The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. Policies and regulations are under continual examination and review; therefore the College reserves the right to change any provision or requirement at any time within the student’s term of attendance. College officials will make every attempt to communicate changes to those affected in a timely manner.
# Table of Contents

**From the Vice President for Student Life** ........................................ 2

**Life and Conduct** ........................................ 3
   Life and Conduct at Gordon College

**Academic Information** .................. 9
   Academic Policies and Programs
   Academic Rights and Responsibilities for Students and Faculty
   Career Services Office
   Jenks Library

**Spiritual Life** ........................................ 19
   Chapel
   Convocation
   Christian Life and Worship Requirement
   Gordon College Student Ministries

**Residence Life** ........................................ 27
   Residence Hall Staff
   Housing Policies and Procedures

**Student Discipline** .................. 41
   Accountability
   Disciplinary Procedures

**Business and Finance** .................. 47
   Bill Payment
   Withdrawal and Leave of Absence
   Financial Responsibility

**Drug-Free Schools** .................. 53
   Policy
   Assistance in Overcoming Drug and Alcohol Abuse
   Summary of Legal Sanctions Covering Alcohol and Drug Abuse

**Policies and Procedures** ........ 63
   College-Related Events & Facilities
   Acceptable Use Policy
   General Legal Policies and Procedures

**Gordon Police** .................. 81
   Gordon College Motor Vehicle Regulations

**Crime Prevention**
   Key Control
   Lost or Damaged ID Cards and Access Control
   Emergency Procedures and Safety Regulations

**Student Support Services** ........ 89
   Academic Support Center (ASC)
   Campus Facilities Use and Space Planning
   CTS Help Desk
   Counseling Center
   Dining Services
   Disabilities Services
   Grievance Policies and Procedures Related to Discrimination
   Student Health Services
   Mail Services
   Registrar’s Office
   Student Employment
   Student Facilities
   Bennett Center

**Campus Activities** ........ 103
   Campus Activities
   Art Gallery
   Athletics
   Office of Service-Learning
   Gordon College Student Association
   La Vida
   Multicultural Initiatives Office
   Music Groups
   Orientation Program
   Theatre Arts Department

**Campus Services** .................. 111
   “Where Do I Get Information About . .?”

**Campus Map** ................................. 117

**Index** ................................. 118

**Emergency Numbers** ........ 120
Welcome to Gordon College. On behalf of all faculty and staff, it is my privilege to welcome you to our community and to orient you to the rich array of opportunities you will have during your time as a student.

Our mission is that when you graduate you will be distinguished by intellectual maturity and Christian character, committed to a life of service and prepared for leadership worldwide. You will grow in these areas not only through your academic experience, but also by what happens in your residence halls, in student clubs, on the athletic field, on a missions trip, service outreach or musical performances. As you embrace opportunities to serve, engage, lead and thrive on campus, our community grows with you.

We seek to be a community that models grace and truth toward each other. Thus it is important that we have a framework that helps us do life together well at Gordon College. This Handbook is that framework for understanding the mission and purpose of the College, the commitments and responsibilities you have as a member of this community and the framework of policies and procedures by which we live out these ideals.

This Handbook is for you. I encourage you to read it and to ask questions when clarification is needed. While this Handbook has been carefully reviewed for correctness and completeness, the College reserves the right to correct errors and to modify as necessary. Updates will be posted on the College website.

Our entire community welcomes you here and I am delighted you have chosen to be a part of Gordon College. My door is always open.

All the best,

Jennifer M. Jukamone

From the Vice President for Student Life
Life and Conduct
Life and Conduct at Gordon College
Assumptions and Principles
Life and Conduct

Gordon College is a Christian community, distinguished from other Christian communities by its primary commitment to provide a liberal arts education. As a Christian community, it seeks to maintain itself by fostering those ideals and standards that are consistent with a Christian worldview. These ideals and standards are broadly moral; they would be characteristic of any community that was self-consciously Christian. This document is an attempt to specify those ideals and standards.

Given an atmosphere of free inquiry on a college campus, it is not surprising that the legitimacy of certain standards has traditionally been discussed, debated and argued. Nor is it surprising that such debate is more intense in these days when the orientation of our society is toward freedom and self-determination. Nonetheless, the demands of community life require some mutual understandings, and neither the difficulty of the task nor the imperfection of the end result should deter us from attempting to establish reasonable, viable expectations.

A Christian approach to life and conduct seeks to promote freedom without becoming antinomian and to promote responsibility without becoming legalistic. Historically, it has always been difficult to embrace at the same time both the need for rules and the role of individual freedom under the guidance of the Holy Spirit. Nonetheless, this, we believe, is the biblical model, and so the course we have chosen.

This statement of life and conduct at Gordon College sets forth (1) those assumptions and principles which should guide the conduct of responsible Christians and (2) the specific rules and regulations which seem most likely to
require explicit statement in a community such as Gordon.

**BASIC ASSUMPTIONS**

Gordon College strives to maintain its identity as a Christian academic community of students, faculty and staff. The College expects that all members of the College community will:

- Call themselves Christian by virtue of the grace of God and their personal commitment to Jesus Christ.
- Recognize the Bible to be the Word of God and hence fully authoritative in matters of faith and conduct.
- Have a sincere desire for that commitment to mature both in insight and behavior.

**BIBLICAL PRINCIPLES**

The community recognizes that biblical principles are foundational for corporate life and individual behavior. Those principles which seem most pertinent are the following:

- Life within a Christian community must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in every activity (Matthew 22:36-38, I Corinthians 10:31, Colossians 3:9, 10, 17).
- Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5, II Corinthians 5:10).
- Consistent with the example and command of Jesus Christ, love and justice must be the determinative factors in the relationships of Christians with others (John 15:12-17, I John 4:7-12).
- Christians bear responsibility for service to others. They are responsible to serve their neighbors and be involved in the process of alleviating such pressing worldwide problems as poverty, hunger, disease, illiteracy and racism (Matthew 7:12, 25:31-46, Galatians 5:14, 6:10).
- The actions of Christians within a community are not solely a private matter. Accordingly, members of the Gordon community must hold their neighbors accountable for the implications of their conduct when it directly affects the welfare of community living (Matthew 18:15-17).

The community collectively and members individually are responsible for the effective stewardship of abilities, opportunities and institutional resources (Luke 19:11-27, I Corinthians 4:2).

- Attaining common goals and ensuring orderly community life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community (I Corinthians 8:9-13, 9:19-23, 10:23-33).

- Certain actions are expressly prohibited in Scripture and are, therefore, wrong. Christians are responsible to avoid those practices which are called sinful in Scripture. Similarly, Scripture commends some actions which are, therefore, right. There are other actions which are matters of individual conviction based on the given situation. In this latter area care must be exercised so as not to judge one another or to cause another to stumble or ourselves to fall (Matthew 7:1, Romans 14:1-23).

- Christians are not asked to live the Christian life simply on the basis of their own moral character and strength. God has provided the authoritative Word of Holy Scripture, the guiding power of the indwelling Holy Spirit and the counsel of the Church—the body of believers both past and present. Christians are expected to study and obey the Scriptures, to cultivate a heart attitude which allows for the guidance of the indwelling Holy Spirit and to give serious consideration to the counsel of the people of God (II Timothy...

Important to an understanding of all behavioral standards is the obligation of Christians to separate themselves from worldliness (Romans 12:2, I John 2:15). Worldliness is a subtle issue involving uncritical conformity to the prevailing spirit of the age. One’s disposition concerning such matters as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

GENERAL PRINCIPLES

We acknowledge that it is impossible to create a community whose behavioral norms will be totally acceptable to every Christian. Nonetheless, we believe it is imperative for us to specify certain behavioral patterns which must be sustained in order that the objectives of the College can be met. Therefore, it is assumed that individuals who have voluntarily joined the Christian academic community at Gordon College and are striving to exhibit the behavioral characteristics of a mature person will:

Understand that they have become a part of an evangelical Christian tradition which is to be respected and valued but which is continuously subject to review and evaluation. They also have freedom to offer constructive criticism of this tradition.

Explore the broad range of human opinion and ideas without necessarily engaging in the whole range of human behavior.

Strive to exemplify those positive elements of Christian behavior that are taught in Scripture (Romans 12:6–21, Galatians 5:22–23, Colossians 3:12–17, II Peter 1:5–9).

Be concerned about the welfare of other individuals within the community and of the community as a whole.

Assume responsibility for their own behavior as it reflects upon their Lord, their community and themselves, particularly in the area of personal freedom, where discretion, moderation and restraint must be practiced.

Continually assess themselves, their personal growth and their place within the Gordon community.

BEHAVIORAL STANDARDS

In light of the above assumptions and biblical principles of Christian conduct, the specific expectations which follow are established for students, faculty and staff of Gordon College. It will be noted that these behavioral standards distinguish between practices governed by Scripture and practices governed by consent of the community for its common good. The latter, which are established to enhance the quality of community living, are not to be confused with specific God-given directives, which are required of all Christians.

PRACTICES GOVERNED BY SCRPTURE

The following behavioral expectations are binding on all members of the Gordon community.

Those words and actions which are expressly forbidden in Scripture, including but not limited to blasphemy, profanity, dishonesty, theft, drunkenness, sexual relations outside marriage, and homosexual practice, will not be tolerated in the lives of Gordon community members, either on or off campus.

Members of the Gordon community will strive to overcome “sins of the spirit,” notably pride, covetousness, jealousy, lust, immodesty, as all are destructive to the unity of the Body of Christ. Instead, each member of the Gordon community will enable and help others to nurture the fruit of the Spirit—love, joy, peace,
patience, kindness, goodness, faithfulness, gentleness and self-control.

Recognizing the Christian obligation to submit to governing authorities (Romans 13:1, I Peter 2:13), individuals related to Gordon College are expected to uphold the laws of the local community, the Commonwealth and the nation, except on those rare occasions wherein obedience to civil authorities would require behavior in conflict with the teaching and principles of Scripture (Acts 5:29).

**PRACTICES GOVERNED BY CONSENT OF THE COMMUNITY FOR ITS COMMON GOOD**

In addition to behavioral obligations set forth in Scripture, members of this community choose to impose upon themselves the following rules for behavior out of the conviction that they serve both the long-range interests of this institution and the immediate good of its individual members. Violations, therefore, must be regarded as serious breaches of integrity with this community to which each member has voluntarily chosen to associate.

The principle of resting one day in seven was instituted by God for the benefit of the creatures made in God’s image. Because Jesus declared Himself to be Lord of the Sabbath and because the Church celebrates His resurrection on Sunday, the College will avoid business as usual on Sunday, particularly in terms of scheduling events and the use of facilities during the Sunday morning worship hours, unless necessary.

Members of the Gordon community will not use tobacco products, e-cigarettes, e-hookas, or similar electronic vaping devices on campus, on adjacent properties or while attending College-related events or on College-related business. This standard is in keeping with the findings of medical authorities concerning the danger to one’s health in the use of tobacco products. Further, it recognizes that Christians are responsible to be stewards of their bodies and considerate of the rights of others.

Members of the Gordon community will neither possess nor use alcoholic beverages on campus, or on adjacent properties. Use of alcohol is prohibited while attending College-related events where students are present. While it is recognized that abstinence is not biblically mandated, members of this community are encouraged for reasons cited above to consider abstinence as a personal practice. This position reflects the College’s concern with the physical, social and personal effects of alcohol use (see II. B. 6, 7 above). At no time will the illegal use or abuse of alcohol be tolerated by members of the Gordon community.

Members of the Gordon community are not to use or possess drugs illegally. This includes the use of those drugs prohibited by law and the abuse of those drugs controlled by law. Gordon College does not allow marijuana possession or use for any reason, no matter how small the amount. Possession and/or use of medical marijuana (in any form) is also prohibited, even with a prescription.
Academic Information

Academic Policies and Programs

Academic Rights and Responsibilities for Students and Faculty

Career Services Office

Jenks Library
Academic Information

Academic Policies and Programs

Please see the College academic policies and programs in the Gordon College Undergraduate Academic Catalog.

ATTENDANCE POLICY

Gordon College is committed to a wholistic view of learning that encourages students to participate in a variety of educational opportunities both in and beyond the classroom. In fact, Gordon offers such a wide array of educational activities that occasionally schedules for various learning programs conflict with one another. When scheduling conflicts arise, classroom requirements take priority. Faculty members have jurisdiction over attendance policies in their classes, and students are required to abide by the attendance requirements described in course syllabi.

Faculty members, however, are encouraged to support the wide variety of programs at the College by exploring ways a student can make up portions of the course missed because of College-sponsored events. On occasion athletic teams, missions programs, musical groups and other College programs schedule events or tours that conflict with class times. Students will be expected to confer with faculty well in advance of such dates to discuss possible alternatives, normally before the end of the second week of the semester. (Student athletes are not allowed to seek alternatives to class sessions to attend athletic practices. Faculty members should also recognize that student athletes themselves are sometimes given short notice about playoff competitions or makeup competitions in athletics.) Students are responsible for all work missed and may be required to complete additional assignments in lieu of class attendance.

If a student does provide adequate notification, the College expects all faculty members to make reasonable accommodation for the student. However, the faculty member has the right to determine whether or not a student should be excused from a class session to participate in another College-sponsored event, taking into consideration the student’s academic performance, the nature of the subject matter covered during the class session, and the number of absences either incurred or requested by the student.

Some faculty members plan field trips as part of their courses. If at all possible, such trips should be scheduled at times that do not require absences from other classes or conflict with obligations students have accepted as members of athletic teams, student development programs, musical groups, etc. If an academic field trip is scheduled during a time that conflicts with other courses or other College-sponsored events, the faculty member scheduling the field trip must allow the student an alternative way of fulfilling the requirement of the field trip.

No College events or field trips requiring class absence may be scheduled during the first five school days of the quad or semester, during final exams (quad or full-semester) or during the annual LEAD conference in the spring, unless approved during the prior semester by the Academic Programs Committee. Division of Education’s practica have priority over other College-sponsored events that occur during practica periods.

In addition to meeting classroom requirements for their courses, students must also meet chapel and convocation attendance policy requirements as defined in the Gordon College Student Handbook.
CANCELLATION OF CLASSES

Notice of a class cancellation will be sent via email. Students must wait 15 minutes before leaving if an instructor fails to appear for class. If all classes are cancelled due to inclement weather or other reasons, it will be announced the college mass notification system (phone, email, text, etc.) and posted on the college websites.

CLASS SCHEDULE

Monday, Wednesday and Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8–9 A.M.</td>
</tr>
<tr>
<td>2</td>
<td>9:10–10:10 A.M.</td>
</tr>
<tr>
<td>Chapel/ Convocation</td>
<td>10:25–11:10 A.M.</td>
</tr>
<tr>
<td>3</td>
<td>11:25 A.M.–12:25 P.M.</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:25–1 P.M.</td>
</tr>
<tr>
<td>4</td>
<td>1–2 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>2:10–3:10 P.M.</td>
</tr>
<tr>
<td>6</td>
<td>3:20–4:20 P.M.</td>
</tr>
</tbody>
</table>

Tuesday and Thursday

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8–9:35 A.M.</td>
</tr>
<tr>
<td>2</td>
<td>9:45–11:20 A.M.</td>
</tr>
<tr>
<td>3</td>
<td>11:30 A.M.–1:05 P.M.</td>
</tr>
<tr>
<td>4</td>
<td>1:15–2:50 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>3–4:35 P.M.</td>
</tr>
</tbody>
</table>

FINAL EXAM POLICY

A final examination or other appropriate in-class activity is required during scheduled quad and semester final exam periods. Faculty are not authorized to change final exam times. Quad and final exam schedules are clearly detailed on class schedules each term and on the College website. Final examinations may not be changed due to travel arrangements or outside commitments or conflicts. However, students are not required to take more than two in-class final exams on any given day; students with three or more final exams on the same day may contact the Registrar’s Office to petition to have one examination time reassigned. That office cannot approve changes for any other reason. The Academic Programs Committee will only consider petitions demonstrating severe emergency. Students failing to take final exams receive automatic zeros, which are averaged into the final course grade.

ACADEMIC DISHONESTY

The Gordon College student is expected to live a life of honesty and integrity consistent with the demands of Christian discipleship. Therefore, academic dishonesty is regarded by Gordon College as a major violation of both the academic and spiritual principles of this community. A student who commits an act of academic dishonesty will receive disciplinary sanctions, which may include failure of the course or suspension from the College. Given the serious consequences of academic dishonesty, the student is encouraged to discuss any difficulties openly with the appropriate instructor instead of resorting to dishonest conduct.

PLAGIARISM

Plagiarism is defined as presenting another person’s words, work or opinions as one’s own. The College recognizes that not all forms of plagiarism are the same and, as such, has adopted the following classifications:

Minimal

- Description: This type of plagiarism is often the result of a student’s limited knowledge of the conventions of academic writing; it does not stem from a deliberate intent to deceive but rather from errors of form or minor appropriations of another’s work. Examples include the use of short but distinctive phrases without citation, substitution of synonyms into a sentence of similar form and meaning to the original author’s, or copying a source’s line of logic or argument.
Penalty: Assuming a first offense, the faculty member will determine the appropriate penalty at his or her discretion, bearing in mind that the chief objective is to educate the student to the expectations of academic writing. A likely response is to require the student to re-write the assignment; it is left to the faculty member to decide whether or not any grade penalty is necessary.

Moderate
- Description: This type of plagiarism is more extensive and more serious than those instances which fall into the first category. In this case, sentences or paragraphs from other sources are inserted verbatim into the assignment without any citation, and it is reasonable to expect that the student should have known better than to do so.
- Penalty: In most instances the instructor will issue a failing grade for the assignment if it is the student’s first offense and a failing grade for the course if it is a student’s second offense. The instructor should also consider the magnitude of the assignment (e.g., homework vs. final exam) in determining the penalty.

Substantial
- Description: This type of plagiarism constitutes clear academic dishonesty, as there is an obvious intent to appropriate someone else’s work and to deceive the instructor. The difference between moderate and substantial plagiarism is largely one of extent. Examples of substantial plagiarism include submitting someone else’s complete work as one’s own, submitting an assignment that has been purchased online, or reusing an assignment or a portion of an assignment that has been previously submitted for another course without explicit permission to do so.
- Penalty: On the first offense, in most cases, the instructor will issue a failing grade for the course and require the student to meet with the Associate Dean/Registrar to discuss the incident. Any subsequent offense may result in expulsion from the College at the discretion of the provost. As with moderate plagiarism, the magnitude of the assignment might also be a consideration in determining the penalty.

Accomplices to Plagiarism
A person is an accomplice in plagiarism and equally guilty if that person:
- allows his or her work, in outline or finished form, to be submitted as the work of another person;
- prepares a written assignment for another person and allows it to be submitted as that person’s work;
- keeps or contributes to a file of papers or speeches with the clear intent that these papers or speeches be submitted as the work of anyone other than the author.

Appeal Process
Students have the right to appeal decisions regarding academic dishonesty. Should a student wish to appeal, he or she must submit a formal request to the Provost’s Office within 10 business days of learning of the decision. The Associate Dean/Registrar will convene a small group comprising of a representative from the Office of Student Life and a full-time faculty member in order to review the particulars of the case and weigh the student’s appeal.
Interaction with the Office of Student Life

As academic dishonesty constitutes a violation of both the academic and spiritual principles of the College community, the Provost’s Office will communicate regularly with the Office of Student Life regarding such instances. The purpose of such communication is primarily so that the Student Life staff, who are often aware of additional behavioral issues or personal difficulties, can maintain a comprehensive overview of the student and also alert academic staff to other relevant concerns.

Academic Rights and Responsibilities for Students and Faculty

Gordon College has high academic standards for both faculty and students. Each student has the right to expect competence in faculty instruction and fairness in the student evaluation process. Each faculty member has the right to expect that students will complete all assignments outlined in the course syllabus.

These rights must be exercised in an atmosphere of trust which grows out of a common Christian commitment. A faculty member trusts the students to complete assignments without cheating or plagiarizing. Students trust the faculty member to provide the best instruction and to make fair professional judgments regarding student performance.

When the trust relationship is violated by either party, the community is committed to seeking reconciliation at the lowest possible level and as quickly as possible.

Most rights and responsibilities of both faculty and students are already contained in The Administrative-Faculty Handbook and the College catalog. However, to focus on those aspects of the student/faculty relationship growing out of classroom interaction, the College is committed to the following:

Faculty Members Will:
1. Receive respect from all students.
2. Determine course syllabi which follow the format and standards set forth in The Administrative-Faculty Handbook.
3. Establish reasonable course requirements and state them clearly at the beginning of the course.
4. Establish the course content within the limits of the approved catalog description.
5. Set forth the form and style of student evaluation to be used in each course.
6. Expect students to complete all requirements outlined in the course syllabus as distributed to students at the beginning of each course.
7. Expect each student to be responsible for what transpires in regular class sessions, regardless of whether the student was in attendance.

Students Will:
1. Receive respect and consideration from the faculty member teaching the course.
2. Expect the faculty member to adhere to the syllabus distributed at the beginning of the course and to the course description contained in the College catalog. In some cases changes may be necessary. Minor changes in the syllabus must be announced well in advance. No major additions may be made to the course requirements after the first five days of classes, and major additions in the first week must be made in writing. Evaluation procedures must also be outlined via the syllabus during the first five days of the course.
3. Receive the results of tests, papers and other evaluation processes within a reasonable amount of time. Normally papers and exams should be graded and returned no later than three weeks after they are received from the student.

4. Receive a fair evaluation which uses acceptable means and which balances objective measures and subjective professional judgment whenever possible.

5. Expect that all regular classes in a course will meet unless the faculty member has made alternative provisions in advance. If a faculty member plans to be absent for professional purposes, he or she is expected to arrange for classes to be covered. A student who believes a faculty member to have acted irresponsibly in this area may bring the matter to the attention of the academic dean and the Academic Programs Committee for investigation.

6. Receive a grade which will be based upon an accurate calculation of all evaluation procedures completed in the course.

7. Expect freedom from discrimination based on race, color, sex, age, disability, veteran status, national or ethnic origin, philosophical position, or religious affiliation.

Students with concerns regarding accommodations under the Americans with Disabilities Act or Section 504 should contact the Academic Support Center immediately. If the situation is not resolved, refer to the grievance policy in the Academic Support Center section (p. 87).

**PROCEDURES TO BE FOLLOWED WHEN RIGHTS ARE VIOLATED**

If a faculty member feels a student has violated his or her rights, and discussion with the student proves unfruitful, he or she may seek redress through the student judiciary process (see page 40). If a student feels a faculty member has violated his or her rights, and discussion with the faculty member proves unfruitful, he or she may seek redress through the following procedure:

1. The issue should first be discussed with the student’s faculty advisor in an attempt to resolve it at the lowest level.

2. If the issue cannot be thus resolved, the student may then proceed to discuss the issue with the department chair or the division chair in which the course is offered.

3. If a perceived injustice is not resolved in this manner, a student may seek formal resolution by stating the case in writing and submitting it to the Dean of Faculty. The decision of the Dean of Faculty is final.

**Career Services Office**

Pamela Lazarakis, Director

Lane Student Center (lower level)

Phone: ext. 4275

Email: career-services@gordon.edu

Hours: Academic Year

M, F: 8 A.M.–4:30 P.M.

T, W, Th: 8 A.M.–7 P.M.

Summer

M-F: 8 A.M.–4:30 P.M.

Students should regularly utilize the many resources offered by the Career Services.

Office for assistance in selecting or changing academic programs and investigating career and professional
development opportunities. These resources include:

1. One-to-one career advising/counseling available by appointment.
2. Internship preparation, resources, connections and tracking.
3. An on-site library of books and periodicals related to the nature of numerous careers, building professional skills, identifying employers or graduate programs, understanding vocation and resume interview and preparation.
4. Strong Interest Inventory, Myers-Briggs Type Indicator and several other assessments to help students sort out personal interests and abilities, find compatible career options and develop patterns of goal-directed action for career exploration.
5. Informational interviews and visits with professionals working in a student’s field of interest can be arranged.
6. More than 45 career seminars annually including workshops, panels and three professional fairs (graduate school, academic programs and job fair) are offered each year.

GRADUATE SCHOOL PLANNING

Students pursuing graduate school are encouraged to first consult faculty in their academic majors. In addition, one-to-one advising and workshops concerning the best practices for choosing a graduate school, selecting a program, financing graduate school including graduate fellowship opportunities, etc., are also available at the Career Services Office. The office maintains a number of graduate school guides describing a wide variety of graduate schools and study programs.

The Career Services Office also provides information about examinations, which many schools require to support applications including the Graduate Record Exam (GRE), Miller Analogy Test (MAT), Graduate Management Admission Test (GMAT), Law School Admission Test (LSAT), Medical College Admission Test (MCAT) and others.

JOB SEARCH CONSULTATION

A number of services are available to assist graduating seniors and alumni to locate and secure full-time employment.

