the lack of resistance or as a result of ambiguous communication. Consent to

one form of sexual activity cannot be construed as consent to any other form of sexual activity. 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. Coercion occurs when a reluctant or refusing party's decision is not respected but instead met by manipulation or pressuring toward agreeing to sexual contact or sexual intimacy. This may involve:

Talking someone into having sex.

Using alcohol as a tool to break down sexual reluctance or gain sexual advantage.

Engaging in sexual acts with a person who is intoxicated.

Threatening to sever the relationship.

Threatening to harm or embarrass the person.

Not letting someone leave a room and/or locking a door so they can't leave.

Under Calvin policy, consent for sexual contact cannot be given by:

a. An individual who is mentally incapacitated or rendered temporarily incapable of appraising or controlling his/her behavior due to the influence of narcotic, anesthetic, or other substance administered to that person without his or her consent, or due to any other act committed upon that person without his or her consent.

b. An individual who is physically helpless due to being unconscious, asleep, or for any other reason is physically unable to communicate unwillingness to an act.

c. An individual who is less than 16 years of age.

d. An individual who is legally determined to be mentally handicapped.

e. Students in K-12 settings cannot give consent to a sexual experience with a teacher, coach, or school employee. For information about the law in the state of Michigan regarding establishing consent and the limits of legal consent view this document.

3. PROHIBITED CONDUCT

Violations of the Sexual Offenses/Sexual Misconduct Policy and Definitions

a. NON-CONSENSUAL SEXUAL CONTACT

Definition: Any intentional sexual touching, however slight, with any object, by one person upon another that is without consent and/or by coercion or force. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

b. NON-CONSENSUAL SEXUAL INTERCOURSE

Definition: Any sexual intercourse, however slight, with any object, by one person upon another that is without consent and/or by coercion or force. Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, or oral copulation.

c. SEXUAL EXPLOITATION

Definition: A situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse or non-consensual sexual contact.

d. ROMANTIC AND/OR SEXUAL CONSENSUAL RELATIONSHIPS BETWEEN PEOPLE WITH UNEQUAL POWER

Definition: There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (e.g., faculty and student, supervisor and employee). The unequal power inherent in such relationships, even if the relationship is consensual, heightens the vulnerability of the person with less power and heightens the potential for coercion and abuse. In addition, these relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at

the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. Such relationships can also create a hostile learning and work environment for others. Examples of the kinds of relationships prohibited by this policy include: Faculty and students. The decision to become a faculty member at the university presumes an educational and mentoring relationship with any student and precludes engaging in such a romantic relationship with any student. Staff or volunteers who have mentoring or supervisory relationships with students. The decision to become a staff member or a volunteer in a position that is defined by mentoring or supervision precludes engaging in such a romantic relationship with any student. Supervisors and subordinates. Romantic relationships are not allowed between employees of Calvin University when a supervisory relationship is involved. This applies to all employees and their supervisors. The power differential makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct. Such relationships can also create a hostile work environment for others. Should romantic relationships develop, the supervisor should inform his/her supervisor so that appropriate actions can be made to remove the involved supervisor from direct supervision of the employee. Note: Calvin's Policy on Employment of Relatives (Handbook for Teaching Faculty Section 6.7 and Employee Handbook) forbids spouses and other immediate family members from supervising one another and requires approval of the Associate Vice-President for Human Resources for spouses to be co-workers in the same department. Exceptions to the above prohibitions (e.g., in the circumstances of a pre-existing relationship) will be considered by the Provost or the Associate Vice-President of Human Resources on a limited, case-by-case basis. Faculty or staff with questions about the application or effect of this policy should consult with the provost or the Associate Vice-President of Human Resources. Where students have supervisory employment roles with other students (e.g., in Food Services), a mentoring role (e.g., resident assistants in the residence halls), or otherwise have authority that affects the work or educational environment of other students, they are discouraged from having a romantic relationship with a student under their authority. If such relationships exist, the student in the supervisory role must disclose this to his/her supervisor.

F. Calvin University Policy Regarding Responsible Use of Technology

1. Overview

"Grateful for the advances in science and technology, we make careful use of their products, on guard against idolatry and harmful research, and careful to use them in ways that answer to God's demands to love our neighbor and to care for the earth and its creatures." (Paragraph 52, *Our World Belongs to God*, CRC Publications, 1988.) As a community that yields to the leadership of Jesus Christ, Calvin University expects responsible use of technology by enfranchised users of Calvin information technology resources. This policy was created to amplify what this community intends by responsible use. This policy defines responsible use as:

Respect for one another's need for access.

Respect for one another's values and feelings.

Respect for one another's property.

Respect for one another's privacy.

The stewardly use of the university's information technologies.

Respect for the ownership, right to use, and protection of information.

2. The Scope of the Policy

This policy applies to all enfranchised users of Calvin information technology resources. An enfranchised user is anyone who has been given permission to use Calvin information technology resources.

3. Consequences for Policy Violations

Use of information technology resources at Calvin University is a privilege, not a right. Violation of any part of this policy will subject the violator to conduct action, which may include any of the following: warning, loss of access, or referral to the appropriate Student Conduct body. Students: A breach of this policy will result in referral for university conduct action.

Staff: A breach this policy will result in referral to their immediate supervisor.

Faculty: A breach of this policy will result in referral to the Provost's Office.

Alumni and guests of the university: A breach of this policy may warrant loss of access to Calvin information technology resources.

**To review entire policy, go here .

IV. Calvin University Student Conduct Process

Note: Violations of Safer Spaces Policies are investigated and resolved through the Safer Spaces Resolution Process. For information about this process, go to: <https://calvin.edu/about/safer-spaces/>

A. Responding to Violations - general outline

1. University Receives Notice

The Conduct Officer receives an incident report, problem report or an anonymous report. The Conduct Officer reviews report, gathers facts, and assigns the case to a staff member or assigns a staff member to begin a fact-finding process to more clearly understand the situation.

2. Student Receives Notice

The student is notified via email that the university has received an incident report or problem report which involves this student. The office sends a notice to the student to schedule an initial conference with conduct officer.

3. Initial Conference with Student

During this meeting the conduct officer will:

- a. Review report with student.
- b. Allow student to respond to the report and the evidence.
- c. Provide student with opportunity to:
 1. Present further information.
 2. Offer additional perspectives.
 3. Suggest avenues of investigation.
- d. Review relevant policies and issues with student.
- e. Review process and answer student's questions.
- f. Establish temporary measures where necessary.
- g. Decide on process options.

During or after the meeting the conduct officer will:

- a. Prepare a statement that is reviewed and signed by the student, if applicable.
- b. Communicate a process decision to student.

At the conclusion of this meeting, the Conduct Officer will decide based on the facts of the situation and the input of the student to:

- a. Move to closure because no further action is necessary.
- b. Move to investigation to gather additional information.
- c. Move to investigation and/or resolution under Safer Spaces Policy.
- d. Move to informal resolution. Resolution meeting is scheduled. Student may request extra time to prepare (generally one week and more can be requested).

4. Informal Resolution

The university will refer a case for informal resolution when:

- a. The student and the university achieve general agreement regarding the facts of the report/violation.
- b. The evidence supporting the violation is so strong that the student's testimony does not adequately challenge the finding based on preponderance of evidence standard.
- c. In cases involving injured parties, where all parties agree to move to informal resolution.

5. Resolution Meeting

During the resolution meeting, the conduct officer will:

- a. Provide student with written notice of any conduct violations.
- b. Review with student the role of prior conduct history in the sanction decision.
- c. Present written copy of the resolution agreement which will be based on the violations and will list requirements. Requirements may include:
 - 1. Educational interventions
 - 2. Fines
 - 3. Restitution and/or restorative measures
 - 4. Restrictions
 - 5. Clarification of temporary measures
 - 6. Sanctions
 - 7. Notifications
- d. Answer student's questions about policy, process or resolution requirements.
- e. Determine student response/acceptance of resolution requirements.
- f. Provide appeal information, if applicable or upon request.
- g. In cases involving injured parties, the Conduct Officer will provide the complainant with notice of the outcome and the opportunity to appeal.

B. General Operating Guidelines

1. Process Decisions

Given the scope of the university's responsibilities, the university will review each reported problem or violation and decide which process to employ to address the situation.

2. Standard of Evidence

Calvin University's student conduct process requires a preponderance of evidence for finding an individual responsible for a violation. Unlike the criminal system, which requires evidence "beyond a reasonable doubt," a university conduct decision is based on the "greater weight of the evidence." A preponderance of evidence standard requires that the available information indicates that it is "more likely than not" that a violation occurred.

3. Types of Evidence

Formal rules of evidence used in a court of law are not applicable to the university student conduct process. The university process will consider all information or statements with probable value, such as hearsay or anonymous reports. The responding student has the right to hear and respond to all information that may be utilized for a decision.

4. Process Advisor

Students may select any member of the Calvin University community (current faculty, staff or student) to serve as an advisor during the resolution meeting. The faculty, staff or student serving as the advisor cannot directly address the proceeding, but may advise the student during and after the meeting or hearing.

5. Resolution Meetings and Hearings

Trained university hearing officers will conduct the meeting in a manner that is according to university policy and protocol and is also thorough and respectful. Family members and attorneys are not present during these meetings or hearings.

C. Resolving Violations Through Referral to University Hearing Panel

1. Overview

a. Violations of the Safer Spaces Policy will follow the hearing process outlined in the Safer Spaces Policy itself. For more information, go [here](#).

b. The university reserves the right to refer conduct matters to a hearing with the University Hearing Panel usually when the situation involves:

1. An injured party or personal violations.
2. A violation of the Safer Spaces Policy.
3. Community safety issues.
4. Repeated violations.

2. Outline of Hearing Process for University Hearing Panel

a. Ensure Process Steps are Completed:

1. Notice to student
2. Initial conference with student.
3. Investigation and preparation of summary report.
4. Process decision communicated to student.

b. A Conduct Officer or the Safer Spaces Administrator (SSA) appoints a University Hearing Panel (UHP) and designates a chairperson.

c. UHP reviews investigation summary and notes from process steps.

d. UHP communicates with student: right to advisor, request for witnesses, preparation time.

e. UHP decides on witness participation, confirms witness list.

f. UHP sets hearing date and notifies responding student, and witnesses.

g. UHP conducts hearing.

h. UHP prepares written report which details each alleged violation and the findings and sanctions for each one. The UHP chairperson will prepare a written summary for the file and for the student.

i. The UHP findings and sanctions will be presented to student parties by the UHP chairperson.

j. The chairperson will record the student response to the sanctions.

k. The chairperson will review appeal process for student, if applicable or requested.

V. Student Conduct Sanctions and Appeals

A. Student Conduct Sanctions

1. Overview

The purpose of sanctions is to help students understand their behavior in the context of the university community and to deter inappropriate behavior in the future. Conduct Officers and University Hearing Panels strive to apply sanctions that are commensurate with the misconduct and to assign an educational element and/or intervention measure, and where appropriate a restorative element to address harm to individuals and/or the community.

Sanctions are decided based on the facts available in each situation on a case by case basis. For consistency, there are standard sanctions for high frequency violations which serve as guidelines for staff members addressing the situation.

2. Sanctions

The following range of sanctions may be imposed upon any student found to have violated the Student Code:

a. Admonition - An oral statement to the student that the student is violating or may be violating university policies. The conduct officer will review the policy and rationale and explore resources/supports for the student.

b. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations. The conduct officer may include policy statement and rationale for

clarification purposes.

c. Warning Status - An official conduct action in response to a violation of specified regulations. Warning status is set for a designated period of time and includes the probability of more serious conduct sanctions if the student is found to be violating any institutional regulation(s) in the future and especially during the warning period. Warning status may affect a student's ability to travel on an off-campus program or interim, and may affect an athlete's eligibility.

d. Personal Probation - An official conduct action in response to violating specific regulations. Personal probation is set for a designated period of time and includes the probability of more serious conduct sanctions if the student is found to be violating any institutional regulation(s) in the future and especially during the probationary period. Personal probation may affect a student's participation in leadership roles in student organizations, eligibility in university athletics and acceptance into off-campus travel programs.

e. Loss of Privileges - Denial of specified privileges for a designated period of time.

f. Fines - Monetary fines may be imposed by conduct officers for violations of the student conduct code. Fines are decided based on the facts of the situation and can range up to \$500.

g. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

h. Restoration - A plan to address injury or harm caused to an individual and/or the community.

i. Community Service - An assignment of appropriate community service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her misconduct.

j. Parent/Guardian Notification - Notification of parents or guardians is likely in cases of alcohol or drug policy violations, abuse or injury to self, or in conjunction with disciplinary probation or disciplinary suspension.

k. Discretionary Sanctions - Participation in classes or assignments designed to address decision-making and consequences of behavioral choices within a Christian educational community; mandatory drug or alcohol assessments, or other related discretionary assignments (such assignments must have the prior approval of a senior conduct staff member).

l. Disciplinary Probation - An official conduct action in response to violating specific regulations. Disciplinary probation is set for a designated period of time and includes likely notification of parents and the probability of more serious conduct sanctions if the student is found to be violating any institutional regulation(s) in the future and especially during the probationary period. Within disciplinary probation, staff members can specify the violation to be a level one, level two, or level three type of violation. Disciplinary probation may affect a student's participation in leadership roles in student organizations, eligibility in university athletics and acceptance into off-campus travel programs.

m. Suspension from Campus Housing - Separation of the student from on-campus housing (residence halls or apartments) for a definite period of time, after which the student may be eligible to return. Conditions for return to on-campus housing may be specified.

n. Disciplinary Suspension - Separation of the student from the University for a definite period of time, after which the student may apply to return. Conditions for readmission will be specified. Parents of students are notified of the suspension sanction by the senior conduct staff member. During suspension the student is not permitted to be on Calvin University property except by prior permission by a Student Life Dean.

o. University Expulsion - Permanent separation of the student from the University. During expulsion the student is not permitted to be on Calvin University property except by prior permission by a Student Life Dean.

p. Academic Sanctions - Imposed on any student found to be guilty of academic dishonesty: a grade of zero for the piece of work involving academic dishonesty or, in egregious or repeat cases, a failing grade for the course.

q. Provisional Suspension - In certain circumstances, the Vice President for Student Life, or the Dean for Student Conduct may impose disciplinary suspension prior to a hearing with a Conduct

Officer or a University Hearing Panel or pending an appeal of a conduct decision.

