

**Lamoni Campus  
Student Handbook  
2016-17**



**Graceland**  
UNIVERSITY | 1895

# Contents

<b>About the University</b> .....	<b>5</b>
Policy on Non-Discrimination .....	5
History.....	5
<b>Vision, Mission and Values</b> .....	<b>6</b>
Goals of the University .....	6-7
Undergraduate Educational Site .....	7
<b>Undergraduate Academic Calendars</b> .....	<b>8-10</b>
<b>Academic Policies and Procedures</b> .....	<b>11</b>
Academic Integrity Policy .....	11
Advising and Registration .....	11-12
Class Attendance .....	12
Final Examinations.....	13
Release of Information.....	13-17
Withdrawal from the University .....	17
<b>Policies and Regulations</b> .....	<b>18</b>
Announcements .....	18
Bicycles, Rollerblades, Hoverboards and Skateboards.....	18
Bulletin Board and Digital Signage Policies .....	18
<b>Code of Conduct</b> .....	<b>18-23</b>
Confidentiality of Student Records.....	23
Campus Safety and the Annual Safety and Security Report.....	23
Drug-Free School and Campus .....	23
Fire Safety Equipment.....	23-24
Fundraising .....	24
Garment and Paraphernalia.....	24
Graceland Logo and Mascot Use.....	24
Harassment.....	24
Missing Student Policy .....	24-25
My Graceland.....	25
Obscene or Profane Materials .....	25
Photo and Video Policy .....	25
Safety and Security Equipment.....	25

Scheduling of Events .....	25
Sexual Misconduct Policy .....	25
Solicitation.....	26
Technology Ethics and Use Policy .....	26-27
Theft Report.....	27
University Housing Requirement/On Campus Living Policy .....	27
Vehicle Registration and Parking Regulations .....	28
<b>Residence Life .....</b>	<b>29</b>
Mission Statement, House System/House Inclusion Philosophy .....	29
Residence Life Staff and Student Leaders.....	30-31
Residence Life Rules and Regulations .....	32-36
Residence Life Policies and Procedures.....	36-44
Residence Hall Amenities and Services.....	44-45
<b>Services and Facilities .....</b>	<b>46-54</b>
Academic Skills Center .....	46
ATM .....	46
Bookstore.....	46-47
Campus Dining Services.....	47
Campus Safety .....	48-49
Closson Center .....	49
Communications – Studio G .....	49
Disability Services.....	49
Emergency Numbers .....	49
Emergency Weather Warnings .....	50
Fitz Center .....	50
Health Services.....	50
ID Number and ID Card .....	50-51
Library (Frederick Madison Smith Library) .....	51-52
Lost and Found.....	52
Mail Room.....	52
Meeting Rooms and Facilities .....	52
Publications.....	52
Student Financial Services.....	52
Technology Services.....	52-53

Vending Machines .....	53
Writing Center .....	53
<b>Student Life .....</b>	<b>54-57</b>
Campus Ministries.....	54
CAP Center.....	54
Dean of Students .....	55
Graceland Student Government .....	55
Intercultural Office.....	56
Judicial System .....	56
Residence Life (see Residence Life Section) .....	56
Retention.....	56
Student Activities .....	5
<b>Traditions &amp; Trivia.....</b>	<b>58-59</b>
Alma Mater Hymn .....	58
Colors.....	58
House Names and Origins .....	58
Mascot .....	58
Motto.....	59
Newspaper.....	59
School Song.....	59
Yearbook.....	59

# About the University

## Policy on Non-Discrimination

Graceland University does not discriminate against any student or prospective student on the basis of race, color, religion, age, sex, national origin, disability or sexual orientation. We are a caring community dedicated to the physical, intellectual and spiritual well-being of each individual. Gracelanders join together to create an atmosphere of openness, mutual respect and diversity.

## History

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

More than a century later, Graceland continues its commitment to providing a solid liberal arts education to a diverse student population. Today, Graceland students represent more than 43 states and 26 countries and can choose from more than 40 academic majors and programs, and 22 varsity sports.

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

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

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

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

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

Many students transfer to Graceland after coursework at community colleges. Graceland began offering a number of academic programs in the 1990s at satellite campuses in Centerville, Iowa and Trenton, Missouri.