Workshops are offered to help with the preparation of resumes and cover letters and the development of interviewing skills. Dates and locations are announced in the College’s Campus Events Calendar, Student News email and at GoHire (www.gordon.edu/gohire)

In addition, students and alumni can access job postings via www.myinterfase.com/gordon/student, a Web-based career module. Other web sources are available at www.gordon.edu/careerservices. Individual appointments offer the opportunity to meet with a Career Services professional to develop a strategic job search action plan.

INTERNSHIPS AND COOPERATIVE EDUCATION

All students are strongly encouraged to include an internship or cooperative education experience as part of their academic program. Several majors require experiential work-learning in the form of a practicum, e.g., social work, education. Students are invited to explore internship opportunities with faculty and Career Services staff (including the Internship Specialist) throughout their years at Gordon to develop a strong professional profile prior to graduation. Internships relate to a student’s academic program (major or minor) as well as their career or occupational interests. Specific programs include:

1. Academic internships, which are arranged for academic credit (often
2-8 credits) and overseen by a faculty member in the student’s major or minor department.

2. Career Services Internship (COE 425) is a 0-credit internship overseen by a faculty member and a Career Services staff member. COE 425 also aligns with a student’s major or minor.

3. Cooperative Education allows a student to pursue a substantial work experience in his or her field of study and interest. The Career Services Office oversees co-ops and each student develops learning objectives with a faculty co-op advisor.

4. Practicums are required to meet graduation and state or professional licensure guidelines and are arranged through faculty for academic credit.

5. Special internship opportunities are available through the Gordon Global Internship Program, specific Global Education programs, the A. J. Gordon Missions Fellows Program, Center for Entrepreneurial Leadership and other leadership programs.

Students are encouraged to contact Career Services early in their time at Gordon to explore internship opportunities, to develop resumes and other skills needed for the application process and to identify connections with appropriate organizations. Many internships and practicums are unpaid (though some are paid) and all co-ops are compensated. Students are required to have health insurance throughout the duration of the internship or co-op and must provide or arrange for their own transportation in most cases. Registration deadlines for fall, spring and summer are the same as for academic courses and are listed in the Undergraduate Academic Catalog of the College.

RECRUITMENT AND INTERVIEWING

Each year the College receives requests from recruiters to assist them in identifying and interviewing likely candidates for employment or internships in their organizations. Ongoing opportunities to meet or schedule interviews with these recruiters will be announced in the StudentNews daily email and via special email to students. In addition, Career Services sponsors a Graduate and Professional School Fair in the fall (September) and a Job and Internship Fair in the spring (late February) bringing representatives from more than 100 organizations to meet with students to explore post-graduation outcomes.

Students meeting with organization representatives are expected to observe professional standards of dress, timeliness, preparation (well-developed resume, company research, post-meeting follow up, etc.). Repeated “no-shows” to interviews or recruitment meetings will result in a loss of privileges to schedule additional meetings with organization representatives. Students are encouraged to meet with a Career Services staff member to explore other recruitment connections beyond the scheduled campus recruitment meetings and events.

CREDENTIALS FILES

For seniors and alumni who request it, the Career Services Office will advise on how to develop and manage personal credential files containing copies of academic transcripts and letters of recommendation which may be used to supplement employment applications or graduate school admission applications. Alumni with previously arranged college-sponsored files sent to potential employers or graduate schools must notify the office in writing and pay a
small administrative fee to cover mailing costs. Persons certified to teach should also include the final reports of student teaching from both cooperating teachers and College supervisors. Upon request, the Career Services Office can provide a complete set of instructions, forms, and statements explaining legal rights of access and confidentiality.

**Jenks Library**

**Phone:** ext. 4339  
**Hours:**  
M-Th: 7:45 a.m. – 12 midnight  
Fri: 7:45 a.m. – 9 p.m.  
Sat: 10 a.m. – 9 p.m.  
Sun: 1 p.m. – 12 midnight  
**Web:** [www.gordon.edu/library](http://www.gordon.edu/library)

The Jenks Library provides information resources, research assistance and a welcoming environment for individual and collaborative learning in support of the curriculum and mission of Gordon College. The library has a collection of over 190,000 items including books, periodicals, CDs, videos, DVDs, specialized collections and selected U.S. government publications. The library provides online access to the library’s catalog, over 60 electronic databases, online access to the full text of over 41,000 journals, e-books, downloadable audio books and a listing of periodicals in all available formats. Most electronic resources can be accessed both on and off campus.

**CIRCULATION POLICY**

**Checkout:** A current Gordon ID card is needed to check out material from the library.

**Due Date:** Circulation policies are posted at the circulation desk in the library and on the library’s website. Books circulate for 21 days. Curriculum materials, videos, DVDs and CDs circulate for seven days.

**Overdue Books:** Overdue fines per item are:
- Books, 10 cents per day
- Non-book items and materials from the Curriculum Library, 50 cents per day
- For the two categories above, fines will not exceed $5 per item.
- Reserves, 50 cents per hour
- There is **NO** maximum fine for reserves.

**Replacement:** If borrowed materials are not returned, the library will charge the replacement cost of the item, with a minimum of $25, plus a processing fee of $15.

**Recall:** All materials checked out are subject to recall after the original due date with the exception of materials needed for reserve, which are subject to immediate recall.

**Notices:** It is the student’s responsibility to respond to all recall and overdue notices in person, Monday through Friday from 8 a.m. to 4:30 p.m.

**Special Collections:** Materials in the Vining, Special, Temperance Collections or College Archives do not circulate outside of the library. Please see the reference librarian for access to these materials.

**Reserves:** Materials on reserve can be located using the library’s online catalog. A student must present a current Gordon ID card in order to check out materials on reserve. Most reserves circulate for two hours. Renewal of reserve materials is subject to availability and demand.

**LIBRARY PIN**

Your temporary library PIN is based on your birth date (mmddyyyy). Your PIN together with the barcode number from the back of your student ID card will allow you to:
- View list of items you have checked out
• Renew items you have checked out
• Place holds
• View list of items you have on hold
• Cancel your holds
• Request material from Gordon’s remote storage, other NOBLE libraries and from the Massachusetts Virtual Catalog

NOBLE
NOBLE (The North of Boston Library Exchange) is a cooperative effort of 28 area libraries founded to improve library service through the use of technology. Ten academic libraries, 17 public libraries and one special library are members of NOBLE. Gordon students may borrow materials from all of the NOBLE libraries, subject to the circulation policy of the loaning library.

INTERLIBRARY LOAN
Gordon students may request materials from other libraries through Interlibrary Loan (ILL). Students will be notified by email when their requested ILL material has arrived and are responsible for returning the material to the Jenks Library by the due date. ILL request forms may be found on the library’s website.

REFERENCE ROOM
The library’s reference collection is located in the Reference Room, adjacent to the library lobby. Reference Room computers provide access to the library’s electronic resources, the Internet and productivity software. A reference librarian is available to assist students with research assignments seven days a week:
Monday–Friday, 8 a.m. to 4:30 p.m.
Sunday to Thursday, 6 p.m. to 10 p.m.
Saturdays, 1 p.m. to 4:30 p.m.
A self-service coffee bar is also available in the Reference Room.

LIBRARY INSTRUCTION
Librarians are available to provide individual guidance and group seminars in library research.

GROUP STUDY ROOMS
The library has six group study rooms for collaborative group work. Room 406A has a VHS and DVD player with television. Room 311, the Library Multimedia Group Study Room, is equipped with a large LCD monitor that can be used with the VHS and DVD player or as a monitor for a laptop.

GODDARD LIBRARY
Gordon students have borrowing privileges at the Goddard Library of Gordon-Conwell Theological Seminary.
Spiritual Life
Chapel
Convocation
Christian Life and Worship Requirement
Gordon College Student Ministries
Spiritual Life

Chapel
Tom Haugen, Chaplain
Heidi Hoffstetter, Administrative Assistant
Chapel Office
A. J. Gordon Memorial Chapel, 2nd floor
Phone: ext. 4215

CHAPEL MISSION STATEMENT
The Gordon College chapel program seeks to advance the mission of the College by providing programs that contribute to its educational and spiritual formation aims. As a mandatory part of a student’s Gordon education, the chapel program fills a central part of the cocurricular experience. Because of its nature as a public gathering of the entire student body and, on occasion, the entire College community, the chapel program contributes to the institutional, educational, and spiritual formation goals of the community in unique ways. These contributions may be summarized under the headings of Inspirational Objectives, Instructional Objectives and Institutional Objectives.

INSPIRATIONAL OBJECTIVES
Worship That Honors God and Empowers Christian Living
The chapel program seeks to provide community members with experiences of worship which rightly ascribe the glory to God due Him and orients worshipers in proper relationship to God and others through:
• Worship through a variety of musical styles grounded in God’s Word.
• The preaching of God’s Word to encourage the process of spiritual transformation of the believer into greater conformity to the image of Christ.
• Prayer to God the Father in the power of the Holy Spirit and in the name of Jesus Christ.
• Preaching God’s word in creative ways that connect the never changing truth of God’s Word to the ever changing cultural context.

Exposure to Role Models Worthy of Imitation
The chapel program seeks to provide students with exposure to individuals and groups who are embodying the transformative truth of the Gospel in responsible and relevant ways by:
• Creating opportunities for Gordon faculty, staff and students to address the community on issues of their personal journey of faith and current steps of obedience.
• Bringing guests to campus whose testimonies, lives and messages inspire faithful and creative exploration of honoring God in the world.

INSTRUCTIONAL OBJECTIVES
Exposure to a Wide Variety of Christian Practices
The chapel program seeks to serve students’ understanding of and appreciation for the diversity of practices of Christian worship as they have found expression throughout history and across cultures and locations by:
• Introducing, explaining and practicing a variety of worship practices from a wide range of Christian traditions.
• Offering special worship gatherings employing the format of different Christian traditions.

Teaching in Basic Tenets of the Christian Faith
The chapel program seeks to increase the students’ understanding and appreciation for the basic doctrines of the Christian faith through:
• Teaching that is consistent with historic Christian orthodoxy and relevant to the contemporary context.
• Attention to the elements of the College’s Statement of Faith.

Instruction in Personal Integrity and Health

The chapel program seeks to assist the Office of Student Life in addressing issues relevant to students’ maturation as responsible persons of Christian character by:
• Addressing issues of personal health and integrity through the chapel program.
• Offering supplemental evening programs on topics such as human sexuality, self-image and spiritual disciplines.

INSTITUTIONAL OBJECTIVES

Mission Interpretation

The chapel program aims to serve the community by articulating and interpreting the mission of Gordon College through:
• Special worship gatherings which remember, mark and celebrate the nature of our corporate undertaking as a Christian liberal arts institution.
• Making explicit the coherence which exists among the many diverse programs and activities of the College.
• Interpreting and contextualizing the College’s mission statement.

Institutional Identity Formation

The chapel program seeks to provide occasions in which the institutional identity of the College is strengthened and affirmed by:
• Explicitly and symbolically underscoring the values and commitments of the College.
• Providing for public acknowledgment of the community’s celebrations and concerns.
• Encouraging participation by a wide range of the College community’s constituents.

Convocation

Office of the Provost
Convocation Committee
Phone: ext. 4206

CONVOCATION MISSION STATEMENT

Each Friday the College’s academic community gathers for convocation, which seeks to enhance the classroom experience through co-curricular academic programming rooted in the liberal arts. Through a variety of speakers and topics, convocation is designed to foster the development and application of a Christian worldview. To that end, its programs provide common experiences to the academic community that will at times reinforce and at times challenge perspectives expressed in the curriculum, encouraging us to listen graciously and learn deeply from those with whom we agree and disagree.

The liberal arts program of Gordon College is accentuated in Friday convocations, where the entire academic community assembles to celebrate God’s good gifts of intellect. Under the direction of the Convocation Committee, the convocation forum provides a unique ceremonial opportunity to celebrate persons whose scholarship, art or public service embodies the ideals of the liberal arts.

The mission of the convocation program is to enhance the academic program of the College by celebrating and honoring academic achievement and presenting programs which enrich the classroom experience (or the formal curriculum). Speakers bring a variety of perspectives on topics and issues drawn from across the spectrum of liberal arts disciplines in the arts, sciences and humanities.

This Gordon College program is intended to promote broad discussion and active response from the academic
community, extending beyond the convocation setting to classrooms and residence halls.

The goal is to broaden and deepen our appreciation of creation and culture and to equip us to become discerning agents of redemption. Consistent with the College’s mission, the ultimate goal of convocation is to foster the development and application of a Christian worldview, though individual speakers need not endorse this goal.

Other purposes of convocation include:

1. To present programs that will reinforce and/or challenge perspectives expressed elsewhere in the academic program.
2. To encourage students to listen respectfully and learn graciously both from those with whom we agree and disagree.
3. To have the opportunity to meet and understand those outside the community and to provide them opportunity to meet and understand us (i.e., the purposes of the program extend beyond just the period of formal presentation).
4. To provide some common experiences as an academic community, which can serve as points of reference for illustration in other academic activities.

**Christian Life and Worship Requirement**

Chapel Office
A. J. Gordon Memorial Chapel, 2nd floor
Phone: ext. 4215

**ATTENDANCE REQUIREMENT**

All full-time students living on campus must receive 30 Christian Life and Worship credits each semester regardless of work schedule. Commuters are required to receive 20 Christian Life and Worship credits. Seniors in their last semester before graduating do not have a Christian Life and Worship requirement, but are encouraged to attend Chapel and Convocation and take advantage of the many Christian Life and Worship events offered.

**CHRISTIAN LIFE AND WORSHIP OPPORTUNITIES**

Students receive Christian Life and Worship credit for attendance at any of the following events (see chapel and convocation schedules for details):

- Chapel gatherings in A. J. Gordon Memorial Chapel at 10:25 A.M. every Monday and Wednesday that classes are in session (about 30 per semester).
- Convocations in A. J. Gordon Memorial Chapel at 10:25 A.M. on alternate Fridays.
- Christian Life and Worship credit-bearing events held at various locations around campus, usually in the late afternoon or evening (about 30 per semester).
- Gordon College Symposium held every April, providing a wide variety of venues for which students may receive up to four Christian Life and Worship credits.

**RECORDS AND ACCOUNTABILITY**

Records of attendance are kept in the Chapel Office. All students are expected to remain in good-standing with their Christian Life and Worship requirement. After one semester of non-compliance, offending students will be placed on probation; parents of dependent students will be notified and a record is kept in the student’s file. A second semester of non-compliance may result in suspension from the College for one semester. Following a semester of suspension, students will
be eligible to re-apply to the College. Students returning from suspension will be required to meet the chapel requirement each semester until their last semester as a graduating senior. Any attempt to falsely represent one’s attendance record will result in disciplinary action.

**SPECIAL CASES**

Married students and parents of young children may apply to have their Christian Life and Worship requirements reduced to 15 credits per semester if they return a petition to the Chapel Office by the second week of the semester. Participants in off-campus academic internships and/or student teaching which directly conflict with morning chapel and convocation times must notify the Chapel Office. An academic internship/student teaching form may be obtained from the Chapel Office. This form must be completed by the student, the faculty advisor and internship supervisor, and returned to the Chapel Office by the second week of the semester. Students who miss a week or more of classes due to a serious illness may file for two credits per each week of missed classes by having a medical notification sent to the Chapel Office.

**Gordon College Student Ministries**

Lauren Becker, Director of Discipleship
Chapel, 2nd floor
Phone: ext.4707

Sarah Snodgrass, Director of Missions
Chapel, 2nd floor
Phone: ext.4029

Bil Mooney-McCoy, Director of Worship
Chapel, 3rd floor
Phone: ext.4016

Tim Colegrove, Sexuality and Relationships Program Coordinator
Chapel, 3rd floor
Phone: ext.4259

GCSM is an association of student-led, staff-advised programs administered by the Chapel Office. Student Ministries seek to promote spiritual growth through service, study, prayer and relationships. Each ministry is unique in its activity, but all exist to serve the Kingdom of God by encouraging students to grow in Christlikeness and to share His life with others. GCSM consists of three branches: Worship Branch, Discipleship Ministries, and Missions.

**WORSHIP OPPORTUNITIES**

Serving the Gordon community by enriching our times of public worship.

**Catacombs**—A weekly Sunday night student-led time of worship through song, scripture reading and prayer.

**Chapel Praise Bands**—Lead the community in worship through song during chapel gatherings.

**Dance Ministry**—Gathers to dance in all genres as an expression of worship, performing regularly in chapel gatherings.

**God’s Chosen**—Our dynamic Gospel Choir ministers in Chapel gatherings and at concerts and services on and off campus.

**Special Music Opportunities**—Organized by the Director of Worship along with the special music intern for chapel gatherings and special events.

**DISCIPLESHIP OPPORTUNITIES**

Opportunities for ministry prayer, Bible study, mentoring, discussion and fellowship.

**Student Ministries**—Each year students lead new or existing on-campus ministries designed to engage our campus in spiritual growth. Some recurring student ministries include:

**Barnabas**—Students intentionally encourage members of the campus
community through unexpected gestures of thoughtfulness.

**Catholic Student Fellowship**—Provides support for Catholic students and helps non-Catholic students better understand the Catholic faith.

**Prayer Ministries**—Each prayer ministry invites and encourages students to pray, though the focus of each group may differ. Groups range from prayer for our campus, community and this nation, to prayer for the persecuted church and global prayer needs.

**Korean Student Ministry**—Provides a hospitable place of discipleship in the Christian faith for Gordon College’s Korean students and those desiring to be part of the KSM community.

**Men’s Ministry**—Facilitates small groups that meet regularly for Bible study, prayer, fellowship, evangelism and accountability. Engages in campus conversations affecting the spiritual lives of men.

**Women’s Ministry**—Gathers women together on campus to pray, fellowship and pursue authentic relationships with each other and with God.

**Spiritual Life Groups**—Small groups are held for intentional spiritual growth and community. Signups occur at the beginning of each semester. Opportunities for SLG leadership are presented at the end of each semester. Leaders are trained, resourced and supported.

**Mentored Life**—This mentoring program seeks to assist each student who desires mentoring in finding the best fit of a student or faculty/staff mentor. Mentoring through this program is most often whole-life focused, where discussions include spiritual life, career, relationships and many other issues faced in the college years. Mentors are supported through consultation with the Director of Discipleship and the provision of mentoring resources and curriculum as needed.

**Discipleship Council**—Created to provide a weekly gathering of all of the student leaders involved in the Discipleship Branch of Gordon College Student Ministries, this council prays for our campus and collaborates with one another and other student groups to best meet the spiritual needs of students. Campus staff and faculty leaders and student leaders from many different student groups across campus are invited to come and share their prayer needs, discuss what God is doing in and through their role/group, and present ideas for improvement and advancement of God’s kingdom in and through Gordon College.

**MISSIONS OPPORTUNITIES**

_Serving around the world._

The Missions branch of GCSM provides opportunities for students to serve on short-term missions across the U.S. and around the world. All trips are student led and last one to five weeks. Trips happen during all of the school breaks—winter, spring and summer break. Christmas break trips include Haiti, Northern Ireland and New York City. Over spring break, trips go overseas to the Dominican Republic and Nicaragua. Domestic opportunities allow students to serve in four or five locations in the U.S. including West Virginia; Portland, ME; Boston; and Reading, PA. Longer trips take place during the summer through the Summer Missions Program. Summer trips include locations like Swaziland, Ukraine, Mexico, South Asia and Jamaica. We also have opportunities for students to get involved in regular **Outreach Team** programs. Anyone is welcome to start or join these student-led service teams. The number of teams and the community partners they work with vary each semester depending on student interest. Typically, service
opportunities include: sustainable farming, sharing food and conversation with folks struggling with homelessness, relationship building with the elderly or disabled, teaching ESOL classes to adult immigrants in Lynn and working with children and youth. For up-to-date information about current teams, see www.gordon.edu/outreachteams.
Residence Life
Residence Hall Staff
Housing Policies and Procedures
Gordon College residence life is an integral part of the total college life experience. Residence halls provide a community living and learning experience which allows students to integrate biblical principles with daily living as they interact with peers. The residence hall experience is designed to enhance and complement the classroom in promoting the growth and development of each student at Gordon.

Residence Hall Staff

The residence hall staff plays an important part in Gordon’s effort to offer supportive, challenging living environments. Each residence hall has a resident director and resident advisors.

RESIDENT DIRECTOR

The resident director (RD) is a professional staff member responsible for the overall administration of the residence hall. Available for counseling, leadership training, college-life information, crisis intervention and other residence hall needs, resident directors also provide the structure and limits necessary to maintain healthy community life.

RESIDENT ADVISORS & APARTMENT COORDINATORS

Resident advisors (RAs) and apartment coordinators (ACs) are Gordon students who are selected for their leadership and maturity. The RA/AC’s primary responsibilities are to be available to students and to assist the resident director in cultivating an environment that will help students grow in understanding, experience community and serve faithfully.

FEES

Throughout the semester resident students may desire services and equipment best provided through the residence hall staff. To provide for various hall needs, a residence fee of $15 is assessed to each resident per semester.
These fees go into a fund which is administered by the residence hall staff. Ten dollars per resident is used for floor and hall activities. The remaining $5 is placed in a contingency fund to pay for hall common-area damages for which a responsible person cannot be identified. Money remaining in this contingency fund at the end of each semester is used for the benefit of the residence life program or to purchase items to upgrade the hall.

Housing

OFF-CAMPUS HOUSING

Students who are married, are 23 years of age or older, are living with relatives, or have part-time status, are normally allowed to live off campus after they apply and are approved. All other students are required to live on campus unless granted special permission by the Director of Housing. Mid-year petitions will only be considered in cases where there are extraordinary circumstances. Off-campus students are expected to comply with all aspects of the Gordon College Life and Conduct Statement and are never permitted to live unmarried with a member of the opposite gender.

APARTMENT HOUSING

The following provisions apply to the Bromley and Tavilla Hall apartment units and the Village:

1. Only juniors, seniors, or students at least 20 years of age may be residents of an apartment.
2. Visitors of the opposite gender will be permitted in the living rooms and kitchen areas and the bedrooms with bedroom doors fully open, during the following hours: Sunday through Thursday, 11 A.M.–11 P.M.; Friday and Saturday, 11 A.M.–midnight. No individual, student or nonstudent is to be in an apartment of members of the opposite gender at hours other than these.
3. All expectations regarding on-campus behavior will apply to the apartment building, including provisions regarding alcoholic beverages, dances, and tobacco products.
4. Normal disciplinary procedures will be utilized when behavioral expectations are violated by residents. Anyone violating those expectations may be required to move from the apartment building.
5. There will be a thorough inspection of each apartment at least once a year with appropriate follow-up by Physical Plant and the Office of Student Life. Costs of cleaning or repairs necessitated by excessive wear and tear will be charged to the occupants.
6. Guests will be permitted on campus no more than three consecutive nights for a maximum of two stays per month.
7. Apartment residents who follow normal semester-break housing guidelines may petition to stay in their apartments during semester breaks if their particular apartment building is being kept open. Apartment residents are expected to cooperate with the need to house other students in their apartments during Christmas break.
8. When a resident moves out of an apartment, students may be assigned to empty spaces at the discretion of the Office of Student Life.

NON-APARTMENT HOUSING

The following provisions apply to the non-apartment residence halls:

Behavior: All expectations regarding on-campus behavior as enumerated in this handbook will apply to the non-apartment halls and their residents. Violations of these expectations will result in normal
disciplinary action and may include loss of housing privileges.

**Common Areas:** The lounge, lobby and laundry areas are common areas, open to any member of the residence on a 24-hour basis (unless members of the hall voluntarily decide to impose specific restrictions). Because these are public areas, it is expected that students will conduct themselves with discretion and respect for the rights of others.

**Living Areas:** Except during visitation hours, residents and nonresidents are not to be in the wings, floors, or stairways of the opposite gender.

**HOUSING DURING VACATION PERIODS**

All students are required to leave the residence halls during Christmas and Spring breaks unless they have extenuating circumstances (e.g., residence in another country, participation in Gordon athletic events during break, or student teaching). Students may apply to stay on campus in the designated residence hall. Students who are not required to stay on campus during break will be charged a daily fee. On the Sunday following Commencement all students are required to leave the residence halls and either vacate the campus or move into the designated summer housing residence hall. Housing during the summer is available for a limited number of current students and is available by application only. All approved summer residents, regardless of the reason for staying, are charged a weekly rate that includes one meal per day. Student teachers who need housing after Commencement are expected to register for and move into summer housing.

**GUEST HOUSING**

Guests may stay overnight in the residence hall when the College is in session. The appropriate resident advisor must be notified of guest name(s) and visiting dates. Guests using residents’ rooms must have permission of the residents whose beds they use. Under no circumstances may guests sleep in common areas. Guests may stay a maximum of three consecutive nights on campus and may do so no more than twice each month. Guests are under the same residence hall and campus policies as residents. Hosts are responsible for the actions of guests. A guest failing to comply with regulations will be asked to leave the campus.