1. Provisional suspension may be imposed to:

- a. Ensure the safety and well-being of members of the university community and campus property.
- b. Ensure the student's own physical or emotional safety and well-being.
- c. Address situations where a student faces criminal prosecution or the university is notified of criminal prosecution.
- d. Address a definite threat of disruption or interference with the normal operations of the University.

2. During the provisional suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life or the Dean for Student Conduct may determine to be appropriate.

3. Expungement of Student Conduct Records

Upon graduation, the student's confidential disciplinary record may be expunged of disciplinary actions upon application to the Director of Student Conduct. Cases involving the imposition of sanctions other than university suspension or university expulsion are eligible to be expunged. The university shall normally expunge student's confidential record seven years after final disposition of the case.

B. Appeal Processes related to University Student Conduct Action

1. Overview

For information about the appeal process involving the Calvin University Safer Spaces Policy, go [here](#). For the appeal process involving all other violations of Calvin University Student Conduct Code, the following information applies:

Accused students or complainants may appeal both the decision and the sanction imposed by conduct officers (Student Life deans, resident directors, and faculty members). To find the appeal form online, students may go to this form. A paper copy of the appeal form is also available from the office of the Vice President for Student Life. In order to file an appeal of a conduct decision, students must present in writing the completed appeal form and attach any and all evidence and rationale to support the appeal. The appeal is submitted to the Vice President for Student Life within five (5) university business days of the sanction decision. Upon receiving an inquiry regarding an appeal, the Vice President will schedule an appointment with the student to discuss the appeal and the appeal process. The Vice President for Student Life serves as the ex officio secretary of the Appellate Board. Appeals are limited to a review of the written or verbatim record of the original decision or hearing, the student's appeal submission and the hearing officer's response to the student's appeal. In the event of new evidence, the Appeal Board has the option to conduct interviews or pursue other information to fully understand the nature and meaning of the new evidence.

2. Appellate Board Review

The Appellate Board will review decisions where there are questions about whether:

- a. The original hearing was conducted fairly in light of the violations and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. To determine whether the decision reached regarding the accused student was based on substantial evidence using the preponderance of evidence standard (i.e. whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred).
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.

d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. Appellate Board Decision

- a. If an appeal of a student's responsibility for the violation is granted by the Appellate Board, the sanction will be lifted immediately.
- b. If an appeal of the severity of the sanction is granted, the Appellate Board will impose a modified sanction which will be implemented by the Vice President for Student Life.
- c. If an appeal of the student's guilt or the severity of the sanction is denied by the Appellate Board, it may not impose a more severe sanction(s) for the accused student.
- d. The decisions of the Appellate Board are considered final.

4. Appellate Board Mandate and Composition

a. MANDATE

The Appellate Board shall function as the appeals body for student conduct cases.

1. The board meets each fall for organizational purposes and thereafter only as needed. It shall be convened by the Vice President for Student Life.
2. A quorum is constituted by two students and two faculty members.
3. A minimum of two-thirds votes is required to sustain an appeal.
4. The board does not have the right to increase the sanctions.
5. The board shall conduct appeals according to the Student Conduct Code.

b. COMPOSITION

Seven members: the Vice President for Student Life who shall serve as secretary and a non-voting member; three faculty members who shall be appointed by the President in consultation with the Vice President for Student Life; and two students, identified leaders, one from the residence halls, one from the Knollcrest East apartments, and one (junior or senior) from Student Senate who are all appointed by the Student Senate's Appointments Committee in consultation with the Vice President for Student Life; by graduation of each year.

Approved by Faculty Senate: September 2014

5. Appellate Review Request Form

VI. Calvin University Academic Integrity Policies

At Calvin, the student-faculty relationship is based on trust and mutual respect. This trust can be seriously undermined by the suspicion or reality of academic dishonesty.

A. Purpose of Academic Work

Faculty members design academic assignments in order to help students learn. Calvin University expects students to display honesty and responsibility in completing these assignments. Faculty members assign course grades based on each student's performance and on each student's independent mastery of course objectives. Calvin University therefore expects that all course work submitted by students reflects each student's own individual efforts toward learning.

B. Forms of Academic Dishonesty

Definitions and Examples

1. Cheating and Using Unauthorized Material on Examinations

All examinations are to be completed by each student alone, without assistance of any kind. For tests, that means no help is to be sought, given to or received from other persons; no books, notes, cellphones, iPods, calculators, or other materials or devices of any kind are to be consulted unless expressly authorized by the instructor. If a professor allows certain aids or materials during a test or exam, it is the student's responsibility to fully understand the expectations and limits of the situation prior to completing and submitting the coursework or

evaluation. For example, if a calculator or other hand-held electronic device is permitted to be used for mathematical calculations, no other information may be programmed into or retrieved from the device.

2. Cheating and Using Unauthorized Material in Coursework

There are many types of course assignments ranging from collaborative to individual assignments. It is the student's responsibility to fully understand the expectations and limits of the situation prior to completing and submitting the coursework. For homework assignments, it may not be appropriate to consult and submit solutions found in published solution manuals or on-line.

3. Attempting to Commit Academic Dishonesty

Attempting or preparing to cheat constitutes academic dishonesty, even if the attempt is discovered before it is completed. For example, possessing unauthorized notes or devices during an examination constitutes academic dishonesty even if they have not yet been used. Asking others for help in cheating constitutes academic dishonesty even if nobody responds and no cheating ultimately occurs. It is the student's responsibility to approach all academic assignments in a way that does not raise suspicions of academic dishonesty.

4. Improper Collaboration

Many classes emphasize working with a partner or in groups. Permission from the professor to "work together" on a homework assignment, project, or paper allows students to collaborate on certain clearly defined stages of an assignment; it does not allow them to violate the rules of integrity by copying answers from someone else or by presenting another student's work as their own. Unless the professor specifies otherwise, it is assumed that all work submitted for a grade will represent the student's own understanding, and will thus be expressed in the student's own words or symbols (e.g. calculations, computer code, etc.). When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected, it is reasonable for the professor to suspect that academic dishonesty has occurred.

5. Multiple Submission of Coursework

Submitting the same assignment or substantial portions of the same work for more than one class violates the principle that every assignment should advance a student's learning and growth. Unless a professor expressly allows it, submitting an assignment that has already been submitted for another class is a form of academic dishonesty.

6. Fabrication, Falsification, Forgery, Lying to Gain Academic Advantage.

Note: "Falsification" means falsely altering data or results. "Fabrication" means inventing personal experiences or data or counterfeiting data or research results.

Lying or otherwise falsifying information in order to gain academic advantage constitutes academic dishonesty. Examples: Lying to an instructor or submitting falsified or fabricated documents in order to gain exemptions from or alterations to course requirements (e.g. to obtain excused absences, deadline extensions, makeup examinations, grades of Incomplete, or admission to a class or program); falsifying documents or forging signatures for academic advantage; falsifying data (e.g. in an assigned lab project), or fabricating quotations or sources (e.g. for a paper); reporting false information about a practicum or clinical experience; altering a returned examination or paper to seek re-grading. All of these actions will be treated as forms of academic dishonesty, for they undermine the integrity and fairness of the University's policies and dishonor the expectation of mutual trust among all members of the academic community.

7. Assisting Others in Academic Dishonesty

Helping someone else to cheat is itself an act of academic dishonesty. Examples: Providing completed assignments, papers, copies of quizzes, tests, or examinations, or any other form of written or oral help, to another student when you know or should reasonably suspect that the other student may use it to cheat.

8. Stealing or Vandalism of Academic Resources

Stealing or tampering with another student's work in order to gain academic advantage is a

form of academic dishonesty. For example, it is a form of academic dishonesty to take, conceal, or withhold work submitted by another person in order to prevent others from using it or benefitting from it; to take reserved academic resources or to remove or destroy library materials, examinations, or computer programs for academic advantage; and to steal or destroy other students' work if the action will foreseeably lead to an academic advantage for oneself. It is also a form of academic dishonesty to gain or attempt to gain unauthorized access to faculty offices, email accounts, course management services, or other restricted domains in order to alter grades, gain access to examinations, or otherwise gain improper academic advantage.

9. Plagiarism

All written assignments submitted for credit must demonstrate the student's own understanding in the student's own words. This means all writing assignments, whether completed in class or out of class, are assumed to be composed entirely of words composed by the student, except where words written by someone else are specifically marked as such with proper citation. Drawing on other writers' words and ideas is a valuable and sometimes indispensable part of academic writing, but when one makes use of other writers' words and ideas, it is essential to acknowledge the sources fully and accurately. Using other writers' words and ideas without proper acknowledgment is called plagiarism. Plagiarism is one of the most serious forms of academic dishonesty. Some students arrive at university without being completely familiar with the rules and conventions of academic citation. Calvin University endeavors to familiarize all students with these conventions thoroughly in English 101 and other classes that deal extensively with written rhetoric. The English Department's definition of plagiarism in written rhetoric is given here: <http://www.calvin.edu/academic/engl/writing/plagiarism>

It is each student's individual responsibility, however, even before completing English 101, to know and abide by the basic principles of citation enumerated below.

More detailed explanations and examples of these conventions can be found in the "Writing with Integrity" guide of the Rhetoric Across the Curriculum website.

See especially these sections:

"What is plagiarism"?"

"Citing your sources"

"How to format citations"

EACH OF THE FOLLOWING OFFENSES CONSTITUTES PLAGIARISM:

1. COPYING VERBATIM, (WORD FOR WORD) WITHOUT ACKNOWLEDGMENT.

The most egregious form of plagiarism is to copy part or all of another author's text without indicating in any way that the words are someone else's. This suggests a deliberate intent to deceive the reader and take credit for another's work. This kind of plagiarism on a large scale (e.g. copying all or most of a paper from an unacknowledged source) may lead to failure in a course.

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2. COPYING VERBATIM AND IDENTIFYING THE SOURCE BUT FAILING TO ACKNOWLEDGE DIRECT QUOTATION AS SUCH.

If you borrow language from another author, it is not adequate to acknowledge the source in a general way (e.g. in a parenthetical source reference or a footnote). All direct quotations from sources must BOTH place the quoted material in quotation marks AND use an acceptable form of citation to indicate where the words come from.

3. COPYING DISTINCTIVE LANGUAGE OR SENTENCE STRUCTURE FROM A SOURCE WITHOUT ACKNOWLEDGMENT.

Expressing someone else's ideas in your own words is called "paraphrasing." Language that is genuinely paraphrased does not have to be identified as a quotation. But language that is only partly paraphrased, and still retains distinctive characteristics of the original source (e.g. by mixing unacknowledged phrases from the original with one's own words, or by extensively mimicking the sentence structure of the original without acknowledgment), can also constitute plagiarism. (This kind of plagiarism is often called "mosaic plagiarism.") Further examples of mosaic plagiarism can be found on the RAC website under "Avoid these plagiarism pitfalls".

4. PRESENTING THE RESULTS OF OTHER WRITERS' RESEARCH, OR SIGNIFICANT ARGUMENTS, INFORMATION, OR CITATIONS FROM OTHER SOURCES, WITHOUT ACKNOWLEDGING THESE SOURCES.

Not only quotations, but ideas and information from other sources that is not widely known must be acknowledged with proper citation. It can, admittedly, be difficult for students to know what information can be considered "widely known" and what is unique enough to a given source to require citation. But students must always avoid conveying a false impression that the conclusions in a paper rest on their own research or reading when they are in fact based on others' research or reading. For specific examples, see examples #2 and #3 on this page and "Pitfall #4" under "Plagiarism pitfalls".

5. THE RULES AGAINST PLAGIARISM APPLY TO ALL ASSIGNMENTS.

The rules of plagiarism apply to all university level assignments including take-home tests, comprehensive examinations, "review of the literature" sections of assignments, and all university writing assignments.

6. RESOURCES FOR AVOIDING PLAGIARISM

Each of the links provided below have additional information about citations, writing and avoiding plagiarism:

<http://www.calvin.edu/academic/engl/writing/plagiarism>

<http://www.calvin.edu/academic/rhetoric/integrity/what-is-plagiarism.html>

<http://www.calvin.edu/academic/engl/101/sresources/Plagiarism%20&%20You.htm>

Plagiarism tutorials:

Many academic websites offer online tutorials that give further illustrations of mosaic plagiarism and similar pitfalls, and tips on how to avoid them.

The St. Martin's Tutorial on Avoiding Plagiarism

Indiana University

San José State University

University of Southern Mississippi

University of Maryland

C. Faculty Process for Responding to Academic Integrity Issues

The Office of Student Conduct staff members are available to assist faculty members in responding to academic integrity issues.