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

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

# Vision, Mission & Statement of Values

## Vision Statement

Graceland University will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

## Mission Statement

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

## Statement of Values

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

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

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

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

## Mission of Graceland University

Graceland University educates students for advanced study, for productive careers, and for rich lives. Its student body is a targeted, yet diverse group that includes persons of different ages, backgrounds, and national origins who share a commitment to learning. Its curriculum, firmly rooted in the liberal arts tradition and enhanced by career-oriented practical experiences, affirms different styles of learning and prepares students to become competent professionals. Its highly qualified faculty excel in teaching and engage in scholarly, creative and professional activities. Together with the administration and staff, they care deeply about students.

Graceland offers a learning environment for the residential as well as the non-residential student that nurtures personal growth. Its challenging academic program stresses the joy of lifelong learning, the rigor of intellectual discipline, and the relationship of both to a satisfying professional and personal life. Its size fosters genuine concern for the individual while providing fellowship and a sense of belonging. For the residential student, its rich co-curricular program of interest groups, athletics, student government, residential life, and leisure activities provides opportunity to develop interpersonal skills, relationships, creativity, and leadership.

Based on the Christian values of human dignity, mutual respect, and social responsibility, Graceland welcomes persons of all faiths. It actively supports the counsel of its sponsoring denomination, the Community of Christ, to “learn by study and by faith” and indeed offers tangible expression of the church’s commitment to the open and free pursuit of knowledge through higher education.

Graceland promotes opportunity, justice, and world peace through practical and visionary action.

## Goals of the University

The people of Graceland University help students grow to work, care and enjoy life intelligently. Toward these goals, we help students nurture their abilities to think, learn and communicate; develop broad knowledge and sound values; lead and cooperate in building a better world.

1. To become knowledgeable in the natural sciences, history/political science and the social/behavioral sciences.
2. To develop an appreciation of the arts and humanities.

3. To develop foundational skills, including skills of quantitative analysis, oral and written communication, ethical consciousness and sound values, and healthful living.
4. To be knowledgeable and appreciative of human diversity as expressed in cultures other than one's own.

### **Undergraduate Educational Site - Lamoni Campus**

The home campus, located in Lamoni, Iowa, provides education for many full- and part-time residential students, who seek the Bachelor of Arts, Bachelor of Arts Honors, Bachelor of Science, or Bachelor of Science Honors degrees in 34 different majors. Courses are available for non-degree seeking students interested in enrolling for personal enrichment.

In addition to degree programs, Graceland University offers courses for personal enrichment at the Lamoni and Independence locations, as well as through the Center for Professional Development and Life-Long Learning, Inc., which includes SkillPath Seminars located in Overland Park, Kansas.

# Undergraduate Academic Calendars

## Summer 2016 Academic Calendar

### May

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Sun. 1 Commencement - Lamoni, Iowa

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Mon. 2 Summer Session Begins, All Programs\*

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### June

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Sat. 25 Classes End, 8 Week Summer Subsession A (Trimester)

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Mon. 27 Classes Begin, 8 Week Summer Subsession B (Trimester)

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### August

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Sat. 20 Classes End, All Programs

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\*Face-to-Face will start Wednesday, May 4 or afterwards, but the online courses will begin Monday, May 2.

## Fall 2016 Academic Calendar

### August

Wed. Thurs. 17, 18	Faculty Fall Conference
Sat. 27	New Students Arrive
Sun. 28	Returning Students Arrive
Mon. 29	Classes Begin, All Programs

### September

Mon. 5	Labor Day - No Classes
Fri.-Sun. Sept. 30-Oct. 2	Homecoming

### October

Fri. 14	Midterm/End of Quarter, Semester Programs
Fri. 14 (5:00 p.m.)	Fall Break Begins, Semester Programs
Wed. 19 (8:00 a.m.)	Classes Resume for Semester Programs
Wed. 19	Second Quarter Begins, Semester Programs
Sat. 22	Classes End, 8 Week Fall Subsession A (Trimester)
Mon. 24	Classes Begin, 8 Week Fall Subsession B (Trimester)

### November

Tues. 22 (9:00 p.m.)	Thanksgiving Recess Begins
Mon. 28 (8:00 a.m.)	Classes Resume