**Housing Procedures**

**ROOM ASSIGNMENTS**

Resident students must be full-time registered students at Gordon College. Any exceptions must be approved by the Dean of Student Care and/or the Vice President of Student Life. The College reserves the right to make room and roommate assignments while allowing students as much freedom of choice in this matter as possible. Prospective roommates are not subject to any preconditions or approval that would deny them access to any room. The College also reserves the right to change room assignments or terminate a housing contract whenever this seems to be in the best interest of the community. For billing purposes a single room is defined as a room with one occupant; a double room is a room with two occupants; and a triple room is a room with three occupants, regardless of room size or possible occupancy.
AVAILABILITY OF ROOMS

The residence halls will be open for occupancy when the College is in session. Opening dates are posted in the academic calendar; opening time is 1 P.M. on those dates. Students requesting access to their rooms before official residence hall opening dates may petition the Office of Student Life for permission to arrive early. Students who arrive earlier than the opening dates without prior permission will be charged $30 per night.

Students should vacate their rooms within 24 hours of their last exam at the end of the fall semester and check out of their rooms within 24 hours of their last exam at the end of the year.

CHECK-IN

When checking into a residence hall at the beginning of the year, each student must report to the appropriate staff member, who will issue the residence hall and/or residence room key(s) or encode the resident's ID card. At that time the student will complete a check-in form indicating the condition of the room (Room Condition Inventory) and acknowledging receipt of the key(s).

CHANGING OF ROOMS

Any student wishing to change his/her room assignment must first gain the approval of his/her resident director. Gordon's residence philosophy considers alterations of living arrangements during the year counterproductive to the development of the residence community. Every effort will be made to resolve any conflicts or issues between students and their roommates and neighbors before a room change will be approved. As a last resort, and at the consideration of all involved, approval to leave the current room may be granted by the resident director. Room Change Request forms may be obtained from the resident director, and turned into the Director of Housing in the Office of Student Life. Students not following this procedure may be fined.

In extreme situations a mid-semester room change may be granted if all other options have been exhausted. All room-change requests for spring term must be submitted by November 29th.

CHECK-OUT

Each resident must check out in person with the appropriate staff member in the event of a room change or withdrawal as well as at the end of the year. The student should schedule a time to inventory the condition of the room, sign the checkout form in the appropriate manner, return the key(s), and vacate the room, unless specifically excused by the resident director. Students not following this procedure will be assessed a $30 fine. Students will be held responsible for any damages or custodial requirements not reported on the Room Condition Inventory during the check-in procedure.

KEYS

Residents are expected to carry keys or key cards for their halls and rooms with them when they leave their rooms. A resident advisor (RA)/apartment coordinator (AC) should be available in emergencies to open the door of a student who is locked out of his/her room. If a student is locked out of a residence hall at night, he or she should immediately contact Gordon Police. Residents in a hall at night should not open doors for non-resident students wishing to enter the hall.

If a resident loses his/her room or hall key during the semester, he/she must notify the resident director immediately. The resident director will assess a fee of $25 for a new room key and $50 for a new hall key; replacement of both keys is mandatory. Any student found with an unauthorized or duplicated key will be subject to a fine of $100 and disciplinary action.
Room Selection Process

In order to participate in any aspect of the room selection process, you must be registered as a full-time student for fall semester classes and pay a housing deposit. Housing selection information is distributed at the end of quad 3.

The housing options listed below are available in the housing selection process.

LIVING/LEARNING CENTERS
Living/learning centers are theme-focused intentional living environments which require a specific commitment to the theme of the community. Students who desire to live in one of the designated living/learning centers must submit an application to the center’s contact through the OSL.

APARTMENT & UPPERCLASSMEN HOUSING
Groups of students (two or three for a Ferrin apartment; four, five, six, or seven for a Bromley apartment; four, five, six, or seven for a Tavilla apartment; two, four, or six for the Village) desiring to live in an apartment must submit a group application. The selection process consists of a point system based on eligibility and class, and is open only to students 20 years of age or older, or at least junior status. Students on disciplinary probation are not eligible to apply for apartments unless approved by the assistant dean of residence life or dean of student care.

SINGLE ROOMS
A limited number of single rooms are available on campus and are reserved for students with documented medical need. Applications are available in the Office of Student Life during the housing selection process.

CURRENT ROOM RESERVATION
You may reserve your current room, as long as you have a designated roommate(s) to live with you. The appropriate number of people must reserve the room (i.e. two people for a double, three for a triple, etc.). Suites (Chase or Fulton) can only be reserved one room at a time. Apartments cannot be reserved. Suites and singles in Evans, Wilson, Ferrin and Nyland cannot be reserved during this stage.

RESERVE AND APPEAL
After you and your roommate(s) have reserved your current room, you may submit an appeal with your RD for another room or floor in your current building, or another building. Appeals will be granted based on class standing and by the discretion of the RD and the Housing Office.

HOUSING LOTTERY
Those who do not participate in any of the above options will need to attend the housing lottery. During the housing lottery, students will draw a random number within their class that will indicate the order in which they may choose one of the remaining open rooms/spots. During the lottery, students will be able to sign up individually or with a roommate in any open spot remaining (not including the living/learning centers or apartment buildings). Students without a roommate who sign up for a double or triple room will have other student(s) assigned to the open space(s); for this reason, students without a roommate are encouraged to sign up in open spaces as opposed to entire open rooms when possible.

RESIDENCE HALL FACILITIES
All residence halls are equipped with a kitchen for the use of residents within that hall. It is the residents’ responsibility to keep the kitchen clean and to respect
the property of others (e.g., food, utensils, etc.). Kitchens may be closed off or fines levied if respectful use is not demonstrated.

LAUNDRY AND VENDING MACHINES
Washers and dryers are available in the residence halls for resident student use. Vending machines are also available in most residence halls. Please notify your resident advisor (RA) or apartment coordinator (AC) if there is a problem with a laundry machine. They will contact Physical Plant and submit a work request. Problems with vending machines, or need for a refund of money lost in the vending machines, should be reported to Space Planning, ext. 4288.

BUILDING ROOFS AND EXTERIORS
Students are never permitted to be on a campus building roof or to climb the exterior of a campus building (unless such access is work-related and by the explicit permission of the Physical Plant Department).

STORAGE
Each residence hall has space available for storage during the school year, between semesters and during summer recess. During vacation periods and for the length of the summer recess, each resident of a hall is able to keep 2 items clearly labeled with name and cell phone number in the designated storage area as long as space remains. (An ‘item’ is defined as a plastic bin, cardboard box, suitcase, mini fridge, etc.) For storage over the summer recess, students can store their 2 items in the residence hall in which they will live for the fall semester.

-Students who live in the U.S., but far from campus (i.e. CA, TX, FL, etc.), are allowed to store 3 items total.

-International students are allowed to store 4 items total.

Study Abroad Storage: Students who have been approved to study at an off-campus program through the Global Education Office (GEO) may store 2 items in Chase Hall’s designated Study Abroad Storage Room.

-Students who live in the U.S., but far from campus (i.e. CA, TX, FL, etc.), are allowed to store 3 items total.

-International students are allowed to store 4 items total.

Bicycle Use and Storage:
All bicycles on campus must be registered with the Gordon Police and display a registration sticker (for which there is no charge). The sticker is valid for the entire time the owner is enrolled or employed by the college. Stickers may be obtained any time at the Gordon Police office. To prevent theft, bicycles should be locked when left unattended.

If a bicycle is left outdoors, it must be stored on a bike rack (located near most campus buildings). If the rack is full, the bike must be stored next to the rack and not on a walkway or road. If there is no rack near a building, the bike may be stored in a safe area near the building, but not on or blocking any walkway, road, patio or entryway.

Indoor storage is limited and not guaranteed for all bicycles. Indoor bike storage is available on a first-come, first-served basis in designated bicycle storage rooms (inside Chase, Fulton, Ferrin, Grace and Nyland Halls).

Bicycles may not be kept in student rooms or anywhere else in residence halls. In addition, students may not bring bicycles into campus academic or administrative buildings. Bicycles may not be stored in entryways, hallways, or
stairwells, or on walkways or patios in front of any campus buildings.

Improperly parked or unregistered bicycles may be confiscated and the owners fined (a $15 confiscation fee). If a locked bike is subject to confiscation for any valid reason, the lock may be cut to facilitate confiscation; the college will not be responsible for replacement of the lock. Confiscated bicycles not claimed within 30 days may be charged an additional $15 storage fee each month until the bike is claimed. Unclaimed bikes may be donated to charity or disposed of after 90 days and at the end of each semester.

The college does not guarantee indoor storage space for all bicycles. Students should weigh the necessity for having a bicycle and the frequency of use when deciding whether to bring one to campus.

Financial Liability: The College assumes no responsibility and does not provide insurance or any other financial protection for the personal property stored by students. It is recommended that students obtain insurance protection against loss, damage, or theft of personal property.

Furnishings

College equipment, furniture, or plants must not be dismantled, removed from the building, or moved from one room to another without authorization. Equipment attached to the walls must not be removed by students. A fine of at least $25 will be levied against individuals who remove such items without permission.

Waterbeds are not allowed in residence halls due to their size and weight.

Upholstered furniture is not permitted in non-apartment residence halls. Upholstered furniture in Bromley, Tavilla and the Ferrin apartments must comply with California Technical Bulletin 117 fire code. Furniture must have an attached tag with the appropriate fire code listed. Personal nonupholstered furniture made of bamboo or rattan is not permitted. Futons may be used as long as the mattress has an attached tag showing it complies with California Technical Bulletin 129 or BFD 1x-11.

Ordinary incandescent bulbs and halogen lamps are not permitted in residence halls. All lamps must be equipped with CFL or LED bulbs.

CLOSING HOURS

To maintain security of the buildings, each hall is locked 24 hours per day. Nonresidents must leave the building at 10 P.M. unless escorted by a resident of the hall.

NIGHT LOBBY AND LOUNGE POLICY

1. The lobby and lounge will be available to nonresident students on an escort basis only. Nonresidents will be allowed to enter and/or remain in the lobby or lounge only while they are guests of and in the presence of a resident of the hall.
2. Students are reminded that lobbies and lounges are public areas. It is assumed that students will conduct themselves with discretion and respect for the rights of others.
3. Students or their guests are never permitted to sleep in common areas.

Community Guidelines

VISITATION HOURS

Visitation hours provide resident students opportunities for informal social interaction and interpersonal growth within the context of the residence hall atmosphere. Additionally, they are seen in some instances as social events which can provide students the opportunity to meet
other students. Visitation hours are not intended to provide complete privacy.

As always, but particularly during visitation hours, it is expected that students will conduct themselves with discretion and a respect for the rights of others. They must be careful to maintain a biblical standard of morality and be sensitive to community standards of good taste and decency.

1. There are campus-wide visitation hours on the following schedule: Monday–Thursday, 5 p.m.–10 p.m.; Friday, 5 p.m.–midnight; Saturday, 1 p.m.–midnight; and Sunday, 1 p.m.–10 p.m.

2. The resident director or an appointed RA is responsible for supervision of visitation hours.

3. Visitation hours are not intended to provide complete privacy. Therefore, in order to maintain a suitable environment during visitation hours, doors must remain fully open and lights left on while entertaining guests, and excessive or offensive displays of affection will not be acceptable.

4. Except during visitation hours, individuals are not to enter the stairwell or living areas of the opposite gender in residence halls without prior, explicit permission of the resident director or RA.

5. Violations of the Visitation Policy may result in a loss of visitation privileges, fine, community service hours or another sanction determined by the resident director and assistant dean of residence life.

QUIET HOURS

All residents are required to refrain from causing any disturbing sound or disruption. A disturbing sound is defined as that which interferes with study, sleep, or any other legitimate educational/residential activity, regardless of the time. This requires residents to be considerate of one another 24 hours a day and especially from 11 p.m. to 9 a.m. (designated quiet hours). Residents are encouraged to confront one another when their rights to study or sleep are being violated and to respect the residence life staff in their discretionary enforcement of the policy.

Campus-wide 24-hour quiet hours are in effect during final exam weeks. It is expected that all residents will especially respect the rights of others to study and sleep during these times.

AUDIO, VIDEO AND MUSIC EQUIPMENT

According to federal law, no individual or group may publicly show a film that is copyrighted unless the appropriate royalty fees have been paid. Videos that have been rented from local establishments or purchased are covered by this law. Individual students may rent and show video movies to a small group of relatives or friends in the privacy of a residence hall room or lounge. The showing may not be publicly advertised nor open to the public.

The use of small practice musical amplifiers is permitted in the residence hall if used within the quiet hours/courtesy hours guidelines. Large amplifiers are permitted only for special events with approval of the resident director. At the discretion of the resident director, stereo/TV/DVD/musical instruments or equipment privileges will be rescinded temporarily for those students who consistently disregard the requests of others to turn down such equipment, or for students found broadcasting music or sound out of windows, from patios, etc., or for students who broadcast lyrics of a morally offensive nature. If audio abuse remains a pattern, this equipment may be removed at the discretion of the resident director for a specified period of time.
PRANKS
Any prank must be respectful and courteous, and adhere to the following guidelines:

1. It must not be in violation of any local ordinance, College behavioral standard, or community guideline (e.g., visitation, quiet hours).
2. It must not jeopardize anyone’s health or safety.
3. Destruction or unauthorized use of property is never permitted.

Consequences may be assessed for inappropriate pranks and/or damages.

WINDOWS AND SCREENS
The College reserves the right to limit the quantity and types of items displayed in or on room windows so as to maintain the attractive appearance of the building.

Screens are not to be removed from residence hall windows. Under no circumstances are the fasteners to be broken, bent, or removed. Student(s) in a room where a screen has been removed will be charged $25 each, plus damages if appropriate.

Under no circumstances are windows to be used for entering or leaving the residence hall or for transferring items in or out of the residence hall. A minimum $25 fine will be assessed.

WATER, SNOW, ETC.
Anyone involved in throwing or spraying water, snow, shaving cream, etc., into, out of, at, or within a residence hall will be fined a minimum of $25 each, be held responsible for any damages or custodial problems and face disciplinary action for jeopardizing the safety and welfare of the community.

SPORTS
Sports in the residence hall are not permitted. Recreational facilities are available elsewhere. Students participating in any sports in the hall without the direct approval of the resident director for special events will be fined a minimum of $25 each, be held responsible for any damages or custodial problems, and face disciplinary action for their disturbance to the safety and welfare of the community.

Room and Hallway Policies
ENTRY AND INSPECTION OF ROOMS
The College reserves the right to have authorized personnel enter any unit for the purposes of periodic inspection, repair, or when there is reason to believe that the health and safety of residents is in jeopardy. A College staff member may also search a student’s room, accompanied by a staff member from the Office of Student Life, when there is reasonable cause to believe that College regulations are being violated.

CLEANLINESS OF ROOMS
Students are responsible for minimum standards of cleanliness in their rooms. Vacuum cleaners are available in each residence hall for use by students.

RECYCLING
Students are expected to adhere to the rules and regulations of the campus waste recycling policy. Students consistently disregarding recycling efforts or found disposing of trash inappropriately will be fined and/or face disciplinary action.

ROOM DECORATION LIMITATIONS
1. Means of Attachment: Students are not permitted to use nails (even if preexisting) or tacks anywhere in their rooms. Putty may be used to hang posters, etc. Other types of adhesives such as tape, picture hangers,
decals, etc., may not be used as they are potentially damaging to most surfaces. Plant hooks or other items that penetrate the ceiling in any hall are not permitted. Removal of ceiling tiles is never permitted.

2. **Types of Items:** No alcoholic beverage containers are permitted in the residence hall. Only flame-retardant products and other materials may be used for decorating in residence halls. No decorations made from dried plant matter or from evergreens may be used (e.g., Christmas trees, wreaths, etc.). Upholstered furniture is not permitted in non-apartment residence halls. Upholstered furniture in the Bromley, Tavilla and Ferrin apartments must comply with California Technical Bulletin 117. Personal non-upholstered furniture may not be used in any residence hall if it is made of bamboo or rattan. Futons with solid wood or metal frames may be used if the mattress complies with California Technical Bulletin 129 or BFD 1x-11. Students must prove through attached fire code tags that a particular furnishing complies with the required fire code. Falsifying fire code tags on upholstered furniture, futons, or any decoration is cause for disciplinary action. Furnishings must not cause an obstruction that limits easy access into and out of the room. No lit candles, incense, or other combustible items will be permitted in residence halls; any violation will result in a $100 fine and disciplinary action. Any fabric/tapestry material that is used as a room decoration must be listed as fire-retardant on an attached label. This material may only be hung against a wall and may not be used in any way to divide the room or cover windows/doors/furniture. At no time are fire alarms, detectors, extinguishers, electrical outlets, room lights, etc. to be covered by decorations. Nothing may be hung from ceilings. Nothing may be hung on any sprinkler pipes or sprinkler heads. Strings of UL-approved rope-style Christmas lights may be hung only along the perimeter of the room near the ceiling. They may never be hung across, through or over doorways, windows, any walking space, or wrapped around furniture, under mattresses or bedding, or strung into closets. Extension cords, phone cords, and computer cables may not be strung across floors, ceilings, or windows—only along the perimeter of the room. They may be strung across doorways where permanent support fixtures have been installed. Nothing may be hung on doors. Hallway or room wall decorations must not exceed 50 percent of the surface area in sprinklered buildings and 10 percent of the surface area in non-sprinklered buildings. Doorways, hallways and stairwells must be kept clear of decorations and furnishings that may cause obstructions of any kind. Incandescent, CFL, or halogen bulbs are prohibited in floor or desk lamps (only LED bulbs may be used). Paper lampshades (such as the popular decorative oriental lamps) are not permitted. Municipal or state-issued road signs may not be displayed in residence halls or rooms. Since most such signs are “found” items and not legally possessed, they will be confiscated unless the student presents proof of ownership (receipt, bill of sale, or letter from the original owner verifying transfer).

3. **The College reserves the right to require removal of decorations (posters, etc.) deemed to be in excessively poor taste. Examples of**
decorations or posters considered to be unacceptable are those that encourage or support violation of Gordon's Life and Conduct Statement (lust, abuse of alcohol, etc.), page 4.

**ELECTRICAL APPLIANCES AND EXTENSION CORDS**

In student rooms appliances such as hair dryers, steam irons, etc., must bear the American UL or Canadian SA Underwriter's Laboratory seal of approval. Appliances of this type must be unplugged when not in use. Because of their potential fire hazards, no open-coiled appliances, hot plates or toasters are allowed in student rooms. Coffee makers must have an auto shutoff feature. No microwaves are permitted in student rooms. Use of any non-UL listed items is not permitted.

Students must use UL-listed circuit-protected power strips. Extension cords must be UL-listed and constructed of 14-gauge or larger wire and may only be plugged into power strips. If a power strip needs to be longer it may be plugged into a 14-gauge extension cord, which must be plugged directly into any outlet.

Space heaters, heating fans, etc. are not permitted in residence halls or in student rooms unless placed in the room by authorized Physical Plant personnel.

Refrigerators must not exceed 3.6 cubic feet, should be of a modern, compact style, and must be plugged directly into a wall outlet. Refrigerators should be checked with an appropriate residence staff member before installation.

**FOOD IN ROOMS**

The preparation or cooking of food is not permitted in student rooms. In order to guard against insects, any food such as cookies, crackers, etc., should be kept in sealed hard plastic, metal, or glass containers.

**PETS**

Resident students are not permitted to have pets in residence halls. Exception: goldfish and tropical fish or aquatic turtles in an aquarium are permitted with the agreement of roommates. Aquariums are limited in size to under 20 gallons and should have their own stands.

**Damages and Repairs**

Students are liable for damages to College property. Damages should be reported to a residence staff member immediately so repairs may be made. The repair costs for any damages in a student room will be shared by the occupants of that room unless an individual or individuals assume responsibility for the repairs. An itemized list of damage charges is provided on the Room Condition Inventory (RCI).

Damages occurring in other areas for which a responsible person cannot be determined may be billed to the hall account (see Fees, page 21). If this account is exhausted, damages will be billed in the following manner: (1) those within a specific floor will be billed equally to all residents of that floor; (2) those occurring in public areas such as lobbies and lounges will be billed equally to all residents of that hall.

**Fines**

In addition to paying for any damages, students may also be fined for behavior that is judged to be disruptive to or inconsiderate of others in the community. The sanction of a fine is a disciplinary response to the behavior, and fine receipts are placed in the residence hall account for use in programming for all residents of the hall. Fines are separate from making restitution for direct damages.
Telephone Service

All residence halls have a campus extension phone provided in the main lobby or entry. Campus, local and 8XX calls can be made from these phones.

ON CAMPUS EMERGENCY CALLS AND 911

If you require emergency assistance on campus:

- Dial ext. 3333 from any campus phone;
- Dial 978.867.3333 from your cell phone.

NOTE: If you dial 911 (from a campus phone or your cell phone when on campus) you will be connected with the regional 911 emergency center who will then dispatch the Wenham Police, Fire Department or Ambulance as needed. For the fastest response, contact the Gordon Police directly as indicated above.
Student Discipline
Accountability
Disciplinary Procedures
Accountability and discipline serve an important purpose in the growth of the individual and the well-being of the community at Gordon College. Each member of the community has committed himself or herself to live within the College’s expectations of life and conduct which are included in this handbook. When an individual fails to meet the responsibilities that are inherent in membership in this community, there is a need for accountability. The purpose, therefore, for accountability and discipline at Gordon is to create an opportunity for change and growth in the life of the individual, and to create an environment that is conducive to learning and is distinctively Christian.

**Accountability**

Any discussion of accountability begins, of course, with self-discipline. One of Gordon’s primary goals is to help students become less dependent on rules to govern their behavior and more dependent on their own ability to discern what is right, independent of peer pressure and external props. The highest objectives of self-discipline at Gordon are consistent with the biblical principles that are foundational to our community and are emphasized in the College’s Life and Conduct Statement: “Life within a Christian community must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in every activity.” Members of the Gordon community are called to “assume responsibility for their own behavior as it reflects upon their Lord, their community and themselves, particularly in the area of personal freedom, . . .” (see Life and Conduct, General Principles, number 5, page 5). It is with these goals in mind that members of the Gordon community are expected to hold themselves accountable for their own behavior.

When self-discipline breaks down, peer accountability becomes necessary. Members of the Gordon community are expected to share responsibility for each other’s growth, to willingly express concern and to caringly confront one another. This type of accountability is a necessary element of responsible biblical relationships in our community, including those among students, faculty and staff. Gordon’s expectations for life and conduct call us to become a community where our actions “are not solely a private matter.” We are called to “be concerned about the welfare of other individuals within the community and of the community as a whole” (see page 5). This level of concern and accountability is essential to produce the support and impetus that enables an individual to change inappropriate behavior and to effect significant growth in a person’s life and in the life of the community. Because of this strong belief in peer accountability, Gordon students who assist or encourage other students to violate the behavioral standards of the community also may be subject to the disciplinary action outlined below.

Failure to comply with the directions of College officials or being uncooperative or disrespectful to College officials in the performance of their duties will not be tolerated. This includes, but is not limited to, resident directors, resident advisors, apartment coordinators, Gordon Police officers and any faculty or staff member.

**COMMUNITY ACCOUNTABILITY AND DISCIPLINE**

If behavioral change does not occur as a result of peer accountability and behavior continues that is inappropriate to community life at Gordon, community accountability will take place. Community accountability entails confrontation from an RA, resident director, dean, or the vice
It is usually desirable that this accountability occur at the level closest to the infraction. Consequently, inappropriate behavior may first be confronted by the RA. In instances where an RA’s involvement does not bring the appropriate change in behavior, the RA will take the situation to the resident director. Issues unresolved at that level may be taken to the Office of Student Life.

At any point in the process of community accountability, a disciplinary response may occur. RAs and resident directors may administer some disciplinary sanctions. Certain behaviors which have been judged by the community to be of a more serious nature may be confronted by an RA, resident director, dean, or vice president for student life. However, the disciplinary response to these more serious behaviors will be determined by a disciplinary hearing in the Office of Student Life.

**Disciplinary Procedures**

Cases which are referred to the Office of Student Life will be heard, depending on the nature of the violation, by the Judicial Board or a staff hearing panel. The dean of student care or vice president for student life will determine the appropriate hearing venue of all hearings. For procedures related to sexual assault, please see the College’s sexual misconduct policy on our website: www.gordon.edu/sexualmisconductpolicy. All records and outcomes of cases are forwarded to the vice president for student life.