OFFICE OF STUDENT CONDUCT CONTACT INFORMATION:

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Interim Director of Student Conduct

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Karine Rose
Student Conduct Coordinator
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Kevin Vande Streek
Student Conduct Coordinator
Professor of Kinesiology
(616) 526-6704
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ADDRESSING ACADEMIC INTEGRITY ISSUES

A Step by Step Process

1. Faculty member discovers or receives a report of an incident (or suspected incident) of plagiarism or academic dishonesty.
2. Faculty member investigates, gathers, and reviews evidence.
3. Faculty member prepares a written summary of the evidence to support a charge of academic dishonesty.
4. Faculty member contacts any member of the Office of Student Conduct to determine whether the student has any prior reports of academic dishonesty. According to university policy, in egregious cases or in repeat cases of academic dishonesty, the faculty member has the option to impose an F for the entire course.
5. Faculty member may opt to consult with the Office of Student Conduct when facing a complicated or unclear situation or when dealing with a difficult student. Office of Student Conduct staff members are available to discuss evidence, explore options, or clarify the process. Faculty members may also decide to refer the entire case to the Office of Student Conduct for the student conduct process and resolution.
6. Faculty member informs the student of the accusation and presents the evidence.
7. Faculty member asks for a student response to the evidence. Several possible scenarios may then develop, each of which calls for different consequences:
 - a. The student provides new evidence that leads the faculty member to withdraw the claim of academic dishonesty. In this case, no further action is required.
 - b. Student admits to academic dishonesty and accepts responsibility for the violation. In this case, the faculty member may impose the sanction that s/he finds appropriate. The faculty member must also fill out an academic dishonesty report and forward it to the Director of Student Conduct, Martin Avila, for filing. This confidential file will be kept and accessed in the event of another academic integrity incident with the student.
 - c. The student neither admits guilt nor provides satisfactory evidence to change the faculty member's assessment of the evidence. The faculty member imposes the sanction that s/he finds appropriate and informs the student that the case will be referred to Student Life/the office of Student Conduct for follow up. The faculty member must also fill out an academic dishonesty report form and forward it to the Director of Student Conduct, Martin Avila, for filing.
 - d. The student denies guilt. The faculty member contacts the Office of Student Conduct (Martin Avila or Karine Rose) to refer the student for follow-up. The faculty member proposes the appropriate sanction, summarizes the evidence, and forwards a copy to the Office of Student Conduct. Once a decision has been reached on the case, the Office of Student Conduct will contact the faculty member with the outcome and prepare a report to file on the student.
8. If the facts of the case are complicated, the faculty member and the office of Student Conduct may opt to adjudicate the case together.
9. If the academic dishonesty is discovered at the end of a semester when grades are due, the faculty member can submit a NR (no report) grade for the student while waiting for the case to

run the course of a due process hearing. Once a decision has been reached in the case, a course grade can be submitted to replace the NR. NOTE: Students have the right to due process when facing a charge that they deny. A Student Conduct staff member will conduct a due process hearing. Students also have the right to appeal the original decision and/or sanction to an Administrative Hearing Panel. The office of Student Conduct will assume responsibility for the process and may request some assistance from the faculty member in preparing the evidence for the hearing and/or appeal.

D. Students Reporting Academic Integrity Violations

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1. If a student becomes aware of academic dishonesty during a test in class, the best thing to do is to notify the professor immediately. This way the professor can address the situation and gather evidence in the moment. Here are some examples of ways students have alerted professors in past situations: Students have walked to the front of the class and told the professor, "John Doe is using his cell phone during this test." Or, students have pretended to have a question for the professor and then pointed to a message to the professor written on the top of their own test paper: "Joe Smith is cheating, he has answers written on his hand" or "The woman in the pink sweater is cheating, she keeps reaching into her tote bag and pulling out cheat sheets."

2. If the student cannot figure out how to alert professor during a test, students have the option to email a professor or stop by the professor's office soon after the test is completed. It is most helpful if the student sends or communicates detailed and descriptive information about what they observed. The professor will respond and work with the reporting student to fully understand the situation and the evidence. The professor will address the situation using the established university process. Here is an example of a descriptive report sent via email to a professor:
Dear Professor, I noticed during our exam today that a male student (I think his name is Andrew) was cheating. I am not sure of his name, but he is the guy with brown hair who always wears a baseball cap to class. He sits one seat ahead of my seat and in the row of desks to my left. I think he was cheating because I heard him paging through his test a lot and from my angle, I could see that he had a cheat sheet in between the pages of his test. The cheat sheet was an index card, so it was noticeable because it was much smaller than the pages of the test. I noticed he kept paging to the back of the test to read what he had written (it looked handwritten) on the index card. Later, I noticed that he also took out his phone and he seemed to be scrolling through notes on his phone. He did not type or text, it was more using his index finger to scroll on the screen of his phone. He would look at his phone and then he would turn to his test and write on it. Then, he would look at the phone again and then write on his test. He kept the phone "hidden" between his knees while he wrote on test and then he would pull it out again. Also, I think Audrey noticed this too. I saw her looking at him when he was using his phone. She looked up to see if you noticed he had his phone out and then she went back to working on her own test.

3. In the event that a student is hesitant or prefers not to report the issue to the professor,

students may send an email to an office of Student Conduct staff member (see contact information below) to report a situation of academic dishonesty. The student can make a report by sending an email with a detailed description of the situation of the academic dishonesty. The staff member will respond and work with the student to fully understand the situation and the evidence. The staff member will address the situation using the established university process.

4. If a student has concerns about making a report as an identified witness, the student may contact a staff member in the office of Student Conduct to discuss the situation. The staff member will try to address the student's concerns and may be able to protect the identity of the witness and still pursue student conduct action. If the student concerns cannot be addressed, then the student retains the right to withdraw the witness testimony. While Calvin does allow and pursue anonymous reports, anonymous reports almost always limit the university's ability to follow up on the misconduct.

CONTACT INFORMATION FOR THE OFFICE OF STUDENT CONDUCT STAFF

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Acknowledgments: This document is based on the Calvin University Student Conduct and Disciplinary Procedures, adopted in March 1977, as well as ATIXA's one policy one process model, and ATIXA's VAWA/Clery Template. The code format was developed after a review of Elon University's student conduct code and some content was obtained from the Center for Academic Integrity's published information

APPENDIX 6 - STUDENT CONDUCT CODE 2020-2021

CALVIN UNIVERSITY STUDENT CONDUCT CODE

The Student Conduct Code contains important information regarding Calvin University's expectations for student conduct as well as information about procedures for reporting and the process for resolving problems and addressing conduct violations within the Calvin University community. Students are expected to comply with the conduct requirements set forth in this Code, and they may in turn expect the university to address issues or concerns fairly, consistently, and in accord with the policies and procedures set forth in the Conduct Code applicable at the time an issue arises. This Code is not a static document or an unchanging set of policies and procedures. On the contrary, updates to the Student Conduct Code may be made whenever necessary to comply with government regulations and when the information presented here can be made clearer or better aligned with best practices. It is the responsibility of all Calvin University students to become aware of and to remain familiar with campus policies and procedures. In the event of substantial mid-year revisions to the Student Conduct Code, students will be alerted by a notice in Student News. Students can expect annual updates to the conduct code prior to each academic year and available in the on-line version of the Student Conduct Code on the Student Life Division web page. Printed copies of the Student Conduct Code are available upon request at the office of the Vice President for Student Life (Spoelhof Center 364K). The official and most current version of the Student Conduct Code is always found online on this page.

I. Preamble

A. Vision Statement

Calvin University is a comprehensive liberal arts university in the Reformed tradition of historic Christianity. Through our learning, we seek to be agents of renewal in the academy, church, and society. We pledge fidelity to Jesus Christ, offering our hearts and lives to do God's work in God's world.

B. Building Community

Building community is an integral component of Calvin's educational mission. Perhaps this vision is best characterized by an image of students, faculty, and staff helping one another day by day to "cultivate aspirations, nurture commitments, and practice what we profess" (Expanded Statement of Mission, Calvin University, p. 52). Seen in this light, being a member of Calvin University is not ultimately about personal gratification, "doing one's own thing," or peaceful co-existence, although Calvin is certainly a place where its constituents can enjoy considerable freedoms, excel, and build lasting friendships. At its best, Calvin seeks to weld its participants together around the beliefs that all are made in God's image and that members of Christ's church need one another, such that their educational endeavors, interpersonal relationships, and personal actions might reflect the Lord's provisions more closely. Building community is not easy. Christian belief also testifies that a person's disregard for God's provisions for life lead to brokenness, alienation, and wrongdoing. As a result, Calvin is not a perfect place; people act, speak, and think in ways that are in conflict with biblical standards. The good news of the gospel is that Jesus' life, death, resurrection, and ascension provide relief from brokenness, alienation, and wrongdoing; followers of Christ are emancipated, enlightened, and empowered to experience life in ways that are mutually fulfilling and meaningful. Consequently, Calvin can be a place where the blessings of community can be pursued and experienced, albeit partially, by some more than others,

and sometimes more than other times. Building community doesn't occur automatically; it requires commitment and perseverance. Moreover, building community suggests intentionally striving to enact self-control, integrity, and justice as appropriate expressions of Christian belief. Self-control involves acknowledging God's presence in all of our actions; integrity concerns being above reproach in dealings with others; and justice indicates a desire to pursue righteousness, compassion, and shalom in private and public settings. Taken together, these three characteristics of the Christian life are important building blocks of the kind and quality of community that Calvin envisions. Building community also involves avoiding various behaviors. Calvin proscribes or "outlaws" certain conduct because it impedes the kind of community that it hopes to build. More specifically, if a student becomes intoxicated, he is not self-controlled; if a student cheats on a test, she has compromised integrity; or, if a student harasses a colleague, he has acted unjustly. In each case, the building of community was diminished. What follows, then, are signposts as to how students might pursue the goal of building community.

C. Theoretical Basis for the Code of Conduct

The theoretical basis for this Student Conduct Code can be derived from the law of God as summarized in Matthew 22:37-40, the Christian law of love. Christians must learn to love God above all and their neighbors as themselves. Yet such love is often feeble, fragmentary, and deficient. Recognizing sinful resistance to God's love, this Christian academic community, resting in the grace of God and moved by His Spirit, joins to build in one another a will to obey this law of love. This code expresses how, in part, this community will act to correct the deficiencies in their love for God, for themselves, and for one another. The Christian law of love cannot be stated in narrow, legalistic terms, for it can never be fulfilled simply by the observance of a set of rules and regulations. Consequently, this code does not seek to develop a detailed and exhaustive summary of what a student may or may not do. On the other hand, it is sound Biblical principle that everything must be done in good order; hence, this code does contain, in addition to positive Christian principles of behavior, a list of proscribed conduct and a well-defined procedure for the implementation of the code.

D. The Scope of the Student Conduct Code

1. Calvin University's conduct code applies to both individual students and to the actions of student organizations. The conduct code applies to every Calvin University student's behavior from the time of a student's admission to the university until the actual awarding of a degree.
2. The conduct code applies to student behavior that occurs before classes begin or after classes end, as well as during break periods and when students are between terms of enrollment.
3. The conduct code applies to behavior in the classroom and at all locations and events on Calvin University owned or leased property.
4. The conduct code also applies to student behavior in locations and at events not occurring on-campus, including those involving non-campus individuals and organizations.
5. The conduct code applies to behavior in locations abroad and in situations involving technology as a means of recording or communication.
6. The student conduct code allows the university to take action or assign sanctions to students for behavior that adversely affects self or others at off-campus sites or disrupts the community wherever it may occur.
7. Calvin University conduct action does not preclude the possibility of civil or criminal charges being placed against an individual nor does the filing or dismissing of civil

or criminal charges preclude action by the university.

8. The conduct code applies to a student's conduct even if the student withdraws from school while a conduct matter is pending.

9. The Director of Student Conduct and/or his/her designee shall decide whether university conduct action related to student conduct code violations shall be applied in a variety of novel situations, on a case by case basis, at his/her sole discretion.

10. A Student Life dean or the Vice President of Student Life may authorize a search of a particular room in a university residence hall or on university owned property to determine compliance with university regulations and/or compliance with federal, state, and local criminal law. Decisions to search are evaluated on a case by case basis when there is reason to believe that a violation has occurred or is taking place in that room or area.

11. The university generally requires that outside police or other government officials obtain a valid warrant to search a student's campus room or apartment.

12. Calvin students may be asked to submit to a breathalyzer or a hair test when reasonable suspicion exists that the student may have violated the conduct code.

Reasonable suspicion exists where the facts and circumstances within the knowledge of the institution indicate that a violation has been or is being committed. While students have the right to refuse, students who do not comply will face conduct action and such action may impact a student's continued enrollment at the university.