### December

Fri. 9	Classes End, Semester Programs
Mon.-Thurs. 12-15	Semester Examinations
Sat. 17	Nursing Recognition Ceremony - Independence, Missouri
Sat. 17	Commencement - Independence, Missouri
Sat. 17	Classes End, 8 Week Fall Subsession B (Trimester)
Sat. 17	Classes End, 16 Week Fall Session (Trimester)

## Spring 2017 Academic Calendar

### January

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Mon. 2                      Classes Begin, 16 Week Spring Session (Trimester)

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Mon. 2                      Classes Begin, 8 Week Spring Subsession A (Trimester)

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Mon. 9                      Classes Begin, Semester Programs

### February

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Fri. 24                      Midterm/End of Quarter, Semester Programs

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Fri. 24 (5:00 p.m.)      Spring Recess Begins, Semester Programs

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Sat. 25                      Classes End, 8 Week Spring Subsession A (Trimester)

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Mon. 27                     Classes Begin, 8 Week Spring Subsession B (Trimester)

### March

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Mon. 6 (8:00 a.m.)      Classes Resume, Semester Programs

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Mon. 6                      Second Quarter Begins, Semester Programs

### April

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Thurs. 6                    Scholars Showcase, Semester Programs (No Classes 8-5)

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Mon. 17                    Easter Break, Semester Programs (Classes Resume 5:00 p.m.)

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Sat. 22                      Classes End, All Programs

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Mon.-Thurs. 24-27      Semester Examinations

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Sat. 29                      Baccalaureate - Lamoni, Iowa

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Sun. 30                      Commencement - Lamoni, Iowa

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\*\*Tentative dates subject to final approval by the Board of Trustees.

# Academic Policies & Regulations

## Academic Integrity Policy

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

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

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

## Advising and Registration

Each student is assigned an academic advisor who is available for help in planning an academic program. Entering freshmen and students who have not declared a major will be advised by an advising specialist in the Career, Academic and Personal Counseling (CAP) Center; sophomores, juniors, and seniors who have declared a major will be advised by a faculty member in the appropriate discipline. **The academic adviser will give advice and information, but the final responsibility for planning a schedule that will meet graduation requirements rests with the student.**

Freshmen may take courses numbered from 1000 to 1999. Sophomores may take courses numbered up to 2999. Juniors and seniors may take courses numbered up to 4999. (Students who have at least a 2.50 college grade point average may enroll in a course(s) one level above their classification; entering freshmen may enroll in sophomore- level courses if their high school GPA is 2.80 or higher).

Juniors and Seniors enrolled in programs on the Lamoni campus may register for classes using the online registration system through "My Graceland". Freshmen and Sophomores must first see their academic advisors for registration clearance to use the system. It is strongly recommended that all students meet with their advisors to review their course selection and academic requirements. Students may make changes to their schedules online up until the first day of classes using "My Graceland". Beginning the first day of classes, a [Change of Registration \(Add/Drop\) Form](#) with the course instructor and advisor's signatures must be processed. Refunds in courses for which special tuition is charged will be based on the date of the change of registration.

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

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

Deadlines for adding and/or dropping courses offered in educational programs that are not taught on the normal semester schedule usually differ. Contact the Registrar in Patroness Hall on the Lamoni, IA, campus for this information.

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

## **Class Attendance**

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

Excused absences include the following:

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

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

\* See Administrative Withdrawal Policy listed below.

## Final Examination Policy

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

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

## Release of Information

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

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

## Graceland University Policy and Procedure

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

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

### POLICY AND PROCEDURE:

#### Definitions:

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

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

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

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

- A personal record in any form (including paper, electronic mail, and voice mail forms) kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- Records maintained by Health Services if the records are used only for treatment of a student and made available only to those persons providing the treatment;

- Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

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

### **Access of Education Records**

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

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

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

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

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

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

### **Designated Record Custodians**

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

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

## Disclosure of Education Records

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

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

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

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

## Correction of Education Records

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

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

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

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

Approved: March 20, 2001

## **Withdrawal from the University**

Students not returning to Graceland for the next semester or term, including graduating students, are required to officially initiate the withdrawal process. Lamoni