**PRELIMINARY PROCEDURES**

**Reporting and Investigation**

- Any member of the Gordon community may report information regarding an alleged incident of misconduct to resident directors or other staff members in the Office of Student Life.
- The Office of Student Life shall assume responsibility for the preliminary investigation of the incident, and the matter will be discussed with the accused.
- The dean of student care and/or the vice president for student life will decide whether to dismiss the matter without action or refer the matter for a hearing.
- If in the judgment of the dean of student care and/or the vice president for student life a matter merits some action but not referral for a formal hearing, the dean of student care/vice president for student life may hear the case and impose sanctions.

**Hearing Membership**

- A staff hearing will normally be composed of the dean of student care and/or the assistant dean of residence life. Other staff members of the Office of Student Life may also participate depending on the nature and location of the violation.
- The Judicial Board is composed of two faculty members named by the Nominating Committee of the Faculty, three students named by the president of the Gordon College Student Association, an at-large member of the College staff and the dean of student care, who serves as chair of the board. A quorum will consist of four members with at least one faculty member and one student present.

**Hearing Procedures**

- If a hearing is to be held, the accused student shall be notified of the date, time and place of the hearing by the dean of student care or the assistant dean of residence life.
• A member of the Office of Student Life staff, usually a resident director or a complainant, will present the case against the accused student.

• Evidence will be presented to the hearing officers verbally, in writing or through witnesses at the hearing. The Standard of Proof will be the Preponderance of the Evidence. This means that such evidence, when considered and compared with that opposed to it, has more convincing force and produces in the minds of those hearing the evidence the belief that the alleged misconduct more likely occurred than not.

• The hearing will be an informal give-and-take between the accused student and those hearing the case.

• Hearings shall be open only to the hearing officers, the accused student, and the presenter or complainant.

• Witnesses may be present only while giving testimony. The accused may be accompanied by his/her advisor, but the advisor may not question witnesses. Lawyers representing the accused or the College are specifically prohibited from attending the hearing.

• The hearing officers shall raise questions pertinent to the alleged incident, the attitude of the accused and to his/her previous behavior.

• The accused student may question all witnesses.

• After the hearing is concluded, the chair shall excuse the student and the presenter/complainant from the meeting. The hearing officers shall then discuss the issues and reach a decision. A simple majority will determine whether the preponderance of the evidence supports the allegation.

Report of Decision

• The dean of student care/assistant dean of residence life shall prepare a summary of the hearing, including the decision.

• The dean of student care/assistant dean of residence life shall report the decision and the sanctions to the accused student.

Appeal of Decision

• If the accused student feels there is substantial evidence that the decision rendered was arbitrary or capricious, or has new evidence with a bearing on the case, he or she may appeal in writing to the vice president for student life.

• After review of the record of the hearing and evidence by the accused, the vice president for student life shall reverse or affirm the decision.

Automatic Appeal

• In the case of a suspension of one term or longer, or expulsion, an appeal to the vice president for student life will be automatically available. If the student elects to appeal such a sanction, he/she must follow the normal appeal process.

Impositions of Sanctions Prior to a Hearing

• The College may, subject to a subsequent hearing, impose immediate sanctions against a student including suspension if, in the sole opinion of the vice president for student life, the student’s continued presence on the campus might 1) create a danger of physical or mental harm to the student or another person or 2) disrupt the educational process of the College.

• A hearing subsequent to the imposition of immediate sanctions must be
conducted in accordance with the procedures outlined above.

DISCIPLINARY SANCTIONS

There are a variety of sanctions which may be invoked as disciplinary responses. They include: fines, letters of contract, counseling and educational programs, disciplinary probation, community work hours, restriction of housing and other privileges, leaves of absence and suspension. Suspensions may be administered only in disciplinary hearings. Parents of dependent students will be notified that disciplinary sanctions have been assessed.

Suspension normally follows continued violations of the College's policies, compromises to personal integrity, disruptions to community life, and threats to the health and safety of others. Although suspension is normally reserved for multiple infractions, it can be used after a first offense if the violation is considered particularly egregious or involves concerns over the health and safety of others.

Suspension is separation of the student from the College for a period ranging from a short time to a full academic semester or more. Returning to the College after suspension (for the remainder of a semester or longer) is conditional upon application and readmission to Gordon; and a student's readmission is at the discretion of the College. Parents of dependent students are notified and a record is kept in the student's file. Absences from classes and chapel are not excused, and academic work that is missed may not be made up. No refunds are made.

Expulsion is a permanent suspension and will only be used as a last resort.

PROCEDURES FOR INVOLUNTARY LEAVE OF ABSENCE

Gordon College may initiate an involuntary leave of absence when a student exhibits behavior that could disrupt the academic process or present a danger to other members of the College community. This policy may also apply to any student returning from a hospital confinement who needs extended observation or supervision. The following are some situations in which such action would be appropriate:

1. The student’s behavior appears to pose a danger to the life, health or safety of other members of the College community, or to the College, its property, or to the property of another member of the College community.

2. The student’s behavior impedes or disrupts the educational process or the legitimate activities of other members of the College community.

3. The student refuses or is unable to cooperate with a recommended evaluation or treatment procedure, and the student acts or threatens to act in a manner that would interfere with or disrupt the educational process or the legitimate activities of other members of the College community.

When the College has evidence of the behavioral problems listed above, a medical/psychological evaluation may be required, the results of which will be provided to the vice president for student life. In addition, the vice president for student life or her designee may consult with the student about his/her behavior and to the extent permitted by law may also notify the student’s parent, guardian or other appropriate adult. The vice president for student life will make the
final decision regarding approval of an involuntary leave of absence.

1. The student has the right to be informed of all pertinent information leading to the leave of absence decision.
2. The length of the leave of absence will be determined on a case-by-case basis.
3. The conditions under which a student may return to the College will be identified at the time of the leave of absence.

AMNESTY POLICY

Students who are struggling with issues that violate the Gordon College Life and Conduct Statement are encouraged to seek appropriate support and help. Issues of special concern may include such things as use of drugs, abuse of alcohol, use of pornography, or certain inappropriate sexual behaviors. Knowing that many Gordon students struggling with these issues may be fearful of asking for help because of potential consequences, Gordon has established an amnesty policy. This policy allows students who want to receive help to work through these issues without going through the disciplinary process. Requests for amnesty must precede any disciplinary confrontation resulting from violations of the Life and Conduct Statement. Students who seek help from the Office of Student Life will be given appropriate confidential assistance. Please contact the Office of Student Life at ext. 4263 for more information.
Business and Finance
Bill Payment
Withdrawal and Deferral
Financial Responsibility
Business and Finance

Bill Payment

The first invoice will be mailed prior to the start of each semester (mid-June and mid-November). This bill will be based on course registrations processed by the Registrar’s Office, financial aid awarded, and housing assigned by the Office of Student Life. Bills are sent to the person responsible for payment as indicated by the student on the billing contract. For bills due later, visit: www.gordon.edu/paymentoptions.

Payment by the due date will allow time for processing and ensure financial clearance during the semester registration finalization process. If the full semester payment cannot be made by the due date, an alternative payment plan must be arranged and approved in advance by Student Financial Services. Families may also apply for alternative loans to cover their bill. Families applying for loans should do so well in advance of the semester to allow time for processing.

Gordon College offers four-month and six-month payment plans each semester. There is a $50 fee per semester to participate.

Two weeks after the start of each semester, final bills will be processed which will reflect any changes in course load, financial aid awards, room and board charges, payments, other fees or adjustments. Any additional amounts due should be paid at that time.

FINANCIAL CLEARANCE

All students must receive financial clearance from Student Financial Services before finalizing their registration. Students without clearance will be unable to finalize their course schedule and will not be able to access their meal plan. In order to receive financial clearance, students must have completed a Billing Contract and meet one of the following criteria; (a) semester balance paid in full (b) participation in the payment plan and payments are up to date (c) completed all requirements to borrow a loan to cover the balance.

Note: If a check for payment on the student’s account is refused for payment for any reason, the student’s account will be charged a $10 returned check fee fine plus any bank charges incurred. If a second such check is refused for payment, all remaining payments to the student’s account must be made by means of a bank, cashier’s or certified check for the duration of the academic year.

The student's transcripts or diploma will not be released until the student's account is paid in full. Also, anyone with a Gordon College Perkins Loan must have completed an exit interview and be current with payments.

CASHIER
MacDonald Hall
Phone: ext. 4254
Hours: M–F: 9:30 a.m.–3 p.m.

The cashier receives and receipts payments, distributes and cashes students’ paychecks and cashed personal checks (up to $200 per person per week). In the Lane Student Center, the College has ATM machines that dispense cash only.

DAMAGE DEPOSIT

Of the initial $250 deposit paid by each new student, $50 is held as a damage deposit until graduation or withdrawal from the College. Graduating or withdrawing students who do not owe an outstanding balance to the College and who properly complete the withdrawal process will receive any remaining portion of the $50 deposit approximately one month after the end of the academic semester in which they are graduating or withdrawing.
Withdrawal and Leave of Absence

WITHDRAWAL
Students wishing to withdraw from school must complete the online withdrawal process through the Office of Student Life in Lane Student Center.

LEAVE OF ABSENCE
A student who desires to take a leave of absence for one or two semesters must complete the online leave of absence process through the Office of Student Life. Students who are absent for more than two semesters must reapply for admission.

IMPORTANT NOTE: A student who leaves school without completing the official leave of absence or withdrawal process will be considered to have withdrawn, and will be required to apply for readmission if he or she later wishes to return to the College.

BALANCE DUE
When a student withdraws or takes a leave of absence, and his or her account has a balance due, it must be paid in full. If a student withdraws and full payment cannot be made at that time, the student must enroll in a Non-Current Student Payment Plan with AutoPay, through CASHNet (automatic monthly deductions from a checking account or credit card). If the student fails to do so, the College may charge interest at the rate of 1.25 percent per month (15 percent annually), or refer the account to an outside collections agency. All collection fees are charged to the student. If the student withdraws or takes a leave of absence during the first four weeks of a semester, the established refund percentage will apply as stated in the College catalog. Processing a credit refund takes approximately two weeks.

Financial Responsibility

CHECK CASHING
Gordon students, upon presentation of a valid ID card, may cash up to $200 in checks per week during the posted hours at the cashier’s window including third-party checks. The College reserves the right to deny cashing checks at any time.

If a check is returned unpaid for any reason, the student’s account will be assessed a $10 returned check fee plus any bank charges incurred. If a second check is returned unpaid, the student will lose check-cashing privileges on campus for the duration of the academic year.

For information on requesting a refund from your student account, visit: www.gordon.edu/refundrequest.

FINANCIAL AID
Gordon College is committed to assisting its students financially to the fullest extent possible. Gordon participates in federal (Title IV) and state financial aid programs in addition to providing institutional assistance.

Returning students must reapply for ALL types of financial aid each year by submitting the Scholarship and Aid Renewal Application (www.gordon.edu/renewaid). To be considered for need-based aid (federal, state, and institutional grants, federal work-study) as well as federal loans, students must also complete and submit a Free Application for Federal Student Aid (FAFSA) each year. The priority deadline for both forms is April 15th. Applications received after that date will still be considered, but the awarded funds may be reduced. The renewal criteria for merit-based scholarships are listed in this handbook and also available online at www.gordon.edu/renewscholarship.

In order to be eligible for financial aid, a student must be enrolled or accepted for
enrollment on a half-time or greater basis, and must be maintaining satisfactory academic progress. Aid is limited to a maximum of 10 semesters. Please note that unless otherwise indicated, financial aid awards are based on full-time attendance in both the fall and semesters. If a student does not attend for one term, or is enrolled on a less than full time basis for one or both terms, the award will be adjusted to reflect this. It is always the student’s responsibility to communicate any enrollment changes to the Student Financial Services Office.

If the Department of Education selects a student’s FAFSA for verification, supporting documentation will be requested from the student and his or her family. Adjustments may be made to award amounts if there are discrepancies with earlier data submitted. Adjustments can also occur if a student receives new financial assistance beyond the scope of an initial aid award, if federal or state funding levels decline or other circumstances change. The student will be notified of any change made to their award.

It is important to note that the student is responsible for meeting all published deadlines and submitting all requested documentation. Student Financial Services will assist students in all ways possible to finance their education. However, we encourage each student to be aware of the status of their application and/or award and to be diligent in meeting all requirements.

Financial aid, in many cases, is available for use on approved off-campus programs. Students who are considering any program should meet with a Student Financial Services counselor early in the planning stages to determine what types of aid may be available to them. Institutional aid may be used (on approved programs) for one semester only.

**MERIT AWARD RENEWAL**

Special scholarships are based on achievement, not need. The annual renewal criteria for these awards are as follows:

- Full-time students will receive their merit scholarships for two academic years (four semesters) before the cumulative GPA will be reviewed.
- GPA calculations for merit purposes only will drop the semester with the lowest GPA, and use the resulting figure for determining eligibility. Merit GPA is calculated again at the end of each subsequent year. A student who is not meeting the required GPA at these times may be at risk of having his or her scholarship reduced or eliminated. Students are encouraged to contact an SFS counselor under such circumstances for additional information.
- Please note that merit scholarships do not increase; they are based on the student’s original agreement when accepted to Gordon.

**Merit Scholarships**

Scholarships for Incoming students Fall 2016 and beyond:

- **Founder’s (previous name: A. J. Gordon Scholar):** Achieve and maintain a cumulative GPA of 3.25.
- **Harold John Ockenga (previous name: President’s Scholar):** Achieve and maintain a cumulative GPA of 3.25.
- **T. Leonard Lewis (previous name: Provost’s Scholar):** Achieve and maintain a cumulative GPA of 3.15.
- **Isabel Warwick Wood (previous name: Dean’s Scholar):** Achieve and maintain a cumulative GPA of 3.0.
- **Music Leadership Award:** Awards made annually for the following year based on recommendation of Music Department faculty.
HEALTH AND ACCIDENT INSURANCE

All enrolled Gordon students are required by state law to have health and accident insurance coverage while at Gordon. The College offers an insurance policy that provides the required level of coverage for the entire year.

All new and returning students must confirm enrollment or waive participation by going to www.universityhealthplans.com by July 15. If the student’s own coverage should terminate during the year, contact Student Financial Services at 978.867.4246.

NOTE: All F-1 and J-1 visa international students are required to enroll in the Gordon College Health Insurance and are not permitted to waive it.

TUITION INSURANCE

Tuition insurance provides valuable protection against academic withdrawal due to medical, psychological or emotional reasons. To facilitate enrollment in the program, students will be automatically billed for the premium cost. If you do not want coverage, you must complete the online form at www.gordon.edu/tuitionrefundplan by August 15 for the fall semester, and by December 15 for the spring semester, and the premium cost will be removed from your bill.

ORGANIZATIONAL FUNDS

The controller will hold deposit funds for all authorized student organizations. Disbursements may be made only with the signature of the treasurer; she/he is responsible for keeping all records and reconciling the organization’s accounts with monthly departmental reports. These reports are provided to the president of the student government association by the Controller’s Office.

No person is at any time authorized to commit the College for payment of a bill for goods or services without a purchase order or contract approved by the vice president for finance or the controller.
Drug-Free Schools
Policy
Assistance in Overcoming Drug and Alcohol Abuse
Summary of Legal Sanctions Covering Alcohol and Drug Abuse
Policy

The health and safety of Gordon College employees and students are matters of serious concern. Gordon College seeks to protect the public health and environment of all members of the College by promoting a drug-free environment in compliance with the Drug-Free Schools and Communities Act of 1989. Gordon College has developed this comprehensive statement about Gordon College’s programs designed to prevent the illicit use of drugs and abuse of alcohol by students and employees.

POSESSION, USE AND DISTRIBUTION

Gordon College prohibits (see Life and Conduct, page 3, and Staff Handbook) the possession, use or distribution of alcohol or illegal drugs on Gordon College property. Use of alcohol by underage students or abuse of alcohol by any student on or off campus is also a sanctionable offense since underage drinking is a violation of state law, and abuse of alcohol is considered conduct unbecoming of a Gordon student. Violations of these policies will result in discipline for students with a variety of sanctions up to and including expulsion (see Disciplinary Sanctions, page 35). Violations by faculty and staff may be deemed grounds for immediate dismissal (Staff Handbook).

RATIONALE

Our Christian faith/beliefs include(s) redemption and the commands to be compassionate and bear each other’s burdens. The College reflects these beliefs in its policies: to be accountable for stewardship of our bodies, resources and abilities; to practice Christian forbearance to others’ sensitivities in exercising our freedoms; and to submit to the laws of our governments. Furthermore, we are concerned with the physical, social and personal effects of abuse of alcohol and drugs.

Assistance in Overcoming Drug and Alcohol Abuse

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, for economic return to the College, and for reduced personal, family and social disruption. Gordon College encourages the earliest possible diagnosis of and treatment for drug or alcohol abuse.

STUDENTS

Students who express the need for help in dealing with drug or alcohol dependencies are encouraged to use counselors in our Counseling Center who have training and experience in that area. In addition, off-campus agencies and self-help organizations can be contacted through the Counseling Center or the residence hall staff. Most discipline cases involving alcohol or drug-related behavior result in counseling referral.

EMPLOYEES

Whenever feasible, Gordon College will assist employees in overcoming drug or alcohol abuse. Staff or faculty will be supported in dealing with dependency problems through release time and our health insurance, which includes coverage for counseling and therapy. However, the decision to seek diagnosis and accept treatment is primarily the individual employee’s responsibility. Employees with drug or alcohol-related problems should contact the director of personnel, their supervisors or the Office of Student Life.

EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car.
safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

**Summary of Legal Sanctions Covering Alcohol and Drug Abuse**

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Courts do not reduce prison sentences in order for convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts, specifically Wenham, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks around Boston.

Massachusetts laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to $2,000 and one year of imprisonment, or both. Misrepresenting one’s age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of $300. First conviction of driving under the influence of alcohol has a $1,000 fine, one-year revocation of driver’s license, up to two years in prison and mandatory alcohol rehabilitation.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic drugs, addictive drugs and drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.
Although the use of marijuana is now legal in the state of Massachusetts, Gordon College complies with Federal law which classifies marijuana as a Schedule I controlled substance. All Schedule I drugs are illegal to prescribe and use under Federal law. As well, our institutional standards prohibit the use of marijuana on or off campus while enrolled as a student at Gordon College. Possession and/or use of medical marijuana (in any form) is also prohibited, even with a prescription. Violators are subject to campus, judicial and/or legal sanctions.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, two years after the second; the penalty for distributing drugs is loss of benefits for two years after the first, and permanently after the second conviction.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substance.

**RULES FOR YOUNG DRIVERS**

- A .02 blood alcohol concentration (BAC) earns an under-21 driver a three-month license suspension.
- Drivers under 21 who refuse a breath test face automatic three-year loss of license.

**ALSO, IF A DRIVER IS UNDER 21:**

- It is illegal to purchase alcohol or to have another individual buy alcohol for you.
- It is illegal to knowingly possess, transport or carry alcohol—unless accompanied by a parent or legal guardian or if transported during the course of employment for individuals 18–21.
- It is illegal to alter or falsify a driver’s license.

An under-21 driver who violates any of these three laws now earns a mandatory three-month license suspension per violation.

**DRUNK-DRIVING LAW**

In 1994 Massachusetts enacted a new drunk-driving law with major penalties for underage drunk drivers. The law establishes what is known as “zero tolerance” for blood alcohol level (in drivers aged 16 to 21). For such drivers, any alcohol level greater than .02 will result in automatic on-the-spot revocation of the driver’s license. The .02 amount is roughly equivalent to one drink or one beer. For adults over 21 the maximum permitted level in the blood is .08.
### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>2nd Offense</th>
<th>1st Offense</th>
<th>Quantity</th>
<th>DRUG</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Not less than 10 year. Not more than life.</td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>Methamphetamine</td>
<td>100 gm or more or 1 kg or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
</tr>
<tr>
<td></td>
<td>If death or serious injury, not less than life.</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>100–999 gm mixture</td>
<td>Heroin</td>
<td>1 kg or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
</tr>
<tr>
<td></td>
<td>Fine of not more than $8 million individual, $50 million other than individual</td>
<td>Fine of not more than $5 million individual, $25 million other than individual</td>
<td>500–4999 gm mixture</td>
<td>Cocaine</td>
<td>5 kg or more mixture</td>
<td>If death or serious injury, not less than 10 years. Not more than life.</td>
</tr>
<tr>
<td></td>
<td>Not less than 20 years. Not more than life.</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>5–49 gm mixture</td>
<td>Cocaine Base</td>
<td>50 gm or more mixture</td>
<td>If death or serious injury, not less than 10 years. Not more than life.</td>
</tr>
<tr>
<td>II</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not more than 5 yrs. Not more than 10 years. Not more than life.</td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>PCP</td>
<td>100 gm or more or 1 kg or more mixture</td>
<td>Fine of not more than $10 million individual, $50 million other than individual</td>
</tr>
<tr>
<td></td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>1–10 gm mixture</td>
<td>LSD</td>
<td>10 gm or more mixture</td>
<td>Fine of not more than $20 million individual, $75 million other than individual</td>
</tr>
<tr>
<td></td>
<td>Fine of not more than $8 million individual, $50 million other than individual</td>
<td>Fine of not more than $5 million individual, $25 million other than individual</td>
<td>40–399 gm mixture</td>
<td>Fentanyl</td>
<td>400 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>10–99 gm mixture</td>
<td>Fentanyl Analogue</td>
<td>100 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not less than 20 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td>100–999 gm mixture</td>
<td>Fentanyl Analogue</td>
<td>100 gm or more mixture</td>
<td></td>
</tr>
</tbody>
</table>

*Does not include marijuana, hashish or hash oil

### Penalties

<table>
<thead>
<tr>
<th>Class</th>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Others*</td>
<td>Any</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years. Not more than life. Fine $1 million individual, $5 million not individual.</td>
<td>Not more than 30 years. Fine $2 million individual, $10 million not individual.</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>All</td>
<td>Any</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Any</td>
<td>Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td>Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Any</td>
<td>Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
<td>Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Description</td>
<td>1st Offense</td>
<td>2nd Offense</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>1,000 kg or more or 1,000 or more plants</td>
<td>Marijuana</td>
<td>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.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>100 kg to 1,000 kg or 100–999 plants</td>
<td>Marijuana</td>
<td>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.</td>
<td>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, $50 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>50 to 100 kg 10 to 100 kg 50–99 plants</td>
<td>Marijuana Hashish Hash Oil Marijuana</td>
<td>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.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Less than 50 kg Less than 10 kg Less than 1 kg</td>
<td>Marijuana Hashish Hash Oil</td>
<td>Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
<td>Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.</td>
<td></td>
</tr>
</tbody>
</table>

*Includes hashish and hashish oil
<table>
<thead>
<tr>
<th>DRUGS OF ABUSE</th>
<th>TRADE OR OTHER NAMES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
</tr>
<tr>
<td>Opium</td>
<td>Dover’s Powder, Paregone, Parapectolin</td>
</tr>
<tr>
<td>Morphine</td>
<td>Morphine, MS-Contin, Roxanol, Roxanol SR</td>
</tr>
<tr>
<td>Codeine</td>
<td>Tylenol w/Codeine, Empirin w/Codeine, Robitussan A-C, Fiorinal w/Codeine</td>
</tr>
<tr>
<td>Heroin</td>
<td>Dicetaltymorphine, Horse, Smack</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Diaudid</td>
</tr>
<tr>
<td>Meperidine (Pethidine)</td>
<td>Demerol, Mepergan</td>
</tr>
<tr>
<td>Methadone</td>
<td>Dolophine, Methadone, Methadose</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>Numorphan, Percodan, Percacet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Tatwin</td>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>Noctec</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Amytal, Bubsol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital</td>
</tr>
<tr>
<td>Benzo diazepines</td>
<td>Ataivan, Dalmane, Dia zepam, Librium, Xanax, Serax, Valium, Tran xex, Ver stran, Versed, Halcion, Paxipm, Restoril</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>Quaalude</td>
</tr>
<tr>
<td>Glutethimide</td>
<td>Doriden</td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Equainil, Miltown, Noludar, Placydyl, Valmid</td>
</tr>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>Coke, Flake, Snow, Crack</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Diphetamine, Delcove s, Desoxy n, D exedrine, Obetrol</td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>Preludin</td>
</tr>
<tr>
<td>Methylphenid ate</td>
<td>Ritalin</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Adipex, Cylert, Didrex, Ionamin, L eflist, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2</td>
</tr>
<tr>
<td><strong>HALLUCINOGENS</strong></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>Acid, Microdot</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>Merc, Buttons, Cactus</td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>2.5 DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>PCP, Angel Dust, Hog</td>
</tr>
<tr>
<td>Phencyclidine Analogues</td>
<td>PCP, PCPy, TCP</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>Dufotenine, Ibogaine, DMT, DET, Psilocy tin, P ellocyn</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Pot, Acapulco Gold, Grass, Reefer, Sinsemilia, Thai Sticks</td>
</tr>
<tr>
<td>Tetrahydrocannab-inol</td>
<td>“THC, Marinol”</td>
</tr>
<tr>
<td>Hashish</td>
<td>Hash</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Hash Oil</td>
</tr>
<tr>
<td><strong>ALCOHOL</strong></td>
<td></td>
</tr>
<tr>
<td>DEPENDENCE</td>
<td>PHYSICAL</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>High - Low</td>
<td>High - Low</td>
</tr>
<tr>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>High</td>
<td>High - Low</td>
</tr>
<tr>
<td>High - Low</td>
<td>High - Low</td>
</tr>
<tr>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>High - Mod</td>
<td>High - Mod</td>
</tr>
<tr>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>High</td>
<td>Moderate</td>
</tr>
<tr>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>Possible</td>
<td>Moderate</td>
</tr>
<tr>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>None</td>
<td>Unknown</td>
</tr>
<tr>
<td>None</td>
<td>Unknown</td>
</tr>
<tr>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>None</td>
<td>Unknown</td>
</tr>
<tr>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Repeat use of alcohol can lead to dependence</td>
<td>Repeat use of alcohol can lead to dependence</td>
</tr>
</tbody>
</table>
Policies and Procedures

College-Related Facilities & Events

Policies on Technology & Information

Harassment Policy
Policies and Procedures

College-Related Events & Facilities

COLLEGE-RELATED EVENTS
The Gordon College Statement on Life and Conduct states that specific behaviors are not permitted at College-related events.