E. Relationship with Local Law Enforcement Authorities and the Legal System

Calvin University Student Conduct views university students as adults who are responsible for the consequences of their actions. Calvin students are required to abide by the laws of local, state and national governments and are subject to university conduct action for violating any law. Students are expected to notify the university within 5 business days when they are arrested for and/or charged with civil and/or criminal offenses. Criminal and civil laws still apply within the academic community. In addition, the university has the authority to establish further policies and to hold students accountable for violating these policies. While the university will not shield students from involvement with local law enforcement, sometimes the university is in a better position to deal with a student infraction than the local police. Calvin University's department of campus safety and local law enforcement authorities have drafted a memo of understanding (MOU) which outlines on-campus situations where students in violation of university policy and/or local laws are processed through the university student conduct process. Except for violations of civil or criminal laws, the internal affairs of the university may best be handled by the university itself without resorting to outside intervention. There can be no guarantee that outside agencies will not choose to intervene on their own or that a victim of a crime will not request the involvement of outside law enforcement. If Calvin University is the victim of a minor crime and has identified a responsible, cooperative student, Calvin may decide not to involve the police. Calvin University decisions about involving local law enforcement in student conduct matters are made by evaluating the set of facts available in the situation. The key facts reviewed may include:

1. Seriousness of the crime and its impact on individuals and/or community;
2. University's ability to fully investigate and resolve the issue without assistance;
3. University's legal requirements for notifying the police;
4. Possibility of current or future safety issues for the campus or local community;
5. Multiple/repeated violations versus a single isolated incident;

Students who witness or experience crime are encouraged to report violations of federal,

state, or local laws and ordinances to the university and to local authorities. Campus Safety and Student Life are prepared to assist students in reporting crimes to local authorities. Some violations of the Calvin University Student Conduct Code are also violations of federal, state, or local law. In these situations, students may face both criminal charges and university conduct action. Resolving an issue through these two separate processes does not constitute double jeopardy. The Fifth Amendment double jeopardy clause applies only to successive criminal prosecutions for the same offense. Calvin University's student conduct process is not a criminal process. Calvin University makes decisions about a student's status and continued enrollment at the university. The legal system makes a determination about criminal responsibility for a person's actions. The university conduct process is separate from, and does not involve, legal proceedings. Because Calvin University's conduct process is completely separate from the legal system and utilizes a different standard of proof, it is possible that a student will face different outcomes from the university than from the court system. University student conduct action does not preclude the possibility of civil or criminal charges being placed against an individual, nor does the filing/dismissing of civil or criminal charges preclude conduct action by the university.

II. Student Responsibilities, Rights, and Related Policies

Calvin students are responsible for living in accord with the principles and provisions of this code. This code recognizes that Christians seek to live their lives out of the positive law of love in obedience to God's commandments. It has further recognized, however, that, as members of a Christian community, our love is often feeble, fragmentary, and deficient. It is in recognition of this fact that this code seeks to assist the community by a listing of proscribed conduct. This list is not meant to be exhaustive and the Director of Student Conduct has the authority to review incident reports and make judgment calls on whether to pursue conduct action on a case by case basis. Calvin students are obliged to respect the procedures of this code, which have been established for the just and fair administration of corrective action and for the promotion of a Christian lifestyle. Students are expected to cooperate with university officials in matters related to the implementation of the Student Conduct Code. Students who choose to withhold information from university officials when being interviewed during investigations are impeding the work of the university and may face conduct action. Members of the Calvin community (students, faculty, and staff) may report violations of the Calvin University Student Conduct Code by contacting or speaking with a Student Life dean, or by contacting Campus Safety. Any member of the Student Life staff can assist you in making a report or help you to understand the reporting process.

A. Commitments in the Student Conduct Process

In the administration of the conduct process, the university seeks to act in a way that fosters the growth and development of students and supports the vitality and safety of the learning community. To that end, Calvin University is committed to:

1. Clearly articulating conduct expectations to students.
2. Providing students with information about the university conduct process for responding to incidents, problem reports, and violations of the Student Conduct Code and the university Safer Spaces Policy.
3. Providing a variety of options for reporting possible violations of community standards, the student conduct code, or the Safer Spaces Policy.
4. Establishing provisions so that witnesses and complainants may report misconduct and participate in the resolution process without retaliation or adverse consequences.
5. Providing trained and experienced individuals to administer the conduct system.

6. Interacting with students in a respectful manner during the university conduct process.
7. Providing students with an opportunity to appeal sanctions and requirements which result from either an informal resolution or from a hearing with the Safer Spaces Hearing Panel.

B. Expectations for Students in the Conduct Process

When notified that they are involved in an incident, a problem report or a possible conduct violation, Calvin Students are expected to:

1. Respond truthfully about their actions, even at the risk of negative consequences.
2. Take responsibility for their choices and actions.
3. Make an effort to learn and grow, even in difficult situations.
4. Participate respectfully in the university conduct process.
5. Cooperate fully with university investigations into problems or violations.
6. Refrain from attempting to influence or intimidate witnesses or complainants.
7. Refrain from undermining the university conduct process in any way.
8. Maintain appropriate confidentiality as directed and subject to legal requirements.

C. Student Rights When Referred for University Conduct Action

When referred for university conduct action, Calvin University students have the right to:

1. Hear a summary of the evidence/report initiating the referral.
 2. Respond to the information/evidence supporting the referral.
 3. Present further information/evidence regarding the situation.
 4. Offer additional perspectives.
 5. Suggest witnesses and/or avenues of investigation to the conduct officer.
 6. Request additional time to prepare for a conduct meeting (generally 7 calendar days, can be extended by the conduct officer).
 7. Be accompanied by a process advisor. Students can select a process advisor from any member of the Calvin University community (current faculty, staff, or student) to serve as an advisor during a resolution meeting or during a Safer Spaces hearing.
 - a. Note: The advisor cannot directly address the proceeding but may accompany and advise the student during and after the meeting or hearing.
 8. Appeal a sanctioning decision based on university established appeal processes.
- For more information go to IV. Calvin University Student Conduct Process

D. Reporting Options for Students

For more information regarding the list of reporting options, please visit this page.

- Residence Life staff and Student Life deans can receive reports regarding possible violations of the Student Conduct Code. For a complete list of these Student Life staff members, go to: <https://calvin.edu/offices-services/residence-life/contact-us/>
- To report crimes anonymously, go to: <http://www.silentobserver.org/>
- To report on-campus incidents, contact campus safety: <http://www.calvin.edu/offices-services/campus-safety/>
- To report sexual offenses and/or Safer Spaces violations, go to: <https://calvin.edu/offices-services/safer-spaces/report/>
- To report a problem or issue in the Calvin community, all students, faculty, and staff may call the university's reporting hotline: 1-866-943-5787.

E. Related University Policies

1. Self-Report Policy

Students at Calvin University may self-report to Office of Student Conduct that they have

been involved in a situation where they have violated or may have violated the Student Conduct Code, provided that the specific incident has not come to the university's attention via normal reporting channels and/or any such violations did not and do not place the health or safety of any other person at risk. Self-reports do not become a part of a student's conduct record. Student Life will work with the student to understand the situation and assist the student in addressing the situation so that they will be in compliance with the student conduct code in the future. This may include connecting the student to appropriate interventions or resources that fit the situation. While sanctions are typically not given for self-reported violations, the university reserves the right to require restitution, educational interventions and/or restorative justice when this is applicable. If the self-report involves serious safety issues, violence, or behavior that has injured another party, the university will evaluate the needs of the community or the individual(s) in determining whether the sanctions can be waived. Self-report situations may be complicated, and the outcomes referred to above may be hard to predict. Thus, students have the right to inquire whether a scenario or type of situation would be eligible for a self-report.

EXAMPLE OF A SELF-REPORT

A self-report could be utilized by a student who is using (or has used) marijuana. The following is a potential scenario which might generate a self-report: A student realizes that according to Calvin's drug policy they risk serious disciplinary action (up to or including suspension) if they continue to use marijuana. The student realizes that they need help or resources to address the situation fully. Perhaps a friend or roommate is troubled by their use or has recently realized that the student is using marijuana.

If the student self-reports the above situation to a Student Life director, then he or she would not receive a sanction for the reported marijuana use. The director would receive the report and listen to the student's experiences and concerns. The director would work together with the student to identify appropriate resources to assist the student in bringing their behavior in line with the student conduct code. The self-report plan might stipulate that the student would submit to a future drug testing to support the change in behavior, and so together, the director and the student would establish a timeline in which the student would submit to a hair test, to confirm that the student has come into compliance with the student conduct code.

2. Good Samaritan Policy

Calvin University seeks to encourage students to help each other by seeking appropriate medical attention when the need arises. When a student calls for medical aid for himself/herself or another student out of a safety concern, s/he will not be sanctioned for any accompanying conduct code violations. The university's main concern is getting the proper medical care for the student in need. Students should call for help and NOT drive anyone in need of medical attention. Most students are not trained to care for a person who may become ill or disruptive which could impact one's ability to drive safely. Students observing another student "in danger" due to alcohol or substance consumption are expected to take action and seek medical attention for the impaired person.

3. Amnesty for Reporting Sexual Misconduct

Calvin University seeks to remove any barriers to reporting sexual offenses and cooperating in investigations or conduct process by making the procedures for reporting transparent and straightforward. The university recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report or participate as a witness or

respondent because of concern that he or she may be subject to conduct action for alcohol or drug misconduct during the period of the alleged offense. An individual who reports sexual misconduct, either as a complainant, respondent, or a third party witness, will not be subject to conduct action by the university for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that the specific incident has not come to the university's attention via normal reporting channels and/or any such violations did not and do not place the health or safety of any other person at risk. The university may, however, initiate an educational discussion or pursue other educational remedies for the student regarding alcohol or other drugs.

4. Medical Emergencies

A student who experiences a physical or mental health emergency may be referred or transported to appropriate off-campus medical facilities for stabilization and treatment. These decisions will be made by appropriate professional staff members, based on university protocols. In medical emergency situations, these decisions may be made with or without the student's expressed consent.

5. Medical Clearance Policy

Students who are absent from campus due to a medical emergency and/or a hospitalization must notify the appropriate university staff members and seek medical clearance prior to returning to campus and resuming full participation in university life. To review the entire medical clearance policy, click here.

6. Administrative Leave of Absence

The university retains the right to make an administrative determination (outside of the processes outlined in the Student Conduct Code) to place a student on administrative leave of absence when the student is unwilling or unable to make the decision to take a voluntary leave of absence. For a full statement on the policy and procedure for administrative leave of absence, click here.

7. Information about Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Calvin University is providing a link to the Michigan State Sex Offender Registry. All sex offenders are required to register in the state of Michigan and to provide notice to each institution of higher education in Michigan at which the person is employed, carries a vocation, or is a student.

The Michigan Public Sexual Offender Registry can be found here: <http://www.communitynotification.com>.

Students are encouraged to check their local addresses to familiarize themselves with the location and identity of any sex offenders in their vicinity.

In addition to the above notice to the State of Michigan, all sex offenders are required to deliver written notice of their status as a sex offender to the university no later than ninety (90) calendar days prior to their enrollment in, employment with, volunteering at, attending public programs at, or residence at Calvin University. For students, notice of sex offender status must be directed to: Jane Hendriksma, Calvin University Title IX Coordinator. For university employees, vendors, or guests of the university, notice of sex offender status

must be directed to: William Corner, Director of Campus Safety. Such notification may be disseminated by Calvin University to, and for the safety and well-being of, the Calvin University community, and may be considered by Calvin University in decisions regarding a student's continued enrollment or residence on campus, and the university may decide to refer the student for university student conduct action. Upon notice of sex offender status, the university will review the facts in evidence and make a decision on a case by case basis regarding the student's status, matriculation, enrollment, or residence on campus. The university may impose appropriate limitations upon a registered sex offender enrolled or employed on campus.

III. Policies and Expectations for Calvin Students

A. Calvin University Alcohol Policy

The Drug-Free Schools and Campuses Act of 1989 requires institutions of higher education to adopt and implement effective policies which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and Universities are required to review policies and sanctions to determine effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

1. Overview

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and for safeguarding the well-being of others. Calvin University welcomes and supports the decision of any student not to consume alcohol. Calvin University seeks to emphasize education about the choices, risks, and personal responsibility regarding the use of alcohol. Students are expected to make conscious choices that do not diminish Christian community or impact one's academic pursuits and do not risk the personal safety of community members. The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. Calvin University expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the university holds students accountable for their choices regarding alcohol. In general, students may not possess alcoholic beverages or empty alcohol containers on campus, on university property, in personal vehicles on university property, or in on-campus student living areas. All campus buildings and events shall be alcohol-free, and exceptions are only made by the Office of the President (e.g. private staff residences, Prince Conference Center, etc.) Students present in a residence hall room, in an on-campus apartment, or an off-campus setting where alcohol is present and/or being consumed in violation of the Student Conduct Code may face conduct action for complicity with an alcohol violation. Calvin students who are 21 or older are free to make a decision whether or not to consume alcohol. These students are expected to consume alcohol responsibly and to honor the biblical expectations of moderation. Calvin students are expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not. Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to conduct action. Students who host off campus gatherings are responsible for ensuring the safety, well-being and conduct of their guests, whether the guests are invited or uninvited. Hosts are responsible to ensure that all guests consume alcohol according to the state of Michigan provisions and according to the biblical standard of

moderation. Hosts are also responsible to ensure that guests do not use illegal drugs or engage in criminal sexual behavior while attending an event at their home.

2. PROHIBITED CONDUCT

Violations of the Alcohol Policy with Definitions.

A. POSSESSION OF ALCOHOL OR EMPTY ALCOHOL CONTAINERS ON CAMPUS.

Definition: Students (regardless of age) are prohibited from possessing or consuming alcohol or possessing empty alcohol containers anywhere on the Calvin University campus. Alcohol and empty alcohol containers are not allowed in personal vehicles parked on campus. Note: The Prince Conference Center, located on Calvin's property, has independent alcohol policies and restrictions apart from this code, though consistent with it in most respects.

B. UNDERAGE POSSESSION AND/OR CONSUMPTION OF ALCOHOL

Definition: Possession and/or consumption of alcoholic beverages by any student under 21 years of age.

C. COMPLICITY IN AN ALCOHOL VIOLATION

Definition: A student who is present and fails to intervene in a situation where another student(s) violate(s) the Calvin University drug or alcohol policy.

D. UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES/INTOXICATION

Definition: A person who, having consumed alcoholic beverages, exhibits signs of intoxication and/or experiences any loss of the normal use of his/her mental and/or physical faculties. Examples include but are not limited to: slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory, or abusive behavior.