A College-related event is any event that is sponsored by the College or groups within the College; any event that is identified with or directly linked to the College or its name.

No event that includes participation in activities that are not permitted on the Gordon campus may be advertised or publicized on Gordon’s campus. The Gordon College mail service may not be used to distribute invitations or advertising for such an event.

Campus Master Calendar Policy and Procedures
• Gordon College’s calendar for all campus events is maintained by the Campus Facilities Department using the 25Live scheduling system. The 25Live scheduling system notes major, moderate-sized and minor events taking place on campus in order to avoid conflicts in scheduling and planning by different groups and departments, and to provide a central clearinghouse for events at the College.

Registering Your Event and Reserving Campus Facilities
All groups and individuals planning an event must register their event into the 25Live scheduling system. To access 25Live, Google Chrome or Firefox browsers are recommended. Login to 25live.collegenet.com/Gordon. Use your Gordon College username (first name, last name), and then your Gordon College password.

Once the event/space request is received and reviewed for conflicts with events already on the calendar, notice will be sent back to the event planner to proceed, or to choose an alternate date, time or venue for the proposed event. Please allow extra time in your planning for the registration/approval process.

The event registration process must be completed and the event approval notification received before
• You confirming any event dates for advertising.
• You reserve any campus services such as Gordon Police, CTS, Dining Services, or Physical Plant in support of your event.

Registered events will be posted to the 25Live website for access by the campus community and beyond. This not only aids other groups as they plan around upcoming events; it also provides the community with access to a variety of planned student, departmental and campus events hosted at Gordon College.

Registered events will be posted to the 25Live website for access by the campus community and beyond. This not only aids other groups as they plan around upcoming events; it also provides the community with access to a variety of planned student, departmental and campus events hosted at Gordon College.

Off-campus groups and individuals must make arrangements to use campus facilities through the Director of Campus Facilities.

For more information contact the Campus Facilities Department, x4288

ADVERTISING/BULLETIN BOARDS
Bulletin boards are located at strategic points around campus for advertising approved events and information about campus activities. Students should
frequently check these bulletin boards for pertinent information.

Any individual or group desiring to advertise/promote on campus MUST have their event registered before gaining permission to post notices and announcements for on-campus events (see section “Campus Central Calendar Policy and Procedures”). Posters and signs must also be approved by the Office of Student Life. Prior to printing, those organizing the event must send an electronic copy of the advertisement to the Office of Student Life at OSL@gordon.edu. Once approved, the Office of Student Life will apply an electronic stamp on the document and send it to the Design Center so it can be printed. Event organizers will be notified within three days whether their advertisement has or has not been approved.

In order to maintain the appearance and cleanliness of Lane Student Center, signs may only be posted on an approved bulletin board or on the pillar outside the Catering office (not on glass, doors, mirrors, walls or any varnished surface). Easton Dining Room may be used only to post signs that pertain to encouraging an athlete or candidate, congratulating one on a birthday, etc. Advertisements pertaining to business or sales are not permitted in Easton Dining Room.

Advertisements may be posted in the residence halls. Advertisements must be dated and should be taken down within two days of the event. The residence staff may remove posters or advertisements that have not been approved, or that advocate or encourage conduct not in keeping with the College Life and Conduct Statement.

Bulletin boards in Lane are designated for specific information or groups and may not be used to post notices which contain other information. Examples of these specific bulletin boards are those of the Gordon College Student Association, Gordon College Student Ministries, Fine Arts, Campus Events Council, ALANA, and Multicultural Initiatives Office.

On bulletin boards, push pins may be used to post signs. On any other surface, signs must be posted with “Fun Tak”. Use of tape for posting signs is prohibited.

Signs and posters announcing an upcoming event must be taken down within two days after the event has taken place. All other signs must be dated and taken down within two weeks of the date posted.

CANDLE USE ON CAMPUS

Use of candles, including birthday candles, is prohibited in all residence hall areas. Candles may be used in other campus buildings for religious purposes only as outlined below. Candles may only be used in buildings and areas equipped with a fire sprinkler system.

Use of Candles at Special Events

In order to minimize the possibility of a fire occurring due to the use of candles at College-sponsored activities, the following policy will be followed at events held on the campus of Gordon College:

Dining Events: Candles are no longer permitted at dining events unless they are battery-activated with a simulated flame.

Candle-Use Permission: Anyone desiring to use candles for a religious service must first contact Physical Plant. The Director of Physical Plant, the fire system officer, or the chief of police. The person who obtains the permission must meet all of the following conditions:

- Verify they are the person in charge of the event.
- Verify they will be attending the event while candles are in use.
- Indicate knowledge of fire extinguishers nearest to the location of candle use.
- Provide proof they know how to use an extinguisher.
• Obtain a Fire Extinguisher Training Certificate by navigating to www.fireextinguisher.com and successfully completing the exam at the end of training; print the certificate and send it to the EHS Office at Physical Plant.
• Attend one of the Fire Extinguisher hands-on training sessions held each semester.

For more information contact Physical Plant.

Religious Services: Candles may be used for religious services as long as their use conforms to the following:
• Burning candles must be securely placed in suitable fireproof holders designed for this purpose (e.g., metal candlesticks, menorah or similar holder).
• Candle holders must be placed on a solid nonflammable surface, a minimum of six feet from a window, drapery, bookshelves, non-flame-retardant tablecloths, etc.
• Burning candles may never be left unattended.
• If candles are to be held in the hand while lit, the provisions of the section concerning “Candlelight Services” must be followed.

Candlelight Services: Hand-held candles may be used for religious services as long as they conform to the following:
• Only dripless type candles may be used as hand-held candles.
• Drip protectors/guards must be attached to all hand-held candles.
• Hand-held candles must be extinguished before being set down in any way.
• Candles must be extinguished before exiting the function room.
• Suitable fireproof receptacles will be provided for disposing of the extinguished candles after the event.

DRONE USE ON CAMPUS
The use of drones on Gordon College properties is prohibited without prior written authorization from the Gordon College Police Department. Due to the college’s proximity with Beverly Airport, prior coordination and communication is required with the FAA and all requests for drone use must be requested at least 30 days in advance of usage.

DANCES AND LARGE EVENTS
All dances, or events including dances, should be conducted in a way that upholds the values and and behavioral standards that are outlined in the College’s Life and Conduct Statement. At dances or any event that includes dancing, students are expected to conduct themselves in a manner that reflects biblical standards of character. No music should promote sexism, racism or overtly sexual content.

All dances or events including dances must be registered with and approved by the advisor to Campus Events Council. Dance permit forms are available from the associate dean for student programs in the Office of Student Life, and must be submitted at least two weeks prior to the event.

DRESS CODE
While Gordon doesn’t have a dress code as such, it is expected that all students will dress in reasonably neat and clean apparel with consideration for modesty and biblical standards of holiness and purity. Footwear must be worn to all classes, chapel services, convocations, meals and faculty and administrative offices.

VAN RESERVATIONS AND USAGE
Passenger vans are available from Physical Plant for College-related or College-sponsored events only. Approved drivers can make reservations using
an online form located on the campus website. Instructions, policies and rates are also available online.

**CAMPUS FUNDRAISING**

The College supports and encourages efforts to raise funds for approved ministry, department, academic and student organization efforts, particularly from off-campus sources (friends, family and home church). Fundraising policies have been developed in order to be sensitive to members of the community and to be in compliance with IRS regulations. The College encourages student participation in charitable and humanitarian efforts; however, fundraising is limited on campus due to the size of our community, prior College commitments, and the multitude of requests each year. Community members are encouraged to explore other avenues of charitable giving such as the donation of their time and talent. Contact the Academic Advisor or Program Director as well as the Development Office to seek approval BEFORE initiating any fundraising projects.

All fundraising efforts must be approved, whether or not contributions qualify as charitable deductions. Gordon will not provide lists of alumni and/or donors for solicitation. The College carefully coordinates fundraising requests among alumni, parents and friends; therefore it is our policy to never lend or distribute lists for solicitations not initiated or overseen by the Development Office.

**Approvals by Development**

**(giving@gordon.edu or x4232)**

- Student travel teams (academic, mission, music, sports, etc.).
- Any campus group desiring to solicit businesses for products or donations.
- Any fundraiser which involves charitable receipts.
- Appeals for the Faculty/Staff or Student Emergency Fund.

All fundraising activities (on and off campus) must be approved by the department listed above. Fundraising activities must be approved at least two weeks prior to your event.

**FUNDRAISING ACTIVITIES NOT PERMITTED ON CAMPUS:**

- Solicitation by or for off-campus charities or organizations (for goods, products, services or cash donations).
- Door-to-door solicitation for cash, coins, etc., in the residence halls, classrooms or offices.
- Raffles.
- Email solicitations (only approved fundraisers can be advertised via email or Student News).
- Donations from campus departments in lieu of payment for hours worked for a regular student employment position.
- Selling products or services in which a percentage of the sales goes back to the sponsoring organization, i.e., magazine subscriptions, credit cards, etc.

**VENDORS**

Vendors from off campus are not permitted to sell items on Gordon’s campus without the approval of the director of Space Planning. Students are not permitted to sponsor parties at which items will be sold.

**GORDON COLLEGE CLUB APPROVAL POLICY**

All clubs and other organizations wishing to receive a charter from the Gordon College Student Association must receive prior approval from the vice president for student life. The vice president for student life will ensure that the club or organization’s stated purpose and goals do not conflict with
the mission and core values of Gordon College. If approved by the vice president, the organization may seek a charter by following the process outlined in the Gordon College Student Association By-Laws. Approval by the vice president for student life does not presuppose or guarantee final approval by the Gordon College Student Association. Groups wishing to appeal the vice president of student life’s decision may do so in writing to the president.

CHALLENGE COURSE

The challenge course is considered a Gordon College facility and is only to be used by supervised groups which are organized by the La Vida Center and specifically cleared by the La Vida Center Office. In order to ensure safety, the following regulations pertain to the challenge course area:

1. There is no trespassing in the challenge course area.
2. Camping, jogging or the lighting of fires is not permitted in the challenge course area at any time.
3. The use of bicycles, snowmobiles, motorcycles, automobiles, horses, etc., is not permitted in the challenge course area at any time.
4. Students in violation of these regulations will be referred for discipline to the Office of Student Life.

Please report any violations of these regulations to the La Vida Center as soon as possible so we can keep the challenge course and its related programs safe.

ROCK GYM

No one is allowed in the rock gym unless it is open and properly supervised by La Vida Center staff.

Acceptable Use Policy

Gordon’s network extends the capability of people on campus to find, collect, create, analyze, display and communicate all kinds of information. Likewise, it extends ease of access, advantage for the technically gifted, and some anonymity, all of which can test moral conviction and personal restraint. The result is a range of practical challenges to our Statement of Life and Conduct. These include issues of stewardship, forbearance, concern for others, theft, dishonesty, immodesty, adherence to law, submission to proper authority and even discerning the worldly spirit of the age.

How we use technology at Gordon is a telling test of our Christian character in a community activity involving personal responsibility. What is involved is more a privilege than a right. As people use technology and the network at Gordon, the College expects they will do so in ways that are not only lawful and ethical but responsible and courteous as well. That requires respect be given to the principles and particular examples set forth below.

Those using network-connected technology at the College must be aware that to enter the public Internet is to risk encountering materials and behaviors they may find offensive. It is impossible for the College to shield its users from such things. As the College deals with this issue, it is committed to avoiding the kind of censorship inimical to an academic community; at the same time it seeks to draw upon the commitment made by its faculty, staff and students to its distinctively Christian standards. The purpose of this policy is to alert computer users at the College to the potential temptations and dangers inherent in such use, to outline the College’s position on these issues and to state the need for personal diligence in adhering to
standards of Christian conduct. The policy also states the right of the College to restrict the use of its technology and network in response to violations of this policy or state and federal laws.

RESPECT FOR PRIVACY, SECURITY AND THE INTEGRITY OF INFORMATION

Computer hardware, networks, software, user accounts and the data they contain all belong to somebody. The fact that technology sometimes makes it easier for individuals other than the owner to access these things does not make it right to do so. In general, using, accessing, altering or removing computer equipment, accounts or data for which one does not have explicit ownership or right of access is unethical, and possibly illegal.

Specific examples:

• The College controls access to its shared systems by the assignment of accounts. Recipients are expected to protect their assigned accounts by proper use of a password. They may not grant anyone else access to that account or share their password.

• Attempted or actual access to any account or data not personally owned is prohibited, regardless of intent and whether or not the material is protected. The only exceptions are for access specifically authorized or assigned by the owner.

• The College reserves the right to inspect the contents of all Gordon accounts and any files on computers or devices connected to its network in the course of maintenance, compliance with contractual requirements or investigation of suspected violations of the Responsible Use of Technology policy or local, state or federal laws. Such access will be done with regard for privacy and confidentiality. When appropriate and possible, cooperation of the user will be sought first.

• Knowingly loading, creating or downloading software concealing a virus, malware or other detrimental code and running such software on the College's network or attached computers is prohibited.

• Any use of the College's network or computers attached to it to develop or distribute harmful software or gain improper access to or make improper use of computer systems elsewhere is prohibited.

• Access to data contained in the College's administrative systems is limited to faculty, staff and trained & authorized student employees who have a particular need for that information in pursuit of their responsibilities, and as appropriate to the student to whom the records pertain in accordance with provisions of the Family Educational Rights and Privacy Act. The College does not divulge information of any faculty member, staff member or student to parties lacking explicit legal entitlement to it.

• The College makes a concerted effort to keep its systems and data secure. Today's technology, however, does not provide total guarantee of privacy for any electronic data. For example, the College keeps extra copies of all server data in the routine process of protective backup; deletion of online files by a user does not mean that no other copy remains. All users are advised to exercise careful judgment regarding information or messages they enter into the College's network and the computers/devices attached to it.

RESPECT FOR OWNERSHIP AND COPYRIGHT

• All of the computer and network hardware purchased by the College for use of faculty, staff and students remains its property. With two exceptions, the material contained in those systems, particularly what
resides in its administrative computers, is also the property of the College. One exception to this ownership is software which remains the property of third parties while used by the College under the provisions of licenses and copyrights. The other exception is material collected or created by users for which they have rights of authorship. The College honors and operates within the provisions of such ownership; it expects all who use its computers to do likewise.

• Specific examples:
  • Users should always assume that material on the College's network, the computers/devices attached to it, or on the Internet are copyrighted or the property of others unless explicitly labeled otherwise. Keeping, copying, sharing or distributing software, images or other tangible or intellectual property which one does not own, does not have a valid license for or is in violation of copyright, are all prohibited. No such improperly gained material is to reside on the College network or the computers attached to it; if discovered it will be removed.
  • The College's computers and network are intended only for the use of current faculty, staff and students unless explicitly designated otherwise. Such use is meant for the purposes of regular academic life. Personal use must be constrained to what is reasonable and will always be given lowest priority.
  • Use of the College's computers or network for business purposes (not related to college business) is prohibited.
  • Hardware (with the exception of technology designed and intended to be mobile), networks and software owned or under license by the College are not to be moved, removed or altered except by members of its information technology staff.

RESPECT FOR RESOURCES
  • The College intends its computers and network to serve as a support for the widest possible number of its people and activities. They are a resource which is both shared and finite. Their use by any constituency must be reasonable with regard to its impact on all other users.
  • Specific examples:
    • Where conflicts of resources arise, priority will be given to academic and administrative work over all other uses.
    • Knowingly running programs or tasks which seriously degrade the performance of College computers or networks is prohibited. Non academic or administrative bandwidth intensive activities may at times be disallowed or limited at the College's discretion.
  • When a personal device is connected to the college network that is determined to be causing problems on the network and/or spreading viruses or malware, network services may be suspended. If it is determined that for failure to keep current with operating system and anti-virus software patches and updates or failing to follow best practices as outlined by CTS, network access may be suspended for at least a week and a fine may be charged.
  • Generating mass email or other broadcast messages to large portions of the Gordon Community or external users beyond what the College provides through distribution lists and other is prohibited unless authorized in advance by CTS.
• Setting up on the College’s network servers not owned and operated by the College is prohibited unless authorized in advance by CTS. This does not extend to the routine ability of computers and devices to have shared files, folders, resources and/or printers. It does pertain, however, to things like Web servers and peer-to-peer servers which offer general services to the public. Peer-to-peer servers designed to offer copyrighted music and video materials are prohibited and will be blocked and/or removed by CTS staff.

• Using on campus or in connection with the campus network any hubs, switches, routers, wireless access points or other devices for extending or managing Ethernet networks not owned by the College and managed by CTS or other approved staff, is prohibited.

RESPECT FOR COMMUNITY

• Technology has the appearance of impersonality, but in almost every instance computers and networks are being used by people. As these things are shared within the College, there is a need to retain the sensitivity and care which are expected of all interpersonal communication.

• Specific examples:

  • The creation and sending of email, posting messages or other forms of communication which are harassing, degrading, libelous or otherwise harmful is prohibited.

  • The creation and sending of email, posting messages or other forms of communication which conceal the author’s identity or that are represented as being from someone or someplace else is prohibited.

• Some of the material available in the software market and Internet is at odds with the standards embraced by Gordon’s Christian community. Any use of the College’s network or the computers connected to it to handle such material, be it racist, pornographic or otherwise harmful to the people and spirit of this community, is prohibited. It is the College’s policy and practice to block access to websites known to be pornographic or racist.

• Using the College’s network or the technology connected to it to inhibit or interfere with the work of others is prohibited.

• Modifying the setup or contents of public computers like those in labs is a severe inconvenience to subsequent users and is prohibited.

• Use of another’s ID, username or password to access private information or in any way altering the academic or administrative data of others is prohibited.

RESPECT FOR ORDER

The free and advantageous use of the network and technology connected to it requires a responsible use policy to be followed by all, and violations of this policy will be addressed. The guiding principle will be that use of these resources is not an individual right but a privilege that must conform to Gordon’s Christian standards.

Specific examples:

• The College may in its discretion take such actions in response to violations of this policy as it deems appropriate. These include investigation and confrontation of violators, suspension of privilege, referral to the judicial process or legal action.
• The College disclaims responsibility for any loss of electronic data which may occur in the course of its efforts to preserve the security and proper operation of its computer systems and network, or to assure compliance with this policy.

• It is the position of the College that users of its systems bear responsibility for their own online conduct and content. The College will not be held responsible for defending its users against litigation which arises from conduct or content which violates College policy.

PORNOGRAPHY
Gordon College provides access to the Internet through an extensive network throughout the college, including in each residence room. There is a broad range of material accessible through the Internet, including things like pornography, that are not in keeping with biblical standards of holiness. The College has blocking measures in place for such things as pornographic or hate speech sites on the Internet. However, such measures cannot ensure that all materials of this type are effectively blocked, and it is therefore vital that Gordon College faculty, staff and students exercise discernment and seek to act in accordance with biblical standards while using the Internet. Misuse of the college network may result in the loss of access privileges as well as other disciplinary action. The possession or viewing of pornographic materials in any form is prohibited.

General Legal Policies and Procedures

AIDS POLICY
Gordon College maintains and adheres to a policy of nondiscrimination and education regarding Acquired Immune Deficiency Syndrome (AIDS).

AMERICAN DISABILITIES ACT
Gordon College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations. The dean of student life, in the Office of Student Life, is the designated coordinator for university compliance with Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act.

EXPRESSIVE ACTIVISM POLICY
As a community of Christian learners at Gordon College, we recognize the value of freedom of speech, and desire for our students to be actively engaged in this community and in the broader world. We encourage an atmosphere where students have opportunities to learn to engage with others who may disagree with them through constructive dialogue, debate and—when appropriate—loving acts of confrontation. We recognize that the content around which students wish to organize may differ from the College’s beliefs, but we value both the right of students to conscientiously object and the opportunity to do so. We also recognize that we are a residential community of learners, so we offer certain guidelines to govern our life together. These are found in the assumptions and principles of our life and conduct statement, which encourages students to conduct
themselves with discretion and with a respect toward others.

To ensure that expressive activism does not interfere with the ordinary operation of the College, notification to the vice president for student life regarding the time, place and manner of all activities in the nature of a public expression, rally, demonstration, march, silent vigils, protest, etc. must be submitted and signed a minimum of 24 hours in advance to the Vice President for Student Life (www.gordon.edu/activismnotification). The Vice President for Student Life will determine whether it is feasible to accommodate the activity in light of public safety and the needs of the community. Should expressive activism take place without notification, the students or sponsoring organization may be asked to disperse or face school discipline as outlined in the Student Handbook or legal action, under applicable laws.

Note: This policy refers to non-educational activities on College property and not to the conduct of academic or co-curricular activities that are governed by their own policies and standards. These policies do not refer to other officially approved College events that must follow established college event protocols.

TITLE IX

Gordon is in compliance with Title IX of the Educational Amendment of 1972 and the regulations pertaining thereto. This means the College does not discriminate on the basis of race, color, sex, age, disability, veteran status or national or ethnic origin in the educational programs, in the activities in which it operates or in its employment practices. Please refer to Title IX Policy at www.gordon.edu/titleix.

HARASSMENT POLICY

Harassment is considered a form of discrimination that includes blatant and explicit forms of racism and sexism. As Christians we are prompted to broaden our concept of harassment to include malicious or prejudicial behavior based on religious or cultural background, denominational or political affiliation, national origin, class standing, age, sexual orientation, physical or mental traits. Harassment takes away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm. While as an academic institution we value freedom of speech, harassment offends our Lord and greatly corrupts the Christian community and society at large. As a Christian community we must be about the promotion—not diminution—of human dignity. We are accountable to our community as a whole and our actions, whether verbal or physical, have consequences on the welfare of the entire community.

We affirm God’s righteousness as the foundation of our beliefs and practices. The Scriptures remind us of God’s creation of all human beings in His image, His acknowledgment of human diversity, His unconditional love for His people in Christ, and His command that we love likewise and act justly. Since harassment is not in keeping with these imperatives, Gordon College will not condone such behavior.

Bullying and Cyber-bullying

Gordon College prohibits bullying, which includes cyber-bullying. Bullying, as a form of harassment, is the repeated use of a written, verbal or electronic expression or a physical act or gesture, directed at a victim that:

1. Causes physical or emotional harm to the victim or damage to the victim’s property;
2. Places the victim in reasonable fear of harm to himself or of damage to his/her property;
3. Creates a hostile environment at Gordon College for the victim; a “hostile environment” is a situation in which bullying causes the College environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education or work environment;
4. Infringes on the rights of the victim at Gordon; or
5. Materially and substantially disrupts the educational process or the orderly operation of the College.
6. Examples of bullying 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.

Cyber-bullying
Cyber-bullying is bullying through the use of technology or any electronic communication including, but not limited to, text messages, emails, social networking sites (Facebook, Twitter, etc.), pictures, videos, websites, blogs and fake profiles. Examples of cyber-bullying may include, but are not limited to:
• Sending hateful, derogatory, harassing or threatening messages to others;
• Spreading rumors; and/or
• Sending personal or embarrassing information about or pictures of others with the intention of intimidating, frightening, ridiculing, or harming someone else.
• The creation of a web page or blog in which the creator assumes the identity of another person, or
• the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated under bullying above.

Complaint Procedure
Incidents of bullying/cyber-bullying should be reported to a member of the Office of Student Life. This can include a resident advisor, resident director, dean of student life, or vice president for student life. The complaint will be investigated according to the procedures in the “reporting and investigation” section under Student Disciplinary Procedures. The first goal is to stop the bullying behavior. In instances where an informal resolution seems appropriate that will be the preferred approach. This may include a mediated confrontation and reconciliation. If a complaint requires a formal resolution then the case will be investigated and referred for a hearing according to the guidelines in “hearing procedures” under Student Disciplinary Procedures. Retaliation is any form of intimidation, reprisal, or harassment directed against a victim, who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation is prohibited. Any form of retaliation against a student filing a complaint will result in immediate suspension from the College pending a formal hearing and imposition of sanctions.

Other Remedies
This policy is the College's internal policy and is only intended to address
bullying, or retaliation that involves Gordon students. There may be other internal or external means of address and nothing herein is intended to replace any statutory rights of redress either under state or federal law. Nothing in this policy prevents the College from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected category under local, state, or federal law. In addition, nothing in this policy is designed or intended to limit the authority of the College to take disciplinary action or apply other applicable laws or College policies in response to violent, harmful, or disruptive behavior, regardless of whether the policy covers the behavior. Such actions may include, but not be limited to, immediate suspension of a student while any investigation is pending, or, where the allegations suggest the commission of a crime, reporting of the matter to law enforcement or other appropriate governmental agencies.

Allegations in Bad Faith

The College also recognizes that knowingly false accusations may have serious effects on innocent persons. Students found to have knowingly made false accusations of bullying will be subject to appropriate disciplinary action, up to and including suspension, or expulsion as set out in the Student Disciplinary Procedures. Please note: This is not meant to include allegations that were made in good faith and reasonable belief of their accuracy but which were later determined to be insufficient or unsubstantiated so as to not prompt remedial action, in which the complainant has done nothing improper. This provision is meant only to cover allegations which the accuser knows to be false at the time they are made or makes them with reckless disregard for the truth.

Sexual Misconduct Policy and Procedure

As a Christian community of higher education, Gordon College is committed to providing a liberal arts education in an environment shaped by the ideals and standards consistent with a Christian worldview. Inherent in a Christian worldview are the biblical injunctions to live to the glory of God and to recognize the Lordship of Christ in every activity.

Human beings, being created in God’s image, are endowed by God with dignity and worth. Those are foundational values at Gordon for developing and maintaining a learning and working environment characterized by integrity, mutual respect and accountability. All members of the Gordon community have a responsibility to foster a respectful, supportive and safe campus environment.

Given such a foundation of human dignity and worth, Gordon College approaches issues of sex discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence, not just as behaviors prohibited by applicable state and federal law, but as conduct that is antithetical to the scriptural values this community espouses. Sexual misconduct is not only harmful to the individuals involved, but also undermines the entire community. As such, Gordon College prohibits sex discrimination including all forms of sexual misconduct as defined in this policy. Such forms of prohibited conduct under this policy are regarded as serious offenses and a violation of trust and integrity. Such violations will result in discipline, including expulsion or termination of employment. State and federal laws also address conduct that may meet Gordon College’s definition of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by Gordon College.
For the College’s full policy on Sexual Misconduct please visit our updated website: www.gordon.edu/hr/policies.

Racial Harassment Definition, Policy And Procedure

A. Racial harassment is defined as flagrant or repetitious verbal or physical behavior that stigmatizes or victimizes an individual on the basis of race, ethnicity or ancestry. Insofar as it affects the Gordon community, racial harassment is behavior that:

1. Involves an expressed or implied threat to the individual’s or group’s academic efforts, College-related employment, participation in College-sponsored extracurricular activities, quiet enjoyment of campus residential living facilities, personal safety.

2. Has the purpose or reasonably foreseeable effects of interfering with an individual’s academic efforts, employment, participation in College-sponsored extracurricular activities, quiet enjoyment of campus residential living facilities, personal safety.

3. Creates an intimidating, hostile or demeaning environment for educational pursuits, for College employment, for participation in College-sponsored extracurricular activities, or for quiet enjoyment of campus residential living facilities; racial harassment includes objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse.

4. Incidents of racial harassment should be reported to the Office of Student Life (e.g., vice president of student development, dean of student life, resident director or resident advisor). The complaint will be investigated, and student disciplinary procedures will be followed.

Hazing

Massachusetts has enacted a law making hazing a crime in Massachusetts. The law states that “[whoever] is a principal organizer or participant in the crime of hazing [as defined by the law] shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year or by both such fine and imprisonment.”

The law defines the term hazing as follows: “. . . Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person or other person, or which subjects such student or other person to extreme deprivation of sleep or rest or extended isolation.”

The law also states that “whoever knows that another person is the victim of hazing . . . and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.”

Each student at Gordon College will receive a copy of the Hazing Law. Officers of student organizations will be required to distribute copies of the law to all members of their organizations and to acknowledge that such distribution has been made.
SEXUAL MISCONDUCT REPORTING

INCIDENT

Campus Report
- Gordon Police
- Trusted Employee
- Title IX Team

Confidential Resources
- Health Center
- Counseling Center
- College Chaplain
- Off-Campus Resource
  NO FURTHER ACTION

Criminal Report to
Local Law Enforcement
- Gordon Police
- Local/Wenham Police

To Report an Incident

EMERGENCY Gordon Police (if you are on campus and not safe): 978 867 3333

Nancy Anderson (Title IX Coordinator)
978.867.4240 • nancy.anderson@gordon.edu

Glenn Deckert (Gordon Police Investigator)
978.867.4736 • glenn.deckert@gordon.edu

Karl Hahn (Gordon Police Investigator)
978.867.4125 • karl.hahn@gordon.edu

Jacqueline Broberg (Title IX Investigator)
978.867.4034 • jacqueline.broberg@gordon.edu

Laura Carmer (Title IX Investigator)
978.867.4029 • laura.carmer@gordon.edu

Michael Jacobs (Title IX Investigator)
978.867.4415 • michael.jacobs@gordon.edu

Sue Kelly (Title IX Investigator)
978.867.4324 • sue.kelly@gordon.edu

Elizabeth Watson (Title IX Investigator)
978.867.4330 • bess.watson@gordon.edu

OTHER RESOURCES:
- Counseling Center
  978.867.4301
- Health Center
  978.867.4300
- College Chaplain (Rev. Thomas Haugen)
  978.867.4018
- North Shore Rape Crisis Center (hotline)
  800.922.8772

For More Information:
www.gordon.edu/sexualmisconductpolicy
Gordon College has adopted the following disciplinary policy with regard to hazing: Organizers of, or participants in, hazing, as defined under the Massachusetts statute, and whether or not prosecuted under the statute, may be subject to suspension and/or other disciplinary action. The College will report to the appropriate public authorities any incidents of hazing that come to its attention.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
   Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. Grades, or an evaluation in lieu of grades, cannot be appealed through FERPA.
   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, the National Student Loan Clearinghouse, or a collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education...
concerning alleged failures by Gordon College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Office of the Chief Privacy Officer
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which education records and personally identifiable information contained in such records—including Social Security Number, grades or other private information—may be accessed without a student’s consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to records and information without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and information without consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent personal information from education records, and they may track participation in education and other programs by linking such information to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Directory Information

FERPA permits release of “directory information” without authorization unless the student specifically requests that the College not release such information. Directory information includes a student’s: name, month, day and place of birth, major field of study; full- or part-time status; participation in officially recognized activities and sports; dates of attendance; degrees, honors and awards received; most recent previous educational agency or institution attended. Photography, video or web image, weights and heights of members of athletic teams may also be released. Directory for official on-campus use only: address, telephone, email, class schedule and listing on class roster.
Gordon Police

Gordon College Motor Vehicle Regulations
Break Parking and Snow Removal
Lost and Found
Crime Prevention
Key Control
Lost or Damaged ID Cards and Access Control
Emergency Procedures and Safety Regulations
Gordon Police

CONTACTING THE POLICE

Rodger Reception Center
Business Phone: 978 867 4444
EMERGENCY: 978 867 3333
Hours: 24 hours a day, 365 days a year

SERVICES PROVIDED

• Regular Safety Patrols.
• Crime prevention/investigation.
• Parking and traffic control.
• Emergency Medical Response (EMT).
• Motorist assistance program (fuel, car lockout, jump starts, flat tire assistance).
• Motor vehicle registration and visitor passes.
• Bicycle registration.
• Safety escorts.
• Authorized admittance to rooms/buildings.
• Lost and found services.
• Key returns.
• Van testing.
• Safety education, including R.A.D defense training for women.

Gordon College Motor Vehicle Regulations

Operation of a motor vehicle on campus is a privilege which is granted by the College and is contingent upon compliance with campus motor vehicle regulations. The Student Handbook contains a summary of these regulations; a complete description of motor vehicle regulations is available on the GO site at go.gordon.edu/departments/police/police/parkinganddriving.cfm. Every student, faculty and staff member operating a vehicle on campus is required to be familiar with the regulations. Gordon College reserves the right to revoke any campus registration in the best interests of the College. The motor vehicle must then be removed from campus. Vehicles found parked on campus after parking privileges have been revoked may be towed off campus at the owner’s expense.

VEHICLE REGISTRATION

Every vehicle operated on campus by a student, faculty, or staff member must be registered with Gordon Police on the first day it is brought to campus. This includes part-time and commuter students. There is no payment required when you register; the applicable registration fee will be charged to your student account (there is no charge for faculty or staff members).

Once registered, the person will be issued a parking permit which must be immediately affixed to the motor vehicle as directed. Permits are not transferable (between vehicles or persons).

Registration fees for the 2017–18 school year are $234 for residential students and $132 for commuter students. Commuter students are automatically billed the yearly fee; commuters who will not operate a vehicle on campus (e.g. walk, are dropped off, etc.) should contact police@gordon.edu to request a removal of the fee.

Students identified by the Registrar as first-year or sophomore students must obtain a special “Woodland” parking permit and may park only in the Woodland parking lot. Failure to register a vehicle when it is brought to campus may result in additional fines.

Second Vehicles: Students may register a second vehicle on campus for no additional charge provided both vehicles are never on campus at the same time. Students found operating or parking two vehicles on campus may be fined, and the vehicle may be towed at the student’s expense.

Students operating vehicles bearing out-of-state registration plates are
required by Massachusetts law to complete a nonresident student vehicle information form and to affix a blue validation sticker to their windshield. Nonresident students must obtain a new nonresident sticker each school year. In addition, all out-of-state vehicles are required to carry either a copy of their insurance policy or a statement of insurance coverage on their broker’s letterhead. All students must bring a valid vehicle registration card and proof of insurance (in some states this is found on the registration) to Gordon Police when registering a vehicle on campus.

When a motor vehicle’s state registration plates are changed or a motor vehicle is sold and its plates transferred to another motor vehicle, Gordon Police must be notified within two days. In addition, when a vehicle is sold, its campus parking permit should be removed and destroyed prior to transfer of ownership.

Motorcycles, Mopeds and Scooters: Motorcycles, mopeds and gas-powered scooters must be registered with Gordon Police on the first day they are brought to campus. They will not be issued stickers, but the vehicle information will be recorded. There is no charge for registering a motorcycle provided the student operator parks it in designated motorcycle parking areas only (contact Gordon Police for details). Motorcycles may not be parked overnight on campus during the winter snow season and must be moved for all snow removal operations and announced lot clearings. Gas-powered vehicles may not be parked inside college buildings at any time.

Temporary Parking Passes: A temporary parking pass may be obtained from the Gordon Police for a vehicle that will be on campus for only a week or two during a term. The student will be charged $20 for the pass, which is valid for two weeks. Only one temporary pass may be requested in any given quad; students who will need to use a car for longer than two weeks should simply register the vehicle. NOTE: If a student is not sure how long she/he will have a car on campus, the car should be registered upon arrival to campus. If the car is removed before the end of the year, the student may request a credit for the unused quad or semester by sending a request to police@gordon.edu. Visitors (non-students) may request a three-day visitor’s pass for no charge at any time.

Note: Students who operate a vehicle on campus without registering may be charged applicable temporary pass and registration fees regardless of whether a pass or sticker is obtained.

VEHICLE OPERATION

It is the policy of Gordon College that all Massachusetts motor vehicle laws (as defined in M.G.L. Chapter 90) will be observed on campus. The Gordon Police will enforce the observance of these laws to ensure the safety of campus drivers and pedestrians.

A comprehensive explanation of campus parking and driving regulations may be found on the Gordon Police website. All campus drivers are expected to be familiar with these regulations as well as with Massachusetts laws for safe vehicle operation.

If at any time you cannot find legal parking, please contact Gordon Police by phone (ext. 4444) or by pulling up to the main gate. You will then be directed to authorized parking.

SPECIAL INFORMATION

1. Students who drive to the Gordon-Conwell campus in Hamilton are expected to abide by all posted regulations and use only student
parking areas. Reciprocally, students from Gordon-Conwell are expected to abide by all posted regulations and use only general parking areas. A reciprocal agreement for issuing citations and collecting fines is enforced.

2. Gordon College assumes no responsibility for any vehicle or its contents while it is on campus.

3. Massachusetts Motor Vehicle Accident Report forms are available from the Gordon Police. Massachusetts law requires these to be filed within five days for any accident in which there is any of the following: personal injury or death; total damage of $1,000 or more to motor vehicles; any damage to personal or public property other than motor vehicles. Assistance in filing this report will be given by Gordon Police personnel upon request.

**NO OVERNIGHT PARKING**

There is NO overnight parking allowed in the following parking lots (they are closed from midnight to 6am); the prohibition is noted on signs at the entrance to each lot:

- The Gordon Chapel lot
- The Ken Olsen Science Center lot
- The entire Lower lot (behind Frost, MacDonald and Jenks)
- The Physical Plant lots
- The Barrington Center lot
- The Bennett Center lot.

Vehicles parked in these lots overnight may be cited. During the winter months, such vehicles may be towed at the owner’s expense to ensure safe plowing and sanding operations.

**PARKING WHILE YOU ARE AWAY FROM CAMPUS (INCLUDING BREAKS)**

If you will not be on campus for 24 hours or more at any time, your vehicle must be parked in the Woodland Parking Lot (unless your keys are left with a trusted friend who could move the vehicle in the event of a lot clearing or emergency). Cars left behind in other lots may need to be towed if necessitated by special events or weather-related issues. This applies year-round, including during school breaks (quad breaks, Thanksgiving, Christmas, Spring recess, Easter weekend, etc).

When a car will be parked on campus during a longer term absence (such as all or part of the summer, or while away at an off campus program for a semester), the operator must visit the Gordon Police office and request an ABSENTEE PARKING PASS. The pass must be displayed on the vehicle dashboard while the owner is away, and the vehicle must be parked lots E, G, or H of the Woodland Lot.

**SNOW REMOVAL**

On days following significant snowfall, plowing all the campus lots may be necessary. If the decision is made to carry out special snow removal procedures, the campus will be notified as soon as possible after the snowfall via the following means:

- A banner on the GO site.
- A CTS alert on the GO site.
- Signs on sandwich boards at campus entrances.
- Email to the campus community.
- Blackboard Connect message (optional; you will be given the opportunity to opt in each fall or upon request).

Once snow removal is announced, a schedule of lots to be cleared (including specific dates and times each lot must
be emptied of cars) will be posted on the GO site and sent via email to the campus community.

Note that there will often be only 24 hours notice prior to a snow removal operation. If you will be leaving your car on campus for more than 24 hours during snow season, you must leave a set of keys with a trusted person. Everyone’s cooperation is needed. Absence from campus is not a valid excuse for failing to move your car for snow removal.

Please note:
- Cars remaining in lots to be plowed after the time indicated in the lot clearing schedule may be towed and cited ($100 or more).
- Cars may return to plowed lots only after all snow removal equipment leaves the lot.
- If your car is stuck or disabled, call the Gordon Police (978 867 4444) as soon as possible after notice of snow removal has been posted. If you contact us at or near the time the lot is to be cleared, the vehicle may need to be towed at the owner’s expense.

SCHOOL CLOSING
In the event a decision is made to close or delay the opening of school for the day, information will be disseminated by the following means:
- Web Banners: Found at the top of each Web page on both the internal website (GO site) and the public website (www.gordon.edu).
- Mass Notification System: Students who have subscribed to the service (Go Site>Edit My Account>Emergency Contact Form) will be sent closing notifications via the Blackboard Connect emergency notification system (to phone, text and/or email, based on what the student enters on the form).
- Hotline: The Inclement Weather and Emergency Hotline (ext. 3600 or 978.867.3600 from off campus) will offer a prerecorded message detailing school closing information.

Please do not call the Gordon Police business line (978.867.4444) for school closing information.

LOST AND FOUND
Items found should be turned in to the Gordon Police office. Items will be kept for 30 days and then donated to charity or disposed of.

Crime Prevention
People unrelated to Gordon have easy access to this campus. If you see a suspicious person or activity at any time, please don’t hesitate to promptly notify Gordon Police. Dial 978 867 3333.

After dark, individuals who feel unsafe for any reason and need to walk between any two points on campus (e.g. from the library to a residence hall) are encouraged to call the Gordon Police (978.867.4444) for a safety escort.

If you are alone in any area of a building late at night, notify Gordon Police. They will make periodic checks.

Do not leave doors or windows unlocked or propped open after hours. Your neighbor’s security is as important as your own.

Key Control
All administrative (nonresidence hall) keys are issued by Physical Plant (not Gordon Police) and may be requested via the key request page on the Gordon Internet site.

All administrative keys must be returned to Gordon Police regardless of where or from whom the key was obtained. A fee will be charged for lost
keys and for keys not returned at the end of the academic year. Returned keys must be accompanied by your name in order for you to receive proper credit for their return.

Lost or Damaged ID Cards and Access Control

Students are issued new ID cards at the beginning of each academic year. Detailed information about access control, including how to obtain your new card, is available on the GO site at go.gordon.edu/departments/police/police/idcards.cfm.

Requests for replacement ID cards can be submitted at the CTS Help Desk in Jenks 317 (M–F, 8 a.m.–12 noon and 1–4 p.m.).

There is a $15 fee, which will be charged to the student’s account. There may be a delay of up to 24 hours until the card is ready to be picked up. Please note that there are no weekend hours for ID replacement.

If a student lives in an access control residence hall, that access will automatically be added to the card. For all other access control (e.g. a student needing access to a lab or classroom for assigned work), the access must be requested by a faculty or staff member who has authority over the area.

Emergency Procedures and Safety Regulations

In the event of an emergency, contact the Gordon Police office by dialing ext. 3333 (from your cell phone dial 978.867.3333), and then notify the resident advisor or resident director.

TAVILLA HILL CROSSWALK POLICY

The intersection of the campus perimeter roadway behind A. J. Gordon Memorial Chapel and the roadway leading up to the hill residences (Tavilla, Fulton and Nyland) is considered a dangerous intersection. This has been the site of numerous accidents in which pedestrians (typically on skateboards) have struck or been struck by vehicles on the campus roadway. Several of these accidents have involved property damage, personal injury or both. Because of this, Gordon College has adopted a strict safety policy regarding both pedestrians and drivers at this intersection.

Pedestrians approaching the Tavilla hill intersection from either direction (that is, from the Tavilla hill or the walkway from Lane), whether on foot or on wheeled devices (e.g., skateboards, scooters, bikes, etc.) MUST stop at the edge of the roadway before proceeding across the marked crosswalk. Pedestrians (including those on wheeled devices) who fail to STOP before proceeding across the roadway or crosswalk will be subject to a $25 fine for the first offense. The fine will be doubled for each subsequent offense by the same person. Students who repeatedly violate this policy may be subject to further disciplinary action.

Vehicles approaching this crosswalk from either direction on the campus perimeter roadway must STOP at the posted stop signs, and must yield to pedestrians IN the crosswalk. Per Massachusetts law, after stopping, vehicles may proceed if there are no pedestrians IN the crosswalk. Vehicles are not required to yield to pedestrians approaching the crosswalk since those pedestrians are required to stop and yield to vehicles entering the crosswalk before proceeding.

WEAPONS

Firearms, ammunition, pellet guns, hunting or target bows, paintball guns, airsoft guns, double-edged knives, metal swords, stun guns or any other weapons prohibited by Massachusetts General Law, chapter 269, section 10, are not to
be brought onto or discharged on school property. Gordon Police will not keep them in storage. All weapons brought on campus will be subject to confiscation. A student violating this provision may be suspended.

Though pepper spray may be carried legally in Massachusetts without a special license, Massachusetts law prohibits its possession at educational institutions without express permission from a duly appointed representative of the school. Pepper spray may NOT be brought to campus without first contacting the chief of police (glenn.deckert@gordon.edu) and receiving permission. We strongly urge students not to carry pepper spray without first being trained in its safe use.

**FIRE DRILLS**

Fire drills will be held each semester to ensure residents are able to evacuate the halls quickly. Anyone in a hall at the time of an alarm must participate in the drill. Failure to follow this procedure may result in disciplinary action.

**FIRE PREVENTION**

Candles and incense are not to be used in residence halls. Combustible liquids of any type are not to be used or stored in the residence halls; combustible decorations are not to be hung from the ceilings. Fire exits and hallways are to remain clear of obstruction. Other fire safety regulations may be found on the Gordon website under Environmental Health and Safety.

**FIRE SAFETY EQUIPMENT**

Anyone tampering with fire alarm systems or fire protection equipment may be suspended from the College. Any individual sounding a false alarm will be fined the cost of the alarm. Tampering with the test buttons on the smoke detectors is prohibited as this may cause an alarm. Nothing may be hung on any sprinkler pipes or sprinkler heads.

**FIREWORKS**

Fireworks (including, but not limited to, firecrackers, Roman candles, cherry bombs, M-80s, wheels, fountains, and any other firework as defined by M.G.L. Chapter 148§39) and similar explosives are prohibited by state law and are therefore prohibited on campus. A student violating this provision may be suspended, and the fireworks will be confiscated.

**COMPRESSION BOMBS**

Compression bombs (also known as “the works” bombs), or any similar device made by mixing chemicals or other substances in a bottle or other container so that the container will explode (whether by combustion or pressure), are forbidden on campus. Possession of such devices is a violation of Massachusetts law.

Gordon College and the local police and fire departments consider such explosive devices to be extremely dangerous. When they are found or detonated on campus, College officials will contact local and/or state law enforcement agencies, and students found to have possessed or detonated the devices may be charged with felony possession of an explosive device. Students are urged to refrain from making or using such devices.
Student Support Services
Academic Support Center (ASC)
Space Planning Services Office
CTS Help Desk
Counseling Center
Dining Services
Disabilities Services
Grievance Policies and Procedures Related to Discrimination
Student Health Services
Mail Services
Registrar’s Office
Student Employment
Student Facilities
The mission of the Academic Support Center is to assist students at Gordon College in achieving their God-given potential for academic success, acknowledging that the community of learners is made richer through the contributions of all students.

Students are encouraged to develop self-awareness as learners and to investigate new strategies for academic progress and independence. Academic accommodations are arranged for students who qualify for such services. Academic Support is available to all Gordon students whenever classes are in session, although offerings are more limited in the summer. Many services are offered and all services are free unless otherwise noted. Check the website at www.gordon.edu/asc.

1. **The Writing Center:** Trained tutors are available on a walk-in or appointment basis for feedback on all aspects of the writing process, including developing ideas and revising. Tutors can also help with the English language (for non-native speakers).

2. **Subject Tutoring:** Math, foreign language, and other peer tutors are available on a walk-in basis at designated times in the ASC.

3. **Small-Group Support:** Review sessions are offered for large Core classes such as Old Testament, New Testament and Historical Perspectives. Meeting times are set up at the beginning of each semester. These groups meet at least once a week with a peer tutor.

4. **One-on-One Help with General Academic Concerns:** Professional staff members are available on a walk-in or appointment basis for time management, study skills, special advising, issues related to disabilities, ELL, and general troubleshooting.

5. **College Study Skills:** Free workshops are offered during the semester on various college study skills topics. In addition, the ASC offers a 2-credit course, NON175: Applications of Learning Theory, which examines topics from learning theory and assists students when applying these theories to personal learning.

6. **English Language Learners (ELL) Assistance:** Professional staff members are available on a walk-in or appointment basis to work with ELL students on their writing, language learning, and to support students’ transitions to college. Additional tutoring services are available and posted on the website.

7. **Learning Disabilities Information and Assistance with Academic Accommodations:** Confidential services for students with disabilities are arranged through the Academic Support Center. Accommodations are determined on a case-by-case basis in an interactive process with each student; the student’s history, experience, condition, and documentation are considered in determining reasonable and appropriate accommodations. See our website for more information and for documentation guidelines: www.gordon.edu/academicaccessibility

The ASC works with students to communicate with the faculty and arrange for appropriate accommodations. Such accommodations could include alternative format of texts, extended
time for tests, a quiet testing area, copies of notes, special advising, use of adaptive technology, and others determined to be reasonable and in keeping with academic and technical standards. Students who wish to request accommodations should contact the ASC as early as possible in advance of the need by phone 978-867-4746, email asc@gordon.edu, or in person at the Academic Support Center, Jenks 4th floor. (For more information see Disabilities Services below).