E. EXTREME ALCOHOL INTOXICATION

Definition: A person who, having consumed alcoholic beverages, exhibits signs of significant and/or dangerous intoxication. Examples include but are not limited to: blacked out, loss of consciousness or limited responsiveness, no withdrawal from painful stimuli, loss of bladder/bowel functions, excessive vomiting, or severe physical depression (slow or shallow breathing, pale or blue-tinged skin, or reduced heart rate).

F. MISUSE OF ALCOHOL: RAPID CONSUMPTION OF ALCOHOL, BINGE DRINKING OR ACTIONS THAT MAY ENDANGER THE WELL-BEING OF SELF OR OTHERS

Definition: Any form of rapid consumption of alcohol or participation in drinking games which lead to overconsumption and/or intoxication, alcohol consumption which may create a risk of danger to self, or others. Examples include but not limited to: bongos, shots, keg stands, beer pong, flip cup, etc.

G. PROVISION AND/OR DISTRIBUTION OF ALCOHOL TO STUDENTS UNDER 21 YEARS OF AGE

Definition: Purchasing for, providing to or distributing alcohol to any individual under 21 years of age.

H. IRRESPONSIBLE HOSTING OF ALCOHOL EVENT

Definition: Irresponsible hosting occurs when students have gatherings where underage guests (invited and uninvited) are consuming alcohol, where persons are misusing alcohol or consuming alcohol to the point of intoxication, where persons are using illegal or prohibited drugs, where excessive amounts of alcohol are present and/or alcohol is being misused as defined in items D and E above.

I. ALCOHOL-RELATED VEHICULAR VIOLATIONS

Definition: Any operation of a motor vehicle during or following consumption of alcohol that creates a risk of danger to self, others or the university or wider community.

B. Calvin University Drug Policy

The Drug-Free Schools and Campuses Act of 1989 requires institutions of higher education to adopt and implement effective policies which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and Universities are required to review policies and sanctions to determine effectiveness, implement needed changes and ensure that conduct sanctions are consistently enforced.

1. Overview

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Substance use/misuse may inhibit students' development and is negatively correlated with academic success and personal safety. Substance use/misuse or prescription drug use not as intended undermines individual student's academic performance and can diminish one's experience of Christian community. Calvin University observes and strictly enforces all local, state, and federal laws related to possession, use, sale or distribution of controlled or illegal substances. Calvin students are also expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages or illicit drugs, and also with a variety of other intoxicants, some of which are legal and some of which are not. Calvin University drug policies prohibit the use, possession, purchase, distribution, sale, or manufacture of a controlled substance (including marijuana, CBD), and of designer drugs. Students who are found responsible for violations of University drug policies are subject to serious disciplinary action from the University, up to or including disciplinary suspension from the University. Calvin University does not recognize medical marijuana as an exception to its drug policies. Students are expected to contact a Student Life dean to discuss possible exceptions in medical situations in advance of any marijuana use. Calvin University drug policy prohibits the possession of drug paraphernalia, including but not limited to roach clips, bongs, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue. Individuals who are involved in any drug-related violation may be subject to criminal action, as the University may report these individuals to the legal authorities. Students who are convicted of any criminal offense involving the possession or sale of a controlled substance risk continued eligibility to receive Financial Aid. Students are accountable for upholding Calvin University drug policies even when traveling to states or countries in which certain drugs have been decriminalized. Though some impairing substances may be legal to purchase in some states, Calvin University prohibits the possession and/or use of these substances by its students. Students are responsible for knowing, understanding and observing Calvin University's drug policies.

2. PROHIBITED CONDUCT

Violations of the Drug Policy and Definitions.

A. USE OR POSSESSION OF PROHIBITED, CONTROLLED, OR ILLEGAL SUBSTANCES

Definition: Possession or use of a prohibited, controlled, or illegal substances or use of (or intent to use) substances for purposes or in manner not as directed. Examples include but are not limited to: possession or use of illegal substances; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, "Spice"), salvia and pyrovalerone derivatives (found in substances marketed as "bath salts") are not intended for human consumption and are prohibited for possession or use by any Calvin University student.

B. DISTRIBUTION OR SALE OF PROHIBITED, CONTROLLED, OR ILLEGAL SUBSTANCES

Definition: Any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by Calvin University drug policy. For example, sharing prescription medicine would be a violation of this policy.

C. POSSESSION OF DRUG PARAPHERNALIA

Definition: Possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongos, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

D. COMPLICITY IN DRUG USE, POSSESSION OR SALE

Definition: Being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances.

C. Calvin University Community Life Policies

1. Overview

Calvin University has a responsibility to maintain a safe and orderly educational environment for students, faculty, and staff. When individual behavior threatens to undermine the individual and/or disrupt the University community, the University will respond with appropriate corrective action to facilitate the growth and development of the individual and/or to restore and protect the community. In Christian community, students will develop important relationships. Calvin University encourages students to rely on the wisdom found in God's Word to guide choices and actions in all relationships. In the area of sexuality, Calvin University expects students to follow biblical guidelines for intimacy and for sexual relationships. The student conduct code prohibits sex outside of marriage, casual sexual encounters, cohabitation, involvement with pornography, and internet cybersex. The visitation policies (Open House hours) in the residence halls at Calvin University are intended to promote healthy Christian relationships between men and women for the purpose of studying and socializing, within the context of large communities of students living under the same roof. Open house hours are limited so that some privacy is assured for students and so that individual floors are able to create strong communities. When hosting significant others and opposite sex guests, students are required to leave their room doors ajar because Calvin recognizes the importance of roommate courtesy and the temptations which closed door privacy may represent. For detailed information on overnight guest policy and visitation hours, [click here](#) or [here](#). In the next three sections, the student conduct code seeks to define expectations for community living and to identify conduct which is prohibited because it undermines the educational environment and/or the experience of Christian community. The three sections identify violations of Community Life Policies, violations against Community Members, and violations of Community Safety Policies.

2. PROHIBITED CONDUCT

Violations of Community Life Policies

A. SEXUAL MISCONDUCT IN CONSENSUAL RELATIONSHIPS

Definition: Calvin University holds that premarital intercourse and casual sexual relationships are in conflict with biblical teaching, and that conduct promoting such intimacy (i.e. nudity, partial undress, lying or sleeping in bed together) is ill advised and unacceptable. For information on other forms of sexual misconduct, refer to the Sexual Offenses/Sexual Misconduct section of this code.

B. COHABITATION

Definition: Whether students live on campus or off campus, Calvin University expects students to take seriously our commitment to a Christian view on relationships and sexuality. Examples of prohibited cohabitation include: students in romantic relationships sleeping/napping together or

“sleeping over,” students in romantic relationships living together, students of opposite gender living together. [Note: Students who believe they have a legitimate exception to this policy should contact a Student Life dean to arrange for permission prior to committing to a living arrangement].

C. INVOLVEMENT WITH PORNOGRAPHY, ILLICIT SEXUAL ACTIVITY, INTERNET SEXUAL ACTIVITY

Definition: Students are expected to embrace biblical sexual purity and to avoid activities which have the potential to distort the good gift of human sexuality. Examples include but are not limited to: involvement with pornography, illicit sexual activity, and internet sexual activity.

D. SMOKING IN UNDESIGNATED AREAS

Definition: Smoking on campus is permitted only in a limited number of designated outdoor areas. These designated areas are clearly marked by appropriate signage and cigarette butt receptacles. Smoking is prohibited inside all campus buildings, including all residence halls. For the purpose of this policy, smoking is defined as the act of lighting, smoking, carrying a lighted or smoldering cigar, and inhaling e-cigarettes, vaporizers, and the like. Hookah use is not permitted on campus. Please note: Calvin University's smoking policy may be subject to change depending on campus regulations. Students are responsible of knowing if any changes in the smoking policy occur on campus. Smoking cessation programs are available through Calvin's Health Services Department. Here is a list of Calvin's approved smoking areas.

E. DISRUPTING THE UNIVERSITY CONDUCT PROCESS

Definition: Any behavior that disrupts the orderly process of a university investigation and/or the university conduct process. Examples include, but are not limited to: failure to respond to notice of a university official, providing false testimony, making a false report, misrepresenting information during an investigation or a hearing, attempting to influence the testimony or participation of a witness or attempting to influence the participation of an individual in official capacity, threatening or intimidating any individual's participation in the conduct process, withholding information regarding the reported incident, or failure to comply with a conduct sanction.

F. FAILURE TO COMPLY WITH THE DIRECTIVE OF A UNIVERSITY OFFICIAL

Definition: Direct disobedience of an order/request of a university staff, faculty or student employee. This includes, but is not limited to, failure to evacuate a building, campus, or area of campus when so ordered by a university official, failure to identify self/produce university ID when requested to do so, failure to comply with a reasonable request of a faculty or staff person, failure to comply with a drug-test, or failure to complete prescribed sanctions as given by an administrative hearing officer or by the university hearing board.

G. FRAUD/DISHONESTY

Definition: A statement, action, or representation that is false, misrepresents the truth, and/or is intended to deceive another, or to deceive for purpose of gain. Examples include, but are not limited to: falsely reporting an incident; falsifying statements, records, admissions materials, forms, computer applications, or parking permits; manufacturing, altering or falsifying an official identification card or possession and/or use of another person's ID or a fake identification card; or presenting another person's university ID Card, name or ID number for identification, meals or purchases, or allowing another person to use one's university ID Card for fraudulent purposes. Academic integrity violations are also acts of dishonesty and are separately addressed elsewhere in this code.

H. GAMBLING

Definition: To play a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays. Gambling is prohibited where it distracts from the academic environment and Christian community, threatens financial security and/or undermines spiritual or mental health.

I. PROFANE OR OBSCENE EXPRESSIONS INCLUDING DECENCY OFFENSES

Definition: Any conduct involving actions, images, words or data which are indecent, abusive, profane, harassing or sexually offensive whether via telephone, e-mail, audio, film, video, printed materials, homepages, or online social networks; "Peeping Tom" activity; sexual exploitation; public nudity and indecent exposure.

J. POSSESSION OF LOST OR STOLEN PROPERTY

Definition: Possession of property reported to be or known to be lost or stolen, regardless of the item's place of origin; possession of traffic cones, signs, markers, and/or other public property.

K. STEALING

Definition: Unauthorized taking or using of property or possessions of the university or of another person or organization. Examples include but are not limited to: "borrowing" items without prior permission, consumption of food without prior permission, taking another individual/group/organization's belongings, unauthorized possession of permits or parking decals.

3. PROHIBITED CONDUCT

Violations Against Community Members

A. ABUSIVE BEHAVIOR

Definition: Behavior which threatens or undermines the health and safety of another person. Abusive behavior may be physical, emotional or verbal in nature.

B. BULLYING

Definition: Any on-going behavior directed at or about a student, staff/faculty, or community member that is degrading, humiliating, malicious or defamatory. Behaviors may occur in person, in print, via electronic means or through social networking (cyber-bullying). Examples include, but are not limited to: ongoing pranks or ridicule directed against an individual, graffiti, posting insults against a student in a public setting or on any website. For more information about bullying, [click here](#).

C. FIGHTING OR ACTS OF PHYSICAL AGGRESSION

Definition: An encounter with blows or other personal violations between two or more persons. This includes but is not limited to actual or attempted pushing, hitting, kicking, spitting, wrestling, pulling hair, etc.

D. HATE CRIME

Definition: Any act prohibited by law that is motivated because of the victim's actual or perceived race, nationality, ethnicity, religion, gender, gender identity, disability, or sexual orientation (or other protected category under federal, state, or local law).

E. HAZING

Definition: Any action or situation created, either directly or through innuendo that jeopardizes a student's psychological, emotional, or physical well-being, regardless of the person's willingness to participate. Examples include but are not limited to:

- a. Subtle hazing – behaviors that emphasize a power imbalance between new members/rookies and other members of a group or team.
- b. Harassment hazing – behaviors that cause emotional anguish or physical discomfort in order to feel like a part of the group. Harassment hazing confuses, frustrates, and causes undue stress for the recipients of this behavior.
- c. Violent hazing – behaviors that have the potential to cause physical and/or emotional or psychological harm or injury.

F. VIDEOTAPING, AUDIO TAPING, AND PHOTOGRAPHY WITHOUT CONSENT

Definition: Videotaping, audio taping, or photography (camera and video phones included) of students, faculty or staff without their prior expressed consent is not allowed. The prohibition and

need of consent by a staff/faculty, student, or community member related to recording and photography applies to locations or situations where there is an expectation of privacy. NOTE: Video cameras and audio recordings are utilized by the university in conducting normal business or utilized in the safety and security of the campus. To review the Calvin University Video Surveillance Policy, please [click here](#).

G. STALKING/INVASION OF PRIVACY/UNCONSENTED CONTACT

Definition: Behavior directed against another person that violates reasonable expectations of personal privacy and/or privacy of personal information; behavior which the student knows or should know is unwelcome; or behavior which would cause a reasonable person to feel fear or anxiety. This includes actions or contact through a third party. Examples include but are not limited to: repeatedly contacting or following a person regardless of formal notice; use of electronic devices or software to obtain or attempt to obtain private data; entering or opening a student's private property without express consent; use of another person's password or ID to attempt to gain access to personal information. For information about Michigan state law regarding stalking, [click here](#).

H. RELATIONSHIP VIOLENCE

Definition: Any behavior within a relationship (typically, an intimate or domestic relationship) that causes physical, psychological, or sexual harm to those in the relationship. Violence is considered the intentional use of physical force or power, threatened or actual, against another person that results in a high likelihood of resulting in injury and/or psychological harm and sometimes may result in death. For information about Michigan state law regarding domestic violence, [click here](#).