8. **Proctored Study Halls:** The ASC arranges for designated quiet study areas for better concentration and minimal distraction. Check the website for each semester’s offerings.

**Campus Facilities Use and Space Planning**

Allison Duback  
Frost Hall  
Phone: ext. 4288  
Hours: M–F: 8:00 A.M.–4:30 P.M.

This office manages the Master Calendar, outside group’s use of the campus year round, and summer programs. Please contact this office if you need support with planning an event on campus, if you need help to book a classroom, or a conference room. This office will guide the process. Gordon College uses ‘25Live’ to book space, and as a central Master calendar. Training for 25Live, and guidance with event planning are available in this department.

**Center for Technology Services Help Desk**

Chris Jones, Associate Vice President for Technology & Operations at Gordon College.  
Jenks 317

Phone: ext. 4500  
Anita Coco, Director of Client Services  
Jenks 317  
Phone: ext. 4500  
Hours: M–Th: 7:45 A.M.–10 P.M.  
F: 7:45 A.M.–6 P.M.  
Sun: 6 P.M.–10 P.M.

The Center for Technology Services Help Desk is dedicated to supporting and facilitating the use of technology in the educational programs of the College.

CTS provides:

- Support for software, hardware, multimedia, network, and telecommunications.
- Support for and access to public computer labs.
- Loan of audio and video equipment along with Windows and Macintosh laptops for academic projects.
- Assistance with network access, printing, passwords; general trouble shooting of issues with windows and macintosh computers.
- Assistance with the development of audio and/or visual instruction and presentation material (with the approval and coordination of a faculty member).
- Assistance with installing a copy of Microsoft Office software for Windows or Macintosh (Word, Excel, PowerPoint and Outlook); Gordon students can obtain Microsoft Office (once you have your Gordon email account) at www.gordon.edu/office365 This license expires after graduation.

**Counseling Center**

Counseling Center  
Location: Jenks 201 and 202  
Director: Deana Trefry, LICSW  
Hours: M–Th: 8:30 A.M.–4:30 P.M.  
Fridays: 8:30 A.M.–1 P.M.
The Counseling Center is open throughout the academic year and available to currently enrolled and financially cleared, undergraduate students. Students are offered a limited number of sessions and there is no charge for counseling services. The Counseling Center is staffed by a team of professional counselors, including licensed clinicians. Our counselors are equipped to help students address a wide variety of concerns including adjustment to college life, self-image, substance abuse, sexuality, eating disorders, depression and anxiety, as well as family and relationship issues. Students desiring additional services will be referred to professionals in the local area. All counseling is confidential in keeping with established ethical practices of the profession.

Counseling appointments can be set up online (recommended) at www.gordon.edu/counselingcenter, and select the “Schedule An Appointment” tab, or in person at the Counseling Center (Jenks 201).

In an emergency, students should contact their Resident Director (RD) or Gordon Police. For more information call ext. 4301 or visit our website at www.gordon.edu/counselingcenter.

**DRUG ABUSE PREVENTION PROGRAM**

In compliance with the Higher Education Amendments of 1986, Gordon College operates a Drug Abuse Prevention Program encompassing general dissemination of informational literature, awareness seminars and individual counseling. Assistance is available to students, staff and faculty. For more information contact the office of the vice president for student life.

**Dining Services**

Gordon’s food court facility offers demonstration cooking with stir-fry combinations for your order, a walk-around salad bar, a pasta station, wok cooking and a variety of healthy choice entrees to fit in with today’s ever-changing lifestyles. Dining Services offers more variety and choices throughout the day to fit the schedule changes of the community as a whole and looks forward to providing students, faculty and staff with a quality program of excellence in food and service.

Students living on campus in housing other than Dexter House, Ferrin apartments, Bromley Hall or Tavilla Hall must participate in the board plan offered by the College. Unused fall semester board credit may carry over to the spring semester. If you are here on consortium for the fall semester, or if you are a Gordon student leaving on consortium or planning to defer for whatever reason for the spring semester, all fall semester board must be used or forfeited by the end of the fall semester. Students with special dietary concerns must provide a letter from their physician and discuss their needs with the Dining Services director. Exceptions to the meal plan will be given only if it is not possible to meet the dietary needs by special arrangement with the Dining Services.

The College food service is also a full-service caterer. Special function catering as simple as a birthday cake or as complex as a full waitstaff service banquet may be arranged through the Catering Office, ext. 4719.
DINING HALL SALES
Student groups wishing to advertise functions or sell items or services may call the Space Planning Office to reserve space in the booth in the main lobby.

GORDON COLLEGE DINING SYSTEM
Non-contract students, visitors, and faculty/staff members may purchase meals in the Lane Food Court with cash, credit, or by purchasing dining dollars at the register. Dining dollars are not transferable.

Loss of the College ID card needs to be reported immediately to the Gordon Police to prevent unauthorized use of the card. A new card can be issued at the Center for Technology Services (CTS) and a replacement fee will be charged for each lost or damaged card.

LANE FOOD COURT HOURS
Monday–Friday
7:15–1:30 P.M.
5–7:30 P.M.
Saturday
8:30–9:30 A.M.
11:30 A.M.–1:30 P.M.
5–6:30 P.M.
Sunday
8–9:30 A.M.
11:30 A.M.–2 P.M.
5–6:30 P.M.

GILLIES CAFÉ HOURS
Monday–Thursday
11:10 A.M.–11 P.M.
Friday
11:00–12 A.M.
Saturday
6:30 P.M.–12 A.M.
Sunday
6:30 P.M.–11 P.M.

CHESTER’S PLACE HOURS
Chester’s is open without service from 7 A.M.–2 A.M. every day.
Service hours:
Monday–Thursday
11:15 A.M.–2 A.M.
Friday
11:15 A.M.–1 A.M.
Saturday
1 P.M.–1 A.M.
Sunday
1 P.M.–2 A.M.

BISTRO TWO FIFTY-FIVE HOURS
Monday–Thursday
7:45 A.M.–11:30 P.M.
Friday
7:45 A.M.–6:30 P.M.
Saturday
Closed
Sunday
6 P.M.–11:30 P.M.

BENNET CAFÉ HOURS
Monday–Friday
11 A.M.–8 P.M.
Saturday–Sunday
Closed

Disabilities Services
Services for students with disabilities are coordinated either through the Office of Student Life, or through the Academic Support Center (ASC) depending on the type of disability.

PHYSICAL DISABILITIES
Terry Charek, Dean of Student Care,
Office of Student Life
Lane Student Center (upper level)
Phone: ext. 4263
Services for students with mobility disabilities or other disabilities that require accommodations relating to physical access:

As part of Gordon’s commitment to the wholistic education and personal development of each student, the College provides a variety of support services and assistance for those with physical disabilities. We aim to assist students in learning to advocate for their own needs and to help them discover and articulate with confidence their abilities and goals. The advisor for students with physical disabilities works closely with each individual in assessing his/her needs, designing support services and growth opportunities, and coordinating the efforts of other offices (e.g., Housing, Registrar, and Physical Plant Offices, and Health and Counseling Centers, etc.) in making our facilities and programs accessible. Examples of physical accessibility requests may include such things as particular residence hall locations; residence hall room design that permits wheelchair access; an elevator key to permit access to certain classrooms; modifications to the fire alarm warning system for a hearing-impaired student; or special door-entry hardware.

Requests for accommodations should be made well before on-campus housing is assigned (by May 20 for August matriculation and November 1 for January matriculation). Contact Terry Charek at ext. 4263.

LEARNING DISABILITIES, ADHD, HEALTH, AND OTHER CONDITIONS THAT AFFECT ACADEMIC ACCESS

Ann Seavey, Director
Academic Support Center (ASC)
Jenks Library (4th floor)
Phone: ext. 4746, 4743
FAX: 978.867.4675

Gordon is dedicated to reflecting the rich mosaic of the Body of Christ and recognizing the contributions of all students. It is also committed to providing students with disabilities equivalent access to a Gordon education in accordance with the Rehabilitation Act of 1973, including Section 504 and the American with Disabilities Act of 1990, by providing appropriate and reasonable accommodations.

Accommodations can include alternative format of texts, extended time for exams, note-taking assistance, special advising, use of adaptive technology, enlarged print, Braille, assistive listening devices, and others determined to be reasonable and in keeping with academic and technical standards. The Academic Support Center also provides one-to-one assistance for learning new strategies, time management and study skills, and directs students to other services offered. (See above, Academic Support Center.)

DOCUMENTATION GUIDELINES

Any student who intends to request services because of a disability must contact the Academic Support Center director by phone, by email, or in person. (See information above.) This should be done in a timely manner prior to the need for the request.

Accommodations are determined on a case-by-case basis in an interactive process with each student; each student’s history, experience, condition and documentation are considered in determining reasonable and appropriate accommodations. See our website for more information and for documentation guidelines:

www.gordon.edu/academicaccessibility

Students are encouraged to submit any prior assessments or evaluations.
which may assist in determining accommodations. Prior IEPs and 504 plans may also provide helpful information.

For chronic medical conditions, sensory disabilities, or other health impairments that impact academic progress (such as fibromyalgia, cancer, diabetes, blindness, bipolar disorder), documentation recommended may vary depending on the condition. Please contact Ann Seavey at ext. 4746 for specific information. For physical access concerns contact Terry Charek, Dean of Student Care, at ext. 4263. See www.gordon.edu/asc for additional information about documentation.

PROCEDURE FOR OBTAINING ACCOMMODATIONS

1. Contact the Academic Support Center at 978.867.4743 and make an appointment with an ASC staff person to discuss the accommodations you are requesting and the procedures for obtaining them. Submit written documentation (see Documentation Guidelines above) by email, by fax, or in person.

2. Each semester, obtain confidential Faculty Notification Forms from the ASC and sign release of information forms, test taking contract, and policies forms.

3. Deliver Faculty Notification forms to your professors within the first full week of classes if possible. Early planning is essential, especially for certain accommodations.

4. Set up follow-up appointments to discuss your needs with your professors.

5. Follow procedures for receiving ongoing accommodations (extended time, copies of notes, etc.) as directed by ASC. (See www.gordon.edu/asc for details.)

6. In the case of a conflict with a faculty member regarding an accommodation, contact the ASC immediately. The ASC works interactively with students and faculty to solve any accommodation issues. If the situation is not resolved satisfactorily, the grievance procedure can be initiated. For more information, see our web page: www.gordon.edu/asc.

Grievance Policies and Procedures Related to Discrimination

The purpose of this grievance procedure is to provide students with prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, gender, age, disability, marital status, veteran status, or national or ethnic origin. This procedure covers grievances brought under Title IX, which forbids sex discrimination in educational programs and activities receiving federal financial assistance; Section 504, which prohibits discrimination on the basis of disability in any program or activity of the College; the Age Discrimination Act, which prohibits age discrimination in education programs and activities receiving federal financial assistance; and other federal laws prohibiting discrimination of any person based upon a protected status listed above.

Any student of Gordon College may use this procedure. It is not intended to replace or duplicate existing grievance procedures. This procedure does not deprive a grievant of the right to file a complaint with enforcement agencies external to the College. Inquiries or complaints may also be directed to:
For additional information regarding procedural steps, contact the Office of Student Life. In all grievance cases the dean of student care will advise the grievant of the procedural steps involved, advise the grievant of the various internal and external options available to him/her, assist in the definition of the charges made, and will seek a timely resolution. It is the responsibility of the grievant to meet all the conditions for filing a grievance.

**Note:** There are also grievance and appeal procedures that relate to student issues such as sexual harassment, grades, academic standing, behavior on campus, and petitions over billing and parking violations. For information on such appeals, consult the Office of Student Life or the *Student Handbook* (go.gordon.edu/auth_links.cfm). The director of Human Resources will handle employee discrimination issues under the College's employment policies.

**INFORMAL RESOLUTION**

Prior to initiating the formal complaint procedure set down below, it is recommended the student make every attempt to resolve the issue in an informal manner.

The dean of student care upholds the rights of students to secure access and accommodations in accordance with Section 504 and protects students against discrimination under Title IX and the Age Act. The College maintains a philosophy of student self-advocacy and the right to pursue a grievance through the formal grievance procedure. Should a student feel he/she has not been treated in a fair or professional manner with regard to access and accommodations or has been discriminated against under any of the bases listed in the first paragraph above, the student is encouraged to pursue the following procedure.

**Student Responsibilities**

**(Informal Resolution)**

1. The student should discuss his/her problem(s) with the instructor of the course or appropriate department representative directly unless extenuating circumstances prohibit doing so.
2. If a conversation with the course instructor or department representative does not settle the situation, the student should then discuss the problem with the head of that department.
3. If a meeting with the head of the department does not resolve the grievance, the student should discuss the problem(s) with the dean of student care.
4. If the dean of student care is unable to assist in informally resolving the problem(s), the student will be referred to the formal grievance procedure.

**Formal Grievance Procedure**

- The grievance must be filed in writing with the vice president for student life within 60 days of the alleged act of discrimination. The statement must contain the grievant name, address,
and the date and description of the alleged act. Complaints should be sent to the following address:
Dean of Student Care,
Office of Student Life,
Lane Student Center

- Time limits within this procedure may be extended by mutual agreement of the grievant and the provost of the College, with the exception of the 60-day limit for initial filing of the grievance.
- Upon receipt of the complaint, the vice president for student life will review the complaint for timeliness and appropriateness for this grievance procedure, and will provide the grievant with written notice acknowledging its receipt.
- The vice president for student life will promptly initiate an investigation or assign the investigation to the appropriate oversight committee.
- Upon completion of the investigation, and within 45 days of the initial filing or sooner if time is of the essence to the matter, the vice president for student life will submit to the student, and to the party against whom the grievance is directed, a Final Report containing a summary of the investigation and the outcome.
- The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal should be directed to the provost in Frost Hall. The appeal should be in writing and submitted to the Provost’s Office within 10 days of the date of the Final Report. The decision of the provost shall be final. The final decision will be distributed to all parties.
- The decision of the provost shall be final and cannot be appealed through any other grievance or appeal procedures at the College.
- Failure of the grievant to file within the 10-day appeal period will be deemed a withdrawal of the grievance. When a complaint is filed with a state or federal enforcement agency or when court action is initiated, internal grievance procedures need not be used.

**Student Health Services**

Lane Student Center (lower level)
Phone: ext. 4300 (from your cell phone or off campus, 978.867.4300)
Fax: ext. 4676 (from off campus, 978.867.4676)
Office Hours:
- M–F: 8 a.m.–4:30 p.m.
- Physician/N.P. Hours (Subject to Change):
  - M: 9 a.m.–1:30 p.m.
  - T: 9:30 a.m.–1:30 p.m.
  - W: 9:00 a.m.–1:30 p.m.
  - Th: 9 a.m.–1 p.m.
  - F: 9 a.m.–1:30 p.m.
- A fee of $15 will be charged for a Doctor or Nurse Practitioner visit. The amount will be billed to the student account
- Please check website and student news for updates.

Gordon College is committed to providing holistic health care for students, recognizing that the physical health of a student can also be affected by academic difficulties and personal problems. Health Center services are available to Gordon students during regularly scheduled class days but are closed during College vacations.

The Health Center will be open on Monday, August 28, 2017. There will be limited services available the week prior.

After hours, Gordon Police can provide emergency medical services. Please note that calling them for medical aid will activate the Massachusetts emergency medical system (EMS). Please see next
section ("Emergency Medical Services") for more details.

The Health Services office is open for administrative purposes (including medical record issues) during the summer. There may be limited (RN only) care available during spring and summer sessions.

**EMERGENCY MEDICAL SERVICES**

For EMERGENCY medical assistance at any time (day or night), call the Gordon Police at 978.867.3333 to activate the emergency medical system (EMS). Officers will respond immediately, and the local area medical dispatcher will notify local EMS and ambulance to respond to campus. Please note that requesting medical aid from the Gordon Police will always activate the EMS system.

Gordon Police officers are emergency medical technicians (EMTs) and can provide emergency medical care and arrange for hospital transport; they operate 24 hours a day, 365 days a year.

For non-emergency medical needs (minor first aid, feeling sick etc.), the following options are available:

- Contact Residence Life staff to discuss your concerns and review options.
- During the business day, visit the Health Center (see next section).
- Arrange for a friend or RA to drive you to the local Emergency Room (Beverly Hospital, exit 19 on Route 128 South).

**HEALTH CENTER SERVICES**

- Treatment for common illnesses with referral to specialists when necessary
- Prescriptions for medications given at M.D./N.P. discretion after medical evaluation.
- Blood work and other lab tests at M.D./N.P. discretion after medical evaluation.
- Routine physical exams are not performed due to limited physician availability.

All students are required to have a completed medical history on file in the Health Center. Forms are provided in the admission packet or on the website under Admissions/Accepted Students/ Medical Questionnaire.

**MEDICAL NOTICES**

We believe that learning to balance life circumstances and academic responsibilities is an important part of our students’ college education. Just as an employee is responsible for self-reporting illness and other medical issues to a supervisor, students should communicate directly with their professors regarding medical matters.

The Health Center staff encourages students to make responsible decisions with regard to illness and class attendance. Be aware of the attendance policy for EACH class. Contact the professor by email if you are unable to attend and request direction to complete missed work.

Medical notices will be sent through the Office of Student Life when deemed appropriate by the medical staff. They will NOT be granted to allow an absence for a general complaint of feeling unwell, but are reserved for serious medical situations and extended illness only.

The Health Center does NOT provide absentee notes for missed classes.

The Health Center will NOT provide students with excuses for short-term absences from class, labs, studios, exams, or deadlines due to illness, injury, or other medical appointments. In the event of a prolonged illness or injury requiring medical attention and an absence of more than three days, the Health Center can provide students appropriate
documentation through the Office of Student Life.

The Health Center cannot disclose if a student has been seen without the student’s consent. The Health Center will not release medical records to faculty, only to students. This policy reflects the confidentiality and privacy rights afforded Gordon College students.

Mail Services
David A. Kessling, Manager
Lane Student Center (lower level)
Phone: ext. 4296
Hours: M–F: 9 A.M.–4 P.M.
Sat.: 9 A.M.–12 NOON

No Saturday hours during student vacations.

All registered students, both resident and commuter, are automatically assigned a new mailbox every August. All incoming mail and parcels are delivered to student mailboxes, not residence halls. All campus information is delivered through the campus mail system.

Stamps may be purchased and parcels mailed during the hours listed above. All items to be mailed should be properly prepared and ready for shipment before they are taken to the Mail Room. Parcel preparation memos and consultation are available from the Mail Services manager. Outgoing mail is taken twice daily to the South Hamilton Post Office (at 8 A.M. and 3 P.M.).

The following address format is required on all incoming student mail. Advise all correspondents to use the following proper address format:

Line 1: Complete student name including middle initial
Line 2: Gordon College
Line 3: 255 Grapevine Road
Line 4: Wenham, MA 01984-1895

Students may send and receive communications via the Mail Room fax machine. The fax telephone number is 978.867.3300. Contact the Mail Room for current prices.

It is the student’s responsibility to complete a change of address card at the Mail Room when leaving campus either permanently or temporarily (e.g., for co-op assignment, off-campus program, practicum, consortium, etc.).

Registrar’s Office
Alice J. Falcone, Associate Dean and Registrar
Jenks 216
Phone: ext. 4242
Fax: 978.867.4659
Hours: M–F: 8 A.M.–4:30 P.M.

The Registrar’s Office is responsible for course scheduling and registration, preapproval of off-campus courses, upkeep of student database and records, graduation audits, major/minor changes, academic advising assignments and daily classroom reservations. The office posts grades electronically, acts on student petitions and processes transcript requests, transfer credit evaluations, athletic eligibility and verification of student status. The Christian College Consortium visitor and NECCUM cross-registration programs are administered by the office.

Student Employment
Megan Brennan, Coordinator
MacDonald, 214
Phone: ext. 4281
Hours: as posted on Go Site

The Student Employment Office assists with the employment concerns of students working during their college career. Part-time, temporary and summer jobs (on and off campus) are listed on
the Student Employment website. A student must be enrolled in at least six credits of an undergraduate degree program in order to be eligible for student employment at Gordon. For on-campus hiring, priority is given during the initial hiring period to students receiving a Federal Work-Study allotment as part of their financial aid package. Before working on campus, all students must complete new hire paperwork and in most cases will need to present an original passport, birth certificate or Social Security card. Students may work up to 20 hours per week during the school year.

Student Facilities

BENNETT CENTER

General Information: ext. 3737

The Bennett Center is a 72,000-square-foot athletic and recreation complex featuring a natatorium (25-yard, six-lane, short-course pool); 5,800-square-foot fitness center with Nautilus, free weights, Cybex and cardiovascular equipment; three competition racquetball/wallyball courts; an indoor rock climbing wall; group exercise/dance studio; locker rooms with saunas; and a three-court gymnasium with a ¼-mile suspended walking/jogging track. Hours vary by semester, but the Bennett Center is open year-round.

In addition, the recreation department has offices in the Bennett Center. Recreation Intramurals run a full schedule of indoor and outdoor competitive and noncompetitive programs for students. Use of the Bennett Center is available to Gordon College and Gordon Conwell Theological Seminary students, faculty, staff and their families.

A facility schedule of events and activities is available at the welcome desk, Bennett Center hours are regularly updated on the Gordon College Bennett Center web pages.

Student staff are employed throughout the facility in REC-IM, fitness, aquatics, the reception desk and facility management. Internships and paid positions are also available. Applications can be found on the Gordon College Bennett Center web pages.

General Usage Information:

Every user must bring his/her campus picture ID card to the reception desk for each visit.

Every Bennett Center user (including students) must complete a short membership form in order to gain membership. Contact the front desk with any questions.

BOOKSTORE

Lane Student Center (1st floor)
Phone: ext. 4085
Hours: M–F: 9 a.m.–6 p.m.
Sat.: 10 a.m.–2 p.m.
*or as posted
Web: www.gordoncshop.com

The Gordon College Bookstore rents, sells, and price matches (see store for details), all of the textbooks required for classes. It also carries items such as Gordon College clothing and gifts, food, school supplies, cold medicine, toiletries, planners, tech accessories, and Christian books and Bibles.


Return Policy: Textbook returns will be accepted within seven days from the start of classes and MUST be accompanied by the original register receipt for a full refund. If a student drops a class, he/she has two days from the drop date to receive a full refund. A refund will be given as long as the receipt and a signed drop slip are provided, the book is in pristine condition, and no online codes have been
used. Final refund decision is at the sole
discretion of the manager on duty. New
books need to be in new condition with no
marks or writing in them. Non-text returns
also require the original register receipt
and must be in resalable condition. Select
sale merchandise may not be returnable.

CASHIER
Shirley Pitman, Cashier
MacDonald
Phone: ext. 4254
Hours: M–F: 9:30 A.M.–3 P.M.

The cashier accepts bill payments,
sells meal points, receives payments for
fines and cashes personal and third-party
checks.

The College has two ATM machines
which dispense cash only. They are located
in Lane Student Center and the Bennett
Center.

GILLIES LOUNGE

This student lounge, located in the
lower level of Lane Student Center, is open
to all students for relaxation, conversation,
reading, studying and play. A big screen
TV with cable is available.

During the evening hours coffee,
desserts and snacks can be purchased.
Campus bands and off-campus
performers often take the stage in Gillies
as scheduled by the Campus Events
Council (CEC).

As an all-campus lounge, Gillies
is available for individual or group
reservations only as approved by the
Student Venues Council. All groups
requesting use of Gillies for events may
contact the Gillies manager at ext. 4272.

CHESTER’S PLACE

Hours: M-Th: 11:15 A.M.–2 A.M.
F: 11:15 A.M.–2 A.M.
Sat: 1 P.M.–1 A.M.
Sun: 1 P.M.–2 A.M.

Fresh hot and iced coffee, flavored
cappuccinos, espresso, hot and iced chai,
cold beverages, delicious pastries, bagels,
muffins, fruit, microwave popcorn, yogurt
and gourmet desserts are available for
purchase with the student meal plan.

BISTRO TWO-FIFTY-FIVE

Hours: M-Th 7:45 A.M.–11:30 P.M.
Friday: 7:45 A.M.–6:30 P.M.
Saturday: closed
Sunday: 6 P.M.–11:30 P.M.

Located in the Jenks Library, the
Bistro is a Starbucks-like eating option
that offers grab-and-go salads, wraps, and
sandwiches along with lattes and snacks—
an easy and accessible way for students to
refuel during a study break or on the way
to class. All items available for purchase
with the student meal plan.
Campus Activities

Campus Activities
Art Gallery
Athletics
Community Engagement Opportunities
Gordon College Student Association
La Vida
Multicultural Initiatives Office
Music Groups
Orientation Program
Theatre Arts Department
Campus Activities

A wide variety of activities and programs are offered for students to participate in and enjoy at Gordon College. Concerts, films, coffeehouses, dances and ongoing cultural events are some of the special activities offered along with a variety of shows, art exhibits, dramatic presentations and special events. Students are also welcome to participate in musical groups, theatrical groups and service-oriented committees of many different kinds. In residence halls, all hall and floor activities are offered throughout the academic year on a regular basis. In addition, a number of sporting events and intramural contests are offered through Recreation Intramurals (REC-IM). Watch for announcements concerning these and other activities on the Go site, on bulletin boards and on Student News email updates.