I. DATING VIOLENCE

Definition: Any controlling, abusive, coercive and/or aggressive behavior in a romantic relationship. This can include verbal, emotional, physical, or sexual abuse, or a combination. For more information about understanding abuse in relationships [click here](#).

4. PROHIBITED CONDUCT

Violations of Community Safety Policies

A. ENDANGERING THE HEALTH & SAFETY OF SELF AND/OR OTHERS

Definition: Any behavior that creates a risk of danger to self or others. Examples include but are not limited to propping doors to residence halls; not calling for medical assistance when a fellow student is at risk due to alcohol or drugs; throwing objects from windows or balconies; water balloon fights; giving door access cards to nonresidents of the community; failure to evacuate a building during a fire alarm; and being on the roof or unapproved areas of any buildings.

B. DESTRUCTION OR DEFACING OF PROPERTY

Definition: Destruction, damage or defacement of personal, public, or university property; including, but not limited to: defacing structures, bulletin boards, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; and removing window screens.

C. DISORDERLY OR DISRUPTIVE CONDUCT

Definition: Any behavior that is disruptive (regardless of intent) to the rights of others, behavior which disrupts the daily productive functioning of self or others in the university community, and/or conduct which adversely affects self or others. Examples include but are not limited to: intentionally preventing others from listening or presenting their ideas in class; manipulating others to gain sympathy or attention, use of cell phones in classrooms or during campus events; excessive noise; engaging in public urination or defecation; horseplay, practical jokes, hiding from university officials, hall sports and general pranks or annoyances.

D. THREATS OR THREATENING BEHAVIOR

Definition: Conduct which directly expresses or implies a threat or dangerous intention(s) to an individual or to a specific or general target. Examples include but are not limited to: direct threats, implied threats, behavior which suggests possible dangerous intentions, angry outbursts, expression of violent fantasies, brandishing weapons or illegally concealing a weapon, or any suggestion of or actual planning or preparation to carry out a violent act.

E. FIRE SETTING

Definition: Lighting or attempting to light a fire or to cause or attempt items (other than cigarettes) to combust/burn without authorization.

F. ARSON

Definition: Setting fires with the intention of destroying property.

G. FIREARMS AND/OR WEAPONS

Definition: The possession or use, whether openly displayed or concealed, of any weapon, or ammunition is strictly prohibited on the university campus or at university-related events or displayed electronically via university network or elsewhere when the individual is a Calvin student or identified as a Calvin student. Examples of "weapons" include, but are not limited to: guns, rifles, pistols, bullets, explosives, BB guns, air soft guns, paint pellet guns, potato guns, rockets, fireworks, bow and arrows, sling shots, bowie knives, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened, and any other weapon of any kind or any object used or displayed as a weapon.

H. FIREWORKS AND/OR EXPLOSIVE DEVICES

Definition: Possession and/or use of fireworks or explosives on university owned or leased property or at university sponsored events. Examples include: homemade explosive devices, fireworks purchased legally or illegally.

I. MISUSE OF UNIVERSITY PROPERTY

Definition: Unauthorized use of university property including, but not limited to, unauthorized use of university keys, duplication of keys or unauthorized use of or access to university spaces, university vehicles or university equipment.

J. TAMPERING WITH FIRE AND/OR LIFE SAFETY EQUIPMENT

Definition: Conduct that involves causing a false fire alarm, any conduct that involves tampering with, covering or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment, as well as unauthorized use of fire extinguishers and the breaking of pull station or fire extinguisher covers.

K. OBSERVANCE OF LOCAL STATE AND FEDERAL LAWS

Definition: All students are required to abide by the laws of local, state and national governments and are subject to university conduct action for violation of any law. Note: University Student Conduct action does not preclude the possibility of civil or criminal charges being placed against an individual, nor does the filing of civil or criminal charges preclude Student Conduct action by the university.

D. Policy for the Prevention of Diseases

1. Overview

Calvin University recognizes that the prevention of infectious diseases and viruses is a community effort. The University expects students to abide by the Love Your Neighbor covenant, based on Jesus Christ's call to love our neighbors as much as we love ourselves (Matthew 22: 39). During pandemics or seasons when infectious diseases are spreading rapidly, students and community members are expected to comply with University policies and local public health orders to reduce the spread of infectious diseases. The University will be monitoring local and state mandates from the Kent County Health

Department and the Michigan Department of Health and Human Services (MDHHS) to stay informed on any changes to mitigating the prevention of infectious diseases. As the University implements protocols for the safety of the Calvin community, students are expected to stay informed of the changes in policy to prevent further spread of diseases. Students are expected to actively support the living and learning experiences of all members of the Calvin community, whether learning occurs in-person or remotely. Students who fail to comply by our policies for the prevention of diseases, will forfeit their right to study on campus and will be subjected to disciplinary action. Students who are in violation of the policies for the prevention of diseases are not eligible to appeal. For more information regarding the University's policies and protocols for disease prevention, please click [here](#). For more information regarding local and state prevention requirements, please visit the Kent County Health Department and the MDHHS websites. When students become aware of other students living on or off-campus who are not complying with the University and/or local public health guidelines and expectations, they can report concerns [here](#). Faculty that are aware of students who are not complying with University and/or local public health guidelines and expectations, they can report concerns [here](#) or contact the Director of the Office of Student Conduct, Martin Avila, ma24@calvin.edu.

2. PROHIBITED CONDUCT

Violations of Calvin community safety policy, public health orders, and definitions.

A. FAILURE TO COMPLY WITH THE UNIVERSITY AND PUBLIC HEALTH ORDERS VIOLATION

Definition: Direct disobedience of the University and local public health orders. This includes: failure to comply with wearing a mask (or any other required protective gear), failure to practice social distancing, failure to comply with medical testing protocols, quarantine, and contact-tracing efforts, failure to comply with professor and classroom requirements, failure to comply with residence life and dining requirements, failure to avoiding crowded areas, failure to comply with campus indoor and outdoor recreation requirements, hosting gatherings on and off-campus, failure to observe our smoking policy, failure to maintain sanitized living and study areas, or failure to comply with any other requirements implemented by Calvin University in order to reduce the spread of diseases. To ensure a safe and healthy campus, students are expected to protect themselves, others, the community, and engage in the mission of Calvin.

B. FAILURE TO OBSERVE LOCAL, STATE, AND FEDERAL LAWS DURING THE PREVENTION OF DISEASES

Definition: All students are required to abide by the laws and public health orders of local, state, and national governments and are subject to university discipline of any law and mandate. For more information regarding local, state, and national public health orders, please visit the Calvin University Safety Return Plan (which specifically to COVID-19), Kent County Health Department, and MDHHS websites. Note: University student conduct action does not preclude the possibility of civil or criminal charges being placed against an individual, nor does the filing of civil or criminal charges preclude Student Conduct disciplinary action by the university.

C. IRRESPONSIBLE HOSTING DURING THE PREVENTION OF DISEASES

Definition: Irresponsible hosting occurs when students have indoor or outdoor, on or offcampus, public or private gatherings during pandemics and/or seasons when diseases are spreading rapidly. During these times students must abide by the state, local, and University public health orders. All on-campus gatherings should comply with Calvin University policies and be reviewed and authorized through university approval process.

Calvin University Safer Spaces Policies

1. Overview

CALVIN UNIVERSITY STATEMENT OF NON-DISCRIMINATION

Calvin University prohibits unlawful discrimination on the basis of race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by federal, state or local statute or ordinance. Discrimination is defined as unequal treatment of an individual because of his or her protected legal status, such as race, age, or gender. The Safer Spaces Policies and Procedures address Discrimination, Harassment, and Retaliation. To review the entire Safer Spaces Policy, [go here](#). The process for reporting a Safer Spaces problem or violation can be found [here](#). The process for resolving Safer Spaces complaints can be found [here](#).

DIRECTOR OF SAFER SPACES/TITLE IX COORDINATOR

The Director of Safer Spaces serves as the Title IX Coordinator and oversees implementation of Calvin University's policy on equal opportunity, harassment, and nondiscrimination. The Director of Safer Spaces/Title IX Coordinator has the primary responsibility for coordinating Calvin University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. Reports of discrimination, harassment and/or retaliation should be promptly reported to the SSA or one of the university's Title IX Coordinator.

Jane Hendriksma

Calvin University Title IX Coordinator

Director of Safer Spaces

Spoelhof Center 364P

(616) 526-6117

Email: jhendrik@calvin.edu

2. PROHIBITED CONDUCT

Prohibited Conduct under the Safer Spaces Policies can be found [here](#).

F. Calvin University Sexual Offenses/Sexual Misconduct Policies

1. Overview

Federal regulations require institutions of higher education who receive federal funding to address with specificity sexual misconduct. In addition to the biblical standard for sexual conduct listed in the Community Life Policies of this code, Calvin University prohibits sexually violent acts as listed in the Calvin University Safer Spaces policy. Calvin University acknowledges that some forms of sexual misconduct listed in the student conduct code may be crimes as well. While Calvin University utilizes different standards and definitions than the State of Michigan Penal Code, sexual misconduct may overlap with crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Students are encouraged to contact the local police to report sexual violence and the university will assist students in this process.

- For university assistance in reporting incidents, [click here](#).
- To report a crime directly to local police, [go to report a violation](#).
- For information regarding the state of Michigan laws regarding sexual violence and relationship offenses [go here](#).

2. Calvin University Policy Statement on Establishing Consent for Sexual Intimacy

The Calvin University Policy on establishing consent for sexual intimacy can be found [here](#). For information about the law in the state of Michigan regarding establishing consent and

the limits of legal consent view this document.

3. PROHIBITED CONDUCT

Violations of the Sexual Offenses/Sexual Misconduct Policy and Definitions can be found here

G. Calvin University Policy Regarding Responsible Use of Technology

1. Overview

"Grateful for the advances in science and technology, we make careful use of their products, on guard against idolatry and harmful research, and careful to use them in ways that answer to God's demands to love our neighbor and to care for the earth and its creatures." (Paragraph 52, Our World Belongs to God, CRC Publications, 1988.) As a community that yields to the leadership of Jesus Christ, Calvin University expects responsible use of technology by enfranchised users of Calvin information technology resources. This policy was created to amplify what this community intends by responsible use. This policy defines responsible use as:

- Respect for one another's need for access.
- Respect for one another's values and feelings.
- Respect for one another's property.
- Respect for one another's privacy.
- The stewardly use of the university's information technologies.
- Respect for the ownership, right to use, and protection of information.

2. The Scope of the Policy

This policy applies to all enfranchised users of Calvin information technology resources. An enfranchised user is anyone who has been given permission to use Calvin information technology resources.

3. Consequences for Policy Violations

Use of information technology resources at Calvin University is a privilege, not a right. Violation of any part of this policy will subject the violator to conduct action, which may include any of the following: warning, loss of access, or referral to the appropriate Student Conduct body.

- Students: A breach of this policy will result in referral for university conduct action.
- Staff: A breach this policy will result in referral to their immediate supervisor.
- Faculty: A breach of this policy will result in referral to the Provost's Office.
- Alumni and guests of the university: A breach of this policy may warrant loss of access to Calvin information technology resources.

**To review entire policy, go here.

IV. Calvin University Student Conduct Process

Note: Violations of Safer Spaces Policies are investigated and resolved through the Safer Spaces Resolution Process. For information about this process, go to:

<https://calvin.edu/directory/policies/safer-spaces>

A. Responding to Violations - general outline

1. University Receives Notice

The Conduct Officer receives an incident report, problem report or an anonymous report. The Conduct Officer reviews report, gathers facts, and assigns the case to a staff member or assigns a staff member to begin a fact-finding process to more clearly understand the situation.

2. Student Receives Notice

The student is notified via email that the university has received an incident report or problem report which involves this student. The office sends a notice to the student to schedule an initial conference with conduct officer.

3. Initial Conference with Student

During this meeting the conduct officer will:

- a. Review report with student.
- b. Allow student to respond to the report and the evidence.
- c. Provide student with opportunity to:
 1. Present further information.
 2. Offer additional perspectives.
 3. Suggest avenues of investigation.
- d. Review relevant policies and issues with student.
- e. Review process and answer student's questions.
- f. Establish temporary measures where necessary.
- g. Decide on process options.

During or after the meeting the conduct officer will:

- a. Prepare a statement that is reviewed and signed by the student, if applicable.
- b. Communicate a process decision to student.

At the conclusion of this meeting, the Conduct Officer will decide based on the facts of the situation and the input of the student to:

- a. Move to closure because no further action is necessary.
- b. Move to investigation to gather additional information.
- c. Move to investigation and/or resolution under Safer Spaces Policy.
- d. Move to informal resolution. Resolution meeting is scheduled. Student may request extra time to prepare (generally one week and more can be requested).

4. Informal Resolution

The university will refer a case for informal resolution when:

- a. The student and the university achieve general agreement regarding the facts of the report/violation.
- b. The evidence supporting the violation is so strong that the student's testimony does not adequately challenge the finding based on preponderance of evidence standard.
- c. In cases involving injured parties, where all parties agree to move to informal resolution.

5. Resolution Meeting

During the resolution meeting, the conduct officer will:

- a. Provide student with written notice of any conduct violations.
- b. Review with student the role of prior conduct history in the sanction decision.
- c. Present written copy of the resolution agreement which will be based on the violations and will list requirements. Requirements may include:
 1. Educational interventions
 2. Fines
 3. Restitution and/or restorative measures
 4. Restrictions
 5. Clarification of temporary measures
 6. Sanctions
 7. Notifications
- d. Answer student's questions about policy, process or resolution requirements.
- e. Determine student response/acceptance of resolution requirements.
- f. Provide appeal Information, if applicable or upon request.
- g. In cases involving injured parties, the Conduct Officer will provide the complainant with notice of the outcome and the opportunity to appeal.

B. General Operating Guidelines

1. Process Decisions

Given the scope of the university's responsibilities, the university will review each reported problem or violation and decide which process to employ to address the situation.

2. Standard of Evidence

Calvin University's student conduct process requires a preponderance of evidence for finding an individual responsible for a violation. Unlike the criminal system, which requires evidence "beyond a reasonable doubt," a university conduct decision is based on the "greater weight of the evidence." A preponderance of evidence standard requires that the available information indicates that it is "more likely than not" that a violation occurred.

3. Types of Evidence

Formal rules of evidence used in a court of law are not applicable to the university student conduct process. The university process will consider all information or statements with probable value, such as hearsay or anonymous reports. The responding student has the right to hear and respond to all information that may be utilized for a decision.

4. Process Advisor

Students may select any member of the Calvin University community (current faculty, staff or student) to serve as an advisor during the resolution meeting. The faculty, staff or student serving as the advisor cannot directly address the proceeding, but may advise the student during and after the meeting or hearing.

5. Resolution Meetings and Hearings

Trained university hearing officers will conduct the meeting in a manner that is according to university policy and protocol and is also thorough and respectful. Family members and attorneys are not present during these meetings or hearings.

C. Resolving Violations Through Referral to University Hearing Panel

1. Overview

a. Violations of the Safer Spaces Policy will follow the hearing process outlined in the Safer Spaces Policy itself. For more information, go [here](#).

b. The university reserves the right to refer conduct matters to a hearing with the University Hearing Panel usually when the situation involves:

1. An injured party or personal violations.

2. Community safety issues.

3. Repeated violations.

2. Outline of Hearing Process for University Hearing Panel

a. Ensure Process Steps are Completed:

1. Notice to student

2. Initial conference with student.

3. Investigation and preparation of summary report.

4. Process decision communicated to student.

b. A Conduct Officer appoints a University Hearing Panel (UHP) and designates a chairperson.

c. UHP reviews investigation summary and notes from process steps.

d. UHP communicates with student: right to advisor, request for witnesses, preparation time.

e. UHP decides on witness participation, confirms witness list.

f. UHP sets hearing date and notifies responding student, and witnesses.

g. UHP conducts hearing.

h. UHP prepares written report which details each alleged violation and the findings and sanctions for each one. The UHP chairperson will prepare a written summary

for the file and for the student.

- i. The UHP findings and sanctions will be presented to student parties by the UHP chairperson.
- j. The chairperson will record the student response to the sanctions.
- k. The chairperson will review appeal process for student, if applicable or requested.

V. Student Conduct Sanctions and Appeals

A. Student Conduct Sanctions

1. Overview

The purpose of sanctions is to help students understand their behavior in the context of the university community and to deter inappropriate behavior in the future. Conduct Officers and University Hearing Panels strive to apply sanctions that are commensurate with the misconduct and to assign an educational element and/or intervention measure, and where appropriate a restorative element to address harm to individuals and/or the community. Sanctions are decided based on the facts available in each situation on a case by case basis. For consistency, there are standard sanctions for high frequency violations which serve as guidelines for staff members addressing the situation.

2. Sanctions

The following range of sanctions may be imposed upon any student found to have violated the Student Code:

- a. Admonition** - An oral statement to the student that the student is violating or may be violating university policies. The conduct officer will review the policy and rationale and explore resources/supports for the student.
- b. Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations. The conduct officer may include policy statement and rationale for clarification purposes.
- c. Warning Status** - An official conduct action in response to a violation of specified regulations. Warning status is set for a designated period of time and includes the probability of more serious conduct sanctions if the student is found to be violating any institutional regulation(s) in the future and especially during the warning period. Warning status may affect a student's ability to travel on an off-campus program or interim, and may affect an athlete's eligibility.
- d. Personal Probation** - An official conduct action in response to violating specific regulations. Personal probation is set for a designated period of time and includes the probability of more serious conduct sanctions if the student is found to be violating any institutional regulation(s) in the future and especially during the probationary period. Personal probation may affect a student's participation in leadership roles in student organizations, eligibility in university athletics and acceptance into off-campus travel programs.
- e. Loss of Privileges** - Denial of specified privileges for a designated period of time.
- f. Fines** - Monetary fines may be imposed by conduct officers for violations of the student conduct code. Fines are decided based on the facts of the situation and can range up to \$500.
- g. Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- h. Restoration** - A plan to address injury or harm caused to an individual and/or the community.
- i. Community Service** - An assignment of appropriate community service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her misconduct.
- j. Parent/Guardian Notification** - Notification of parents or guardians is likely in cases of alcohol or drug policy violations, abuse or injury to self, or in conjunction with disciplinary probation or disciplinary suspension.

k. Discretionary Sanctions - Participation in classes or assignments designed to address decision-making and consequences of behavioral choices within a Christian educational community; mandatory drug or alcohol assessments, or other related discretionary assignments (such assignments must have the prior approval of a senior conduct staff member).

l. Disciplinary Probation - An official conduct action in response to violating specific regulations. Disciplinary probation is set for a designated period of time and includes likely notification of parents and the probability of more serious conduct sanctions if the student is found to be violating any institutional regulation(s) in the future and especially during the probationary period. Within disciplinary probation, staff members can specify the violation to be a level one, level two, or level three type of violation. Disciplinary probation may affect a student's participation in leadership roles in student organizations, eligibility in university athletics and acceptance into off-campus travel programs.

m. Suspension from Campus Housing - Separation of the student from on-campus housing (residence halls or apartments) for a definite period of time, after which the student may be eligible to return. Conditions for return to on-campus housing may be specified.

n. Disciplinary Suspension - Separation of the student from the University for a definite period of time, after which the student may apply to return. Conditions for readmission will be specified. Parents of students are notified of the suspension sanction by the senior conduct staff member. During suspension the student is not permitted to be on Calvin University property except by prior permission by a Student Life Dean.

o. Withholding Degree - The University may withhold or delay awarding a degree otherwise earned until completion of the student conduct or safer spaces process including the completion of educational sanctions imposed.

p. Revocation of Admission - Admission to the University may be revoked for fraud or misrepresentation during the application process and for violations of the student conduct code or safer spaces policy prior to enrollment.

q. Revocation of Degree - The University may revoke a degree previously awarded as a sanction for serious violations of the student conduct code or safer spaces policy.

r. University Expulsion - Permanent separation of the student from the University. During expulsion the student is not permitted to be on Calvin University property except by prior permission by a Student Life Dean.

s. Academic Sanctions - Imposed on any student found to be guilty of academic dishonesty: a grade of zero for the piece of work involving academic dishonesty or, in egregious or repeat cases, a failing grade for the course.

t. Provisional Suspension - In certain circumstances, the Vice President for Student Life, or the Dean for Student Conduct may impose disciplinary suspension prior to a hearing with a Conduct Officer or a University Hearing Panel or pending an appeal of a conduct decision.

1. Provisional suspension may be imposed to:

- a. Ensure the safety and well-being of members of the university community and campus property.
- b. Ensure the student's own physical or emotional safety and well-being.
- c. Address situations where a student faces criminal prosecution or the university is notified of criminal prosecution.
- d. Address a definite threat of disruption or interference with the normal operations of the University.

2. During the provisional suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life or the Dean for Student Conduct may determine to be appropriate.

3. Retaining, Releasing, and Expunging Confidential Student Records

The Office of Student Conduct maintains all confidential student conduct files for matters involving cases where students were sanctioned for violations of the student conduct code according to a due process. These files are maintained separately from a student's academic transcripts but are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA). Student conduct records are generally maintained for seven years beyond the incident. Student records involving a sanction of expulsion (permanent separation) may be retained indefinitely. Upon graduation, a student may apply to the director for the Office of Student Conduct to request to have their conduct record expunged. After seven years, the Office of Student Conduct routinely expunges student records. In some cases, Calvin may retain student conduct records beyond this timeframe. Calvin University's Office of Student Conduct may legally disclose information related to student conduct records to Calvin University officials with legitimate educational interests without prior consent from students. For routine internal record checks as part of application processes (off campus travel, admission to academic departments/programs, student leadership positions, etc.) the Office of Student Conduct requests that these departments notify the students in advance of the record inquiry and/or have students sign a waiver related to the confidential record release. For record release requests beyond Calvin University, (graduate school applications, job applications, background checks) students can make these requests and will sign a waiver prior to the release of the educational record. With written consent/request from the student or as otherwise provided by the law, student conduct records are externally reportable when the conduct record is retained by Calvin. The Student Conduct Code and the protocols related to its implementation are under the direction of the director for the Office of Student Conduct. In consultation with the Vice President for Student Life, the director has the authority to make decisions related to protocols, policy interpretation, policy development, and policy exceptions.

B. Appeal Processes related to University Student Conduct Action

1. Overview

For information about the appeal process involving the Calvin University Safer Spaces Policy, go [here](#). For the appeal process involving all other violations of Calvin University Student Conduct Code, the following information applies:

Accused students or complainants may appeal both the decision and the sanction imposed by conduct officers (Student Life deans, resident directors, and faculty members). To find the appeal form online, students may go to this form. A paper copy of the appeal form is also available from the office of the Vice President for Student Life. In order to file an appeal of a conduct decision, students must present in writing the completed appeal form and attach any and all evidence and rationale to support the appeal. The appeal is submitted to the Director of Student Conduct or the Vice President for Student Life within five (5) university business days of the sanction decision. Upon receiving an inquiry regarding an appeal, the Vice President will schedule an appointment with the student to discuss the appeal and the appeal process. The Vice President for Student Life serves as the ex officio secretary of the Appellate Board. Appeals are limited to a review of the written or verbatim record of the original decision or hearing, the student's appeal submission and the hearing officer's response to the student's appeal. In the event of new evidence, the Appeal Board has the option to conduct interviews or pursue other information to fully understand the nature and meaning of the new evidence.

2. Appellate Board Review

The Appellate Board will review decisions where there are questions about whether:

- a. The original hearing was conducted fairly in light of the violations and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. To determine whether the decision reached regarding the accused student was based on substantial evidence using the preponderance of evidence standard (i.e. whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred).
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
- d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. Appellate Board Decision

- a. If an appeal of a student's responsibility for the violation is granted by the Appellate Board, the sanction will be lifted immediately.
- b. If an appeal of the severity of the sanction is granted, the Appellate Board will impose a modified sanction which will be implemented by the Vice President for Student Life.
- c. If an appeal of the student's guilt or the severity of the sanction is denied by the Appellate Board, it may not impose a more severe sanction(s) for the accused student.
- d. The decisions of the Appellate Board are considered final.

4. Appellate Board Mandate and Composition

A. MANDATE

The Appellate Board shall function as the appeals body for student conduct cases.

- 1. The board meets each fall for organizational purposes and thereafter only as needed. It shall be convened by the Vice President for Student Life.
- 2. A quorum is constituted by two students and two faculty members.
- 3. A minimum of two-thirds votes is required to sustain an appeal.
- 4. The board does not have the right to increase the sanctions.

5. The board shall conduct appeals according to the Student Conduct Code.

B. COMPOSITION

Seven members: the Vice President for Student Life who shall serve as secretary and a non-voting member; three faculty members who shall be appointed by the President in consultation with the Vice President for Student Life; and two students, identified leaders, one from the residence halls, one from the Knollcrest East Program Activities Council, and one (junior or senior) from Student Senate who are all appointed by the Student Senate's Appointments Committee in consultation with the Vice President for Student Life; by graduation of each year.

Approved by Faculty Senate: September 2014

5. Appellate Review Request Form

VI. Calvin University Academic Integrity Policies

At Calvin, the student-faculty relationship is based on trust and mutual respect. This trust can be seriously undermined by the suspicion or reality of academic dishonesty.

A. Purpose of Academic Work

Faculty members design academic assignments in order to help students learn. Calvin University expects students to display honesty and responsibility in completing these assignments. Faculty members assign course grades based on each student's performance and on each

student's independent mastery of course objectives. Calvin University therefore expects that all course work submitted by students reflects each student's own individual efforts toward learning. These principles about academic honesty also apply to the lectures, Powerpoints, handouts, audio/visual materials, or any other content produced by a faculty instructor. While students may reproduce course content to enhance their own learning, they may not share that content with audiences outside the course without the express permission of their faculty instructor. All online lectures recorded and provided by the faculty instructor should be erased immediately by the end of the semester.

B. Forms of Academic Dishonesty

Definitions and Examples

1. Cheating and Using Unauthorized Material on Examinations

All examinations are to be completed by each student alone, without assistance of any kind. For tests, that means no help is to be sought, given to or received from other persons; no books, notes, cellphones, iPods, calculators, online sources, or other materials or devices of any kind are to be consulted unless expressly authorized by the instructor. If a professor allows certain aids or materials during a test or exam, it is the student's responsibility to fully understand the expectations and limits of the situation prior to completing and submitting the coursework or evaluation. For example, if a calculator or other hand-held electronic device is permitted to be used for mathematical calculations, no other information may be programmed into or retrieved from the device.

2. Cheating and Using Unauthorized Material in Coursework

There are many types of course assignments ranging from collaborative to individual assignments. It is the student's responsibility to fully understand the expectations and limits of the situation prior to completing and submitting the coursework. This also applies to in-class and online assignments. For homework assignments, it may not be appropriate to consult and submit solutions found in published solution manuals or online.