Art Gallery

The Gallery at Barrington Center for the Arts displays the work of local and national artists in a variety of media. The large, naturally lit gallery space has become a sought-after venue for artists in the Boston and North Shore area. The gallery serves as a teaching venue for the Art Department and also displays the work of senior students and art faculty. Receptions and lectures are held for most exhibits, giving members of the Gordon community opportunities to meet the artists and speak with them about their work. Visit www.gordon.edu/gallery to see the current exhibition schedule.

Athletics

The Gordon College Athletic Department offers an intercollegiate program that promotes intellectual maturity, Christian character and program excellence. The department strives to prepare men and women to be student-athletes distinguished by integrity, winning effort and Christian conduct in competition. In all endeavors the program looks to Christ as the model for learning, leadership and teamwork.

Gordon College is committed to pursue athletic excellence on the courts and the playing fields and to maintain high academic standards for student-athletes. The department seeks to collaborate with the academic and cocurricular programs of the College to support the wholistic education of students. By providing opportunities for both spectators and participants, the department also attempts to bolster the campus community.

All students who participate in the athletic program are treated fairly and equitably, challenged to lead lives committed to health, discipline and perseverance, and to emulate Christ in their selfless service to others.

INTERCOLLEGIATE ATHLETICS

Gordon offers 18 intercollegiate athletic programs which include:

Fall Sports
- Cross Country-M
- Cross Country-W
- Field Hockey-W
- Soccer-M
- Soccer-W
- Tennis-W
- Volleyball-W

Winter Sports
- Basketball-M
- Basketball-W
- Swimming-M
- Swimming-W

Spring Sports
- Baseball-M
- Lacrosse-M
- Lacrosse-W
Softball-W  
Tennis-M  
Track and Field-M  
Track and Field-W

**RECREATION AND INTRAMURALS**

The REC-IM program at Gordon seeks to involve the campus community in a variety of competitive and recreational sports and activities for different levels of skill and interest. Events, programs and contests are scheduled throughout the academic year in flag football, indoor soccer, dodgeball, inner tube water polo, racquetball, basketball and more.

Teams and individuals competing in REC-IM contests are affiliated by residence hall. Teams and individuals earn points for a year-long campus competition by participating in and winning games and events. This campus-wide competition begins in September and ends in May. The top residence hall point leaders will receive recognition and prizes. Individuals, or floor or hall teams can earn points just by fielding a team, by competing in the games, by winning games, and by winning championships. Everyone wins!

**Fall:** Men’s and women’s flag football and dodgeball, coed 4-on-4 basketball, wallyball, beach volleyball, and racquetball.

**Spring:** Coed soccer, men’s and women’s basketball, coed softball, coed inner tube waterpolo, and coed ultimate frisbee.

**Office of Service-Learning**

As part of the Student Engagement team, the Office of Service-Learning seeks to empower students to thrive as they invest in educationally purposeful activities, specifically connecting course outcomes with community-based service-learning. Students thrive when they are engaged in their learning, portray academic determination, maintain a positive perspective, demonstrate diverse citizenship and experience social connectedness. The Office seeks to promote student who thrive (a) academically—being energized by what they are learning and investing time and effort in order to succeed, (b) intra-personally—having a positive outlook toward self and the learning process, and (c) interpersonally—having a robust network of relationships from diverse backgrounds which fosters openness and curiosity.

At Gordon College, service-learning is a teaching pedagogy that provides students with experiences that intentionally link academic course outcomes with relevant service in collaboration with a community partner. The Office of Service-Learning provides opportunities for faculty to incorporate service-learning components into the curriculum for a variety of courses. Students enrolled in a service-learning course will serve with a local community partner to meet an identified community need that directly relates to course content and then reflect on the service activity as a component of the course.

**Academic Service-Learning:** First-year students are encouraged to sign-up for TGC-Service sections which incorporate weekly service with a community partner into the course curriculum. Additionally, specific courses across academic departments include academic service-learning components that requiring either weekly service commitments or project-based service-learning. Upper-class students are also invited to apply to be a service-learning Intern, a year-long leadership opportunity coordinating service-learning with various community partners.

**College Bound** is an after-school tutoring and enrichment program
through a partnership between Gordon College and Lynn Housing Authority and Neighborhood Development (LHAND). College Bound emphasizes reading and educational support for children in kindergarten through second grade and homework help and mentoring and character development for children in third through fifth grades. The program operates during the academic year Monday through Thursday. College Bound Coordinators provide leadership to a group of tutors and oversee program development. Tutor positions utilize Federal Work Study funds for serving the greater community and tutoring; students who qualify for Federal Work Study are invited to apply to become a paid College Bound tutor.

Gordon College Student Association

The GCSA exists to enhance the lives and education of the students of Gordon College by advocating student needs and concerns to the faculty, staff, administration and trustees of the College, and by establishing, sponsoring and administering student organizations in the areas of academics, social life and student services. The GCSA serves as the official representative voice of the students to the administration, faculty, staff and trustees of the College and to outside bodies. It is also the overseeing administration for all recognized student organizations of the College. GCSA offers excellent leadership experience in any of 20 positions. The group consists of 17 elected members, appointed council directors, and others. Club, councils, agencies, and publications give students opportunities for active involvement and leadership. A comprehensive list of these organizations can be found at students.gordon.edu/organizations

ACADEMIC AFFAIRS COUNCIL

The purpose of the Academic Affairs Council is to represent the student body in matters pertaining to academic support programs such as advising and tutoring, academic environment and curriculum. All academic clubs receive their funding through and are accountable to this council.

La Vida

The La Vida Center for Outdoor Education and Leadership was created to provide various learning environments that foster character formation and leadership development, preparing students for Christian service. La Vida does this by providing a variety of adventure and wilderness programs that emphasize experiential learning, growth through challenging adventures, stewardship of the earth, and the impact the Christian community can have on personal development.

There are many ways for a Gordon student to get involved with the La Vida Center—first by being a participant on a La Vida Expedition in the Adirondacks or participating in an on-campus Discovery class. Once this core requirement is completed, a variety of service-learning, leadership training and ministry opportunities are available.

WILDERNESS EXPEDITION STAFF

Through La Vida’s two Adirondack programs, students receive training and then lead wilderness expeditions during a May, June, July, or August La Vida Expedition or for a full summer with high school students.

ADVENTURE EDUCATION STAFF

For those more inclined toward adventure education, La Vida also offers staff opportunities as counselors with
the summer Adventure Day Camp, as belayers/instructors for the rock wall or as challenge course facilitators with the Adventure Pursuits program.

TEACHING ASSISTANTS
Discovery offers 25 classes each year, and each of those classes needs one or two TAs.

INTERNATIONAL SERVICE-LEARNING
Periodically, the La Vida Center offers opportunities for La Vida Expedition and Discovery alumni to participate in service-learning experiences with established international ministries that want to develop wilderness or adventure programs.

STAFF DEVELOPMENT AND FELLOWSHIP
La Vida staff also enjoy many opportunities for fun, fellowship, technical training, staff retreats, and day trips as well as a pro-deal equipment purchasing program.

For more information contact Rich Obenschain at the La Vida Center for Outdoor Education and Leadership (ext. 4111).

Multicultural Initiatives Office
Our mission is to holistically care for a diverse, multicultural student body. This is accomplished by partnering with the larger Gordon community to provide academic, emotional and spiritual support through programs, events, community building activities and mentoring by staff and faculty.

We understand that diversity in itself is not the only destination. True diversity and inclusion come as a result of continually pursuing and prioritizing cross cultural relationships and dialogue. The programs and student organizations under the Multicultural Initiatives Office seek to promote awareness of multicultural and social justice issues, create spaces where students can feel comfortable and build connections, and to provide opportunities for leadership development.

The Multicultural Initiatives Office programs include:
- Clarendon Scholars Program—multicultural urban leadership development.
- ALANA—multicultural student organization, focusing on domestic students of color.
- MIO Ambassadors—initiative to promote a stronger, more supportive, domestic minority community through small intimate events and larger campus activities.
- MIO Mentors—providing peer academic support to multicultural students.
- Afro Hamwe—a student club that aims to bring African and African American students together to create a support network and to discuss their cultural similarities and differences.

Music Groups
MUSIC ENSEMBLES
At Gordon we believe performing is the element that brings life to the rich musical and Christian traditions studied in the classroom. Ensemble performances draw thousands to A. J. Gordon Memorial Chapel and Phillips Recital Hall for various concerts throughout the year. Music ensembles at Gordon are open to all students regardless of major. Over 350 students participate in one or more of the ensembles. Non-music majors who participate for two to four semesters in a Department of Music ensemble can receive credit for the Fine Arts thematic
core requirement. Choral ensembles include College Choir, Men’s Choir and Women’s Choir. Instrumental ensembles include Gordon Symphony Orchestra, Wind Ensemble, Symphonic Band and Jazz Ensemble. There is also an active Chamber Music program.

Information on ensemble auditions can be found at www.gordon.edu/music/ensembles.

APPLIED MUSIC LESSONS

In addition to participating in ensembles, all Gordon College students are eligible to take non-credit applied lessons with instructors and faculty from the Department of Music*

Applied music lessons are offered through the Gordon College Department of Music in the following instruments:

- Woodwinds: Flute, Oboe, Clarinet, Bassoon, Saxophone.
- Brass and Percussion: French Horn, Trumpet, Trombone, Tuba, Percussion.
- Strings: Violin, Viola, Cello, Double Bass, Guitar, Harp.
- Keyboard: Piano, Organ.
- Voice: All voice types.

For more information about Department of Music instructors, please visit www.gordon.edu/music/faculty

For more information on lessons and fees, please contact music-office@gordon.edu

*Non-music majors wishing to take applied lessons for credit must audition for Department of Music faculty and receive special permission before they can enroll.

Orientation Program

The Orientation Program is Gordon’s induction to the College to aid student transition to higher learning, either as a first-year student, or as a transfer student. Participation in the Orientation Program is required for all arriving students, and takes place both in the late summer for fall semester matriculation, and in January for spring semester matriculation. The Office of Student Life coordinates Gordon’s Orientation Program and programs for the transition of students through their first year experience at the College. A dynamic group of student volunteers—the O-staff—assists in welcoming their peers and easing the transition to college living and learning.

Theatre Arts Department

The Gordon College Department of Theatre Arts mounts three major productions each year. These shows form the core of the theatre program. A variety of genres and styles are incorporated each season, ranging from classics to world-premiere plays, each unique and specially selected for our majors, our student body and our larger community audience. Student collaboration on the productions is critical to their success. Whether a theatre major or not, you can get involved with lighting, scene construction, sound design, acting, stage management, publicity, makeup and running crew. Auditions are open to everyone on campus.

Other on-campus opportunities available for students interested in theatre include: directing projects, senior seminar projects, improv (Sweaty-Toothed Madmen, an on-campus, student-led comedy troupe), History Alive (the professional branch of Gordon College Theatre), crew work and GCSM outreach teams (see Missions Opportunities).
Campus Services
## “Where Do I Get Information About . . . ?”

<table>
<thead>
<tr>
<th>TYPE OF INFORMATION</th>
<th>WHERE TO GET IT</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Information</strong></td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td>• Adding/dropping courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Advising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Major/Minor declaration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• NECCUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Petitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Verification documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Support Center</strong></td>
<td>Jenks, 4&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>4746</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>Admissions, 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>4218</td>
</tr>
<tr>
<td><strong>Alumni and Parent Relations</strong></td>
<td>Emery, 3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td>4238</td>
</tr>
<tr>
<td><strong>Archives</strong></td>
<td>Jenks, 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>4851</td>
</tr>
<tr>
<td><strong>Auditing Courses</strong></td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td><strong>Bennett Center</strong></td>
<td></td>
<td>3737</td>
</tr>
<tr>
<td><strong>Billing Procedure</strong></td>
<td>Student Financial Services,</td>
<td>4246</td>
</tr>
<tr>
<td></td>
<td>MacDonald, 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td></td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>Lane, 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>4085</td>
</tr>
<tr>
<td><strong>Campus Events Council</strong></td>
<td>Campus Events Council (C.E.C.),</td>
<td>4598</td>
</tr>
<tr>
<td></td>
<td>lower Lane</td>
<td></td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td>Career Services, lower Lane</td>
<td>4275</td>
</tr>
<tr>
<td>• Career Counseling/Advising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Internships and Co-ops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Professional Skills Seminars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Resume Review and Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assessments and Inventories</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Catering Services</strong></td>
<td>Catering Office, lower Lane</td>
<td>4820</td>
</tr>
<tr>
<td><strong>Change of Address</strong></td>
<td>Mail Services, lower Lane</td>
<td>4296</td>
</tr>
<tr>
<td><strong>Change of Major</strong></td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td><strong>Chapel</strong></td>
<td>Chapel Office, Chapel, 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>4215</td>
</tr>
<tr>
<td><strong>Check Cashing</strong></td>
<td>Cashier, MacDonald, 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>4254</td>
</tr>
<tr>
<td><strong>Church Information</strong></td>
<td>Alumni and Church Relations, Emery,</td>
<td>4238</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td></td>
</tr>
<tr>
<td><strong>Clubs and Organizations</strong></td>
<td>Office of Student Life (OSL),</td>
<td>4263</td>
</tr>
<tr>
<td></td>
<td>upper Lane</td>
<td></td>
</tr>
<tr>
<td><strong>College Communications</strong></td>
<td>Frost, 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>4235</td>
</tr>
<tr>
<td><strong>Commuter Advisor</strong></td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td><strong>Concerts</strong></td>
<td>C.E.C., lower Lane</td>
<td>4598</td>
</tr>
<tr>
<td><strong>Consortium Visitors Program</strong></td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td><strong>Counseling</strong></td>
<td>Career Services, lower Lane</td>
<td>4275</td>
</tr>
<tr>
<td>• Career</td>
<td>Chapel Office, Chapel, 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>4215</td>
</tr>
<tr>
<td>• Pastoral</td>
<td>Counseling Center, Jenks 201 and 202</td>
<td>4301</td>
</tr>
<tr>
<td>• Personal</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td><strong>Cultural Affairs</strong></td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
</tbody>
</table>

112 | Student Handbook 2017–2018
<table>
<thead>
<tr>
<th>TYPE OF INFORMATION</th>
<th>WHERE TO GET IT</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Requirements</td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td>Development</td>
<td>Emery, 2nd floor</td>
<td>4900</td>
</tr>
<tr>
<td>Dining Hall Sales</td>
<td>Space Planning, lower MacDonald Hall</td>
<td>4288</td>
</tr>
<tr>
<td>Discipline Procedures</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Employment, On and Off Campus</td>
<td>Student Employment, Emery, 1st floor</td>
<td>4280</td>
</tr>
<tr>
<td>External Education</td>
<td>Global Education Office, Jenks 426</td>
<td>4399</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Bennett Center</td>
<td>4773</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Development, Emery, 2nd floor</td>
<td>4204</td>
</tr>
<tr>
<td>Gordon College Student Association</td>
<td>Lower Lane</td>
<td>4572</td>
</tr>
<tr>
<td>Grading System</td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td>Hazing</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Health Education</td>
<td>Health Center, lower Lane</td>
<td>4300</td>
</tr>
<tr>
<td>Help Desk; Faculty/Staff</td>
<td>Center for Technology Services (C.T.S.), Jenks</td>
<td>4500</td>
</tr>
<tr>
<td>Help Desk; Student</td>
<td>C.T.S., Jenks</td>
<td>4500</td>
</tr>
<tr>
<td>Housing, On and Off Campus</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>ID Card Replacement</td>
<td>CTS Help Desk, Jenks</td>
<td>4500</td>
</tr>
<tr>
<td>Insurance, Student</td>
<td>Vice President for Finance, Frost, 2nd floor</td>
<td>4013</td>
</tr>
<tr>
<td>Intercollegiate Sports</td>
<td>Athletic Department, Bennett Center</td>
<td>4039</td>
</tr>
<tr>
<td>Internships</td>
<td>Career Services, Lower Lane</td>
<td>4275</td>
</tr>
<tr>
<td>Intramural Program</td>
<td>Bennett Center</td>
<td>3737</td>
</tr>
<tr>
<td>La Vida Programs</td>
<td>La Vida Office</td>
<td>4111</td>
</tr>
<tr>
<td>Library</td>
<td>Jenks</td>
<td>4339</td>
</tr>
<tr>
<td>Loans</td>
<td>Student emergency funds</td>
<td>4215</td>
</tr>
<tr>
<td></td>
<td>Regular</td>
<td>4246</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Gordon Police, Rodger Reception Center</td>
<td>4444</td>
</tr>
<tr>
<td>Master Calendar</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Meal Credit and Transfer</td>
<td>Space Planning Office, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>Medical Care</td>
<td>Health Center, lower Lane</td>
<td>4300</td>
</tr>
<tr>
<td>Ministry Opportunities</td>
<td>Chapel Office, Chapel, 2nd floor</td>
<td>4215</td>
</tr>
<tr>
<td>Multicultural Programs</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Notary Public</td>
<td>Controller’s Office, Emery, 1st floor</td>
<td>4048</td>
</tr>
<tr>
<td>Orientation</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Gordon Police, Rodger Reception Center</td>
<td>4444</td>
</tr>
<tr>
<td>Payroll</td>
<td>Student Payroll Office, Emery, 1st floor</td>
<td>4253</td>
</tr>
<tr>
<td>Petitions</td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td></td>
<td>Chapel Office</td>
<td>4215</td>
</tr>
<tr>
<td></td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td></td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td></td>
<td>Gordon Police, Rodger Reception Center</td>
<td>4444</td>
</tr>
<tr>
<td></td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>TYPE OF INFORMATION</td>
<td>WHERE TO GET IT</td>
<td>PHONE</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Readmission Procedures</td>
<td>Admissions, Frost, 1st floor</td>
<td>4217</td>
</tr>
<tr>
<td>Registering My Event in the Master Calendar</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Classes</td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td>• Motor vehicle</td>
<td>Gordon Police, Rodger Reception Center</td>
<td>4444</td>
</tr>
<tr>
<td>Room Reservations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Barrington–Stebbings Conf. Rm.</td>
<td>Building manager, Barrington</td>
<td>4751</td>
</tr>
<tr>
<td>• Barrington Theatre</td>
<td>Building manager, Barrington</td>
<td>4751</td>
</tr>
<tr>
<td>• Bennett Center</td>
<td>Bennett Center</td>
<td>3737</td>
</tr>
<tr>
<td>• OSL Conference Room</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Chapel</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Chapel Dining Room</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Chester’s Place</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Classrooms</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Easton Dining Hall</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Ferrin Conference Room</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Ken Olsen Science Center</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Lion’s Den</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Pendragon</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Phillips Classroom</td>
<td>Music Department, Phillips</td>
<td>4364</td>
</tr>
<tr>
<td>• Phillips Recital Hall</td>
<td>Music Department, Phillips</td>
<td>4364</td>
</tr>
<tr>
<td>• Practice rooms</td>
<td>Music Department, Phillips</td>
<td>4364</td>
</tr>
<tr>
<td>• Presidents Dining Room</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>• Tavilla Conference Room</td>
<td>Space Planning, lower MacDonald</td>
<td>4288</td>
</tr>
<tr>
<td>Scheduling and Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td>Student Financial Services, MacDonald, 2nd floor</td>
<td>4246</td>
</tr>
<tr>
<td>Snow Removal/Winter Regulations</td>
<td>Gordon Police, Rodger Reception Center</td>
<td>4444</td>
</tr>
<tr>
<td>Student Activities</td>
<td>C.E.C., lower Lane</td>
<td>4598</td>
</tr>
<tr>
<td>Students with Disabilities Services</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Ticket Appeal/Traffic Violation</td>
<td>Gordon Police, Rodger Reception Center</td>
<td>4444</td>
</tr>
<tr>
<td>Ticket Payment</td>
<td>Cashier, MacDonald, 2nd floor</td>
<td>4254</td>
</tr>
<tr>
<td>Transcript Requests</td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td>Transfer Procedure</td>
<td>Registrar, Jenks 216</td>
<td>4242</td>
</tr>
<tr>
<td>Tutors: Academic Support Center</td>
<td>Jenks, 4th floor</td>
<td>4746</td>
</tr>
<tr>
<td>Van Reservations</td>
<td>Gordon Online</td>
<td></td>
</tr>
<tr>
<td>Vehicle Regulations</td>
<td>Gordon Police, Rodger Reception Center</td>
<td>4444</td>
</tr>
<tr>
<td>Withdrawal/Deferral Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Resident students</td>
<td>Resident director</td>
<td></td>
</tr>
<tr>
<td>• Commuters</td>
<td>OSL, upper Lane</td>
<td>4263</td>
</tr>
<tr>
<td>Work-Study Program</td>
<td>Student Employment, Emery 1st floor</td>
<td>4280</td>
</tr>
</tbody>
</table>
Index

Academic Affairs Council.................. 106
Academic Rights and Responsibilities... 13
Academic Support Center................. 90
Accountability.................................. 22
Advertising/Bulletin Boards............... 64
AIDS Policy.................................... 72
Alcoholic Beverage Containers.......... 37
American Disabilities Act............... 72
Amnesty Policy.............................. 46
Apartment Housing.......................... 29
Appeals.......................................... 44
Art Gallery.................................... 104
Athletics and Intramurals............... 105
Availability of Rooms....................... 31
A/V and Music Equipment............... 35
Bennett Athletic and Recreation Center.. 100
Bicycles........................................... 33
Bill Payment.................................... 48
Bookstore....................................... 100
Bullying and Cyber-bullying............. 73
Business and Finance....................... 48
Campus Activities.......................... 104
Campus Map................................... 117
Campus Services............................. 112
Candle Use..................................... 65
Career Services............................... 14
Cashier........................................... 48, 101
Center for Technology Services......... 91
Changing of Rooms.......................... 31
Chapel Attendance........................... 22
Chapel/Convocation.......................... 20
Chapel Office.................................. 20
Check Cashing................................. 49
Check-In......................................... 31
Check-Out....................................... 31
Class Schedule............................... 11
Cleanliness and Inspection of Rooms... 36
College-Related Events..................... 64
Common Lounges............................. 29
Community Guidelines..................... 34
Cooperative Education..................... 15
Counseling Center........................... 91
Crime Prevention............................. 85
Cyber-bullying............................... 74
Damage Deposit.............................. 48
Damages and Repairs...................... 38
Dances.......................................... 66
Decorations in Rooms...................... 36
Dining Hall Hours........................... 93
Dining Hall Sales............................. 93
Dining Services.............................. 92
Directory of Campus Offices............. 112
Discipleship Ministries..................... 23
Disciplinary Hearings...................... 43
Disciplinary Procedures................... 43
Disciplinary Sanctions...................... 45
Discipline........................................ 42
Discrimination, Grievance Procedures... 95
Dishonesty....................................... 11
Dress Code..................................... 66
Drug-Free Schools......................... 54–60
Drugs of Abuse............................... 60–61
Drunken-Driving Law....................... 56
Electrical Appliances....................... 38
Emergency Numbers....................... 120
Emergency Procedures..................... 86
Expressive Activism......................... 72
Federal Trafficking Penalties............. 58–59
Fee Adjustments............................. 48
Fees (residence halls)...................... 28
FERPA............................................ 78
Financial Aid................................... 49
Financial Responsibility............... 49
Fines (residence halls).................... 38
Firearms.......................................... 86
Fire Drills....................................... 87
Fire Prevention............................... 87
Fire Safety Equipment..................... 87
Fireworks....................................... 87
Food Court Hours......................... 93
Food in Rooms............................... 38
Fundraising.................................... 67
Furnishings.................................... 34
General Policies and Procedures......... 72
Gillies Café and Coffeehouse............ 93
Gordon College Student Association.. 106
Gordon-Conwell Library.................. 18
Emergency Numbers

Gordon Police (emergency) ............................................. 978.867.3333
Gordon Police (business) ................................................ 978.867.4444
Health Center ................................................................. 978.867.4300

In the event of an emergency:

1. Contact Gordon Police at 978.867.3333
2. Notify your resident director or your resident advisor.
OFFICE OF STUDENT LIFE

Mission Statement

Student Life exists to enrich the education and development of every Gordon student. We do this through the cultivation of an intentional Christian community committed to empowering students to serve, engage, lead and thrive, to the glory of God.

Office of Student Life
Lane Student Center, Upper Level
T 978 867 4263 F 978 867 4678