3. Attempting to Commit Academic Dishonesty

Attempting or preparing to cheat constitutes academic dishonesty, even if the attempt is discovered before it is completed. For example, possessing unauthorized notes or devices during an examination constitutes academic dishonesty even if they have not yet been used. Asking others for help in cheating constitutes academic dishonesty even if nobody responds and no cheating ultimately occurs. It is the student's responsibility to approach all academic assignments in a way that does not raise suspicions of academic dishonesty.

4. Improper Collaboration

Many classes emphasize working with a partner or in groups. Permission from the professor to "work together" on a homework assignment, project, or paper allows students to collaborate on certain clearly defined stages of an assignment; it does not allow them to violate the rules of integrity by copying answers from someone else or by presenting another student's work as their own. Unless the professor specifies otherwise, it is assumed that all work submitted for a grade will represent the student's own understanding, and will thus be expressed in the student's own words or symbols (e.g. calculations, computer code, etc.). When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected, it is reasonable for the professor to suspect that academic dishonesty has occurred.

5. Multiple Submission of Coursework

Submitting the same assignment or substantial portions of the same work for more than one class violates the principle that every assignment should advance a student's learning and growth. Unless a professor expressly allows it, submitting an assignment that has already been submitted for another class is a form of academic dishonesty.

6. Fabrication, Falsification, Forgery, Lying to Gain Academic Advantage.

Note: "Falsification" means falsely altering data or results. "Fabrication" means inventing personal experiences or data or counterfeiting data or research results. Lying or otherwise falsifying information in order to gain academic advantage constitutes academic dishonesty. Examples: Lying to an instructor or submitting falsified or fabricated documents in order to gain exemptions from or alterations to course requirements (e.g. to obtain excused absences, deadline extensions, makeup examinations, grades of Incomplete, or admission to a class or program); falsifying documents or forging signatures for academic advantage; falsifying data (e.g. in an assigned lab project), or fabricating quotations or sources (e.g. for a paper); reporting false information about a practicum or clinical experience; altering a returned examination or paper to seek re-grading. All of these actions will be treated as forms of academic dishonesty, for they undermine the integrity and fairness of the University's policies and dishonor the expectation of mutual trust among all members of the academic community.

7. Assisting Others in Academic Dishonesty

Helping someone else to cheat is itself an act of academic dishonesty. Examples: Providing completed assignments, papers, copies of quizzes, tests, or examinations, or any other form of written or oral help, to another student when you know or should reasonably suspect that the other student may use it to cheat.

8. Stealing or Vandalism of Academic Resources

Stealing or tampering with another student's work in order to gain academic advantage is a form of academic dishonesty. For example, it is a form of academic dishonesty to take, conceal, or withhold work submitted by another person in order to prevent others from using it or benefiting from it; to take reserved academic resources or to remove or destroy library materials, examinations, or computer programs for academic advantage; and to steal or destroy other students' work if the action will foreseeably lead to an academic advantage for oneself. It is also a form of academic dishonesty to gain or attempt to gain unauthorized access to faculty offices, email accounts, course management services, or other restricted domains in order to alter grades, gain access to examinations, or otherwise gain improper academic advantage.

9. Plagiarism

All written assignments submitted for credit must demonstrate the student's own understanding in the student's own words. This means all writing assignments, whether completed in class or out of class, are assumed to be composed entirely of words composed by the student, except where words written by someone else are specifically marked as such with proper citation. Drawing on other writers' words and ideas is a valuable and sometimes indispensable part of academic writing, but when one makes use of other writers' words and ideas, it is essential to acknowledge the sources fully and accurately. Using other writers' words, information, opinions or ideas without proper acknowledgment is called plagiarism. Plagiarism is one of the most serious forms of academic dishonesty. Some students arrive at university without being completely familiar with the rules and conventions of academic citation. Calvin University endeavors to familiarize all students with these conventions thoroughly in English 101 and other classes that deal extensively with written rhetoric. The English Department's definition of plagiarism in written rhetoric is given here: <http://www.calvin.edu/academic/engl/writing/plagiarism>

It is each student's individual responsibility, however, even before completing English 101, to know and abide by the basic principles of citation enumerated below. More detailed explanations and examples of these conventions can be found in the "Writing with Integrity" guide of the Rhetoric Across the Curriculum website.

See especially these sections:

"What is plagiarism"?"

"Citing your sources"

“How to format citations”

EACH OF THE FOLLOWING OFFENSES CONSTITUTES PLAGIARISM:

1. COPYING VERBATIM, (WORD FOR WORD) WITHOUT ACKNOWLEDGMENT.

The most egregious form of plagiarism is to copy part or all of another author's text without indicating in any way that the words are someone else's. This suggests a deliberate intent to deceive the reader and take credit for another's work. This kind of plagiarism on a large scale (e.g. copying all or most of a paper from an unacknowledged source) may lead to failure in a course.

2. COPYING VERBATIM AND IDENTIFYING THE SOURCE BUT FAILING TO ACKNOWLEDGE DIRECT QUOTATION AS SUCH.

If you borrow language from another author, it is not adequate to acknowledge the source in a general way (e.g. in a parenthetical source reference or a footnote). All direct quotations from sources must BOTH place the quoted material in quotation marks AND use an acceptable form of citation to indicate where the words come from.

3. COPYING DISTINCTIVE LANGUAGE OR SENTENCE STRUCTURE FROM A SOURCE WITHOUT ACKNOWLEDGMENT.

Expressing someone else's ideas in your own words is called "paraphrasing." Language that is genuinely paraphrased does not have to be identified as a quotation. But language that is only partly paraphrased, and still retains distinctive characteristics of the original source (e.g. by mixing unacknowledged phrases from the original with one's own words, or by extensively mimicking the sentence structure of the original without acknowledgment), can also constitute plagiarism. (This kind of plagiarism is often called "mosaic plagiarism.") Further examples of mosaic plagiarism can be found on the RAC website under "Avoid these plagiarism pitfalls".

4. PRESENTING THE RESULTS OF OTHER WRITERS' RESEARCH, OR SIGNIFICANT ARGUMENTS, INFORMATION, OR CITATIONS FROM OTHER SOURCES, WITHOUT ACKNOWLEDGING THESE SOURCES.

Not only quotations, but ideas and information from other sources that is not widely known must be acknowledged with proper citation. It can, admittedly, be difficult for students to know what information can be considered "widely known" and what is unique enough to a given source to require citation. But students must always avoid conveying a false impression that the conclusions in a paper rest on their own research or reading when they are in fact based on others' research or reading. For specific examples, see examples #2 and #3 on this page and "Pitfall #4" under "Plagiarism pitfalls".

5. THE RULES AGAINST PLAGIARISM APPLY TO ALL ASSIGNMENTS.

The rules of plagiarism apply to all university level assignments including takehome tests, comprehensive examinations, "review of the literature" sections of assignments, and all university writing assignments.

6. RESOURCES FOR AVOIDING PLAGIARISM

Each of the links provided below have additional information about citations, writing and avoiding plagiarism:

- <http://www.calvin.edu/academic/engl/writing/plagiarism>
- <http://www.calvin.edu/academic/rhetoric/integrity/what-isplagiarism.html>
- <http://www.calvin.edu/academic/engl/101/sresources/Plagiarism%20&%20You.html>

Plagiarism tutorials:

Many academic websites offer online tutorials that give further illustrations of mosaic plagiarism and similar pitfalls, and tips on how to avoid them.

- The St. Martin's Tutorial on Avoiding Plagiarism

- Indiana University
- San José State University
- University of Southern Mississippi
- University of Maryland

C. Faculty Process for Responding to Academic Integrity Issues

The Office of Student Conduct staff members are available to assist faculty members in responding to academic integrity issues.

OFFICE OF STUDENT CONDUCT CONTACT INFORMATION:

Martin Avila
 Director of Student Conduct
 (616) 526-7598
 ma24@calvin.edu

Deonna Davis
 Office of Student Conduct Coordinator
 (616) 526-2563
 dd49@calvin.edu

ADDRESSING ACADEMIC INTEGRITY ISSUES

A Step by Step Process

1. Faculty member discovers or receives a report of an incident (or suspected incident) of plagiarism or academic dishonesty.
2. Faculty member investigates, gathers, and reviews evidence.
3. Faculty member prepares a written summary of the evidence to support a charge of academic dishonesty.
4. Faculty member contacts any member of the Office of Student Conduct to determine whether the student has any prior reports of academic dishonesty. According to university policy, in egregious cases or in repeat cases of academic dishonesty, the faculty member has the option to impose an F for the entire course.
5. Faculty member may opt to consult with the Office of Student Conduct when facing a complicated or unclear situation or when dealing with a difficult student. Office of Student Conduct staff members are available to discuss evidence, explore options, or clarify the process. Faculty members may also decide to refer the entire case to the Office of Student Conduct for the student conduct process and resolution.
6. Faculty member informs the student of the accusation and presents the evidence.
7. Faculty member asks for a student response to the evidence. Several possible scenarios may then develop, each of which calls for different consequences:
 - a. The student provides new evidence that leads the faculty member to withdraw the claim of academic dishonesty. In this case, no further action is required.
 - b. Student admits to academic dishonesty and accepts responsibility for the violation. In this case, the faculty member may impose the sanction that s/he finds appropriate. The faculty member must also fill out an academic dishonesty report and forward it to the Director of Student Conduct, Martin Avila, for filing. This confidential file will be kept and accessed in the event of another academic integrity incident with the student.
 - c. The student neither admits guilt nor provides satisfactory evidence to change the faculty member's assessment of the evidence. The faculty member imposes the sanction that s/he finds appropriate and informs the student that the case will be referred to Student Life/the office of Student Conduct for follow up. The faculty member must also fill out an academic dishonesty report form and forward it to the Director of Student Conduct, Martin Avila, for filing.

d. The student denies guilt. The faculty member contacts the Office of Student Conduct (Martin Avila or Deonna Davis) to refer the student for follow-up. The faculty member proposes the appropriate sanction, summarizes the evidence, and forwards a copy to the Office of Student Conduct. Once a decision has been reached on the case, the Office of Student Conduct will contact the faculty member with the outcome and prepare a report to file on the student.

8. If the facts of the case are complicated, the faculty member and the office of Student Conduct may opt to adjudicate the case together.

9. If the academic dishonesty is discovered at the end of a semester when grades are due, the faculty member can submit a NR (no report) grade for the student while waiting for the case to run the course of a due process hearing. Once a decision has been reached in the case, a course grade can be submitted to replace the NR.

NOTE: Students have the right to due process when facing a charge that they deny. A Student Conduct staff member will conduct a due process hearing. Students also have the right to appeal the original decision and/or sanction to an Administrative Hearing Panel. The office of Student Conduct will assume responsibility for the process and may request some assistance from the faculty member in preparing the evidence for the hearing and/or appeal.

D. Students Reporting Academic Integrity Violations

1. If a student becomes aware of academic dishonesty during a test in class, the best thing to do is to notify the professor immediately. This way the professor can address the situation and gather evidence in the moment. Here are some examples of ways students have alerted professors in past situations: Students have walked to the front of the class and told the professor, "John Doe is using his cell phone during this test." Or, students have pretended to have a question for the professor and then pointed to a message to the professor written on the top of their own test paper: "Joe Smith is cheating, he has answers written on his hand" or "The woman in the pink sweater is cheating, she keeps reaching into her tote bag and pulling out cheat sheets."

2. If the student cannot figure out how to alert professor during a test, students have the option to email a professor or stop by the professor's office soon after the test is completed. It is most helpful if the student sends or communicates detailed and descriptive information about what they observed. The professor will respond and work with the reporting student to fully understand the situation and the evidence. The professor will address the situation using the established university process. Here is an example of a descriptive report sent via email to a professor:
Dear Professor, I noticed during our exam today that a male student (I think his name is Andrew) was cheating. I am not sure of his name, but he is the guy with brown hair who always wears a baseball cap to class. He sits one seat ahead of my seat and in the row of desks to my left. I think he was cheating because I heard him paging through his test a lot and from my angle, I could see that he had a cheat sheet in between the pages of his test. The cheat sheet was an index card, so it was noticeable because it was much smaller than the pages of the test. I noticed he kept paging to the back of the test to read what he had written (it looked handwritten) on the index card. Later, I noticed that he also took out his phone and he seemed to be scrolling through notes on his phone. He did not type or text, it was more using his index finger to scroll on the screen of his phone. He would look at his phone and then he would turn to his test and write on it. Then, he would look at the phone again and then write on his test. He kept the phone "hidden" between his knees while he wrote on test and then he would pull it out again. Also, I think Audrey noticed this too. I saw her looking at him when he was using his phone. She looked up to see if you noticed he had his phone out and then she went back to working on her own test.

3. In the event that a student is hesitant or prefers not to report the issue to the professor, students may send an email to an office of Student Conduct staff member (see contact information below) to report a situation of academic dishonesty. The student can make a report by sending an email with a detailed description of the situation of the academic dishonesty. The staff member will respond and work with the student to fully understand the situation and the evidence. The staff member will address the situation using the established university process.

4. If a student has concerns about making a report as an identified witness, the student may contact a staff member in the office of Student Conduct to discuss the situation. The staff member will try to address the student's concerns and may be able to protect the identity of the witness and still pursue student conduct action. If the student concerns cannot be addressed, then the student retains the right to withdraw the witness testimony. While Calvin does allow and pursue anonymous reports, anonymous reports almost always limit the university's ability to follow up on the misconduct.

CONTACT INFORMATION FOR THE OFFICE OF STUDENT CONDUCT STAFF

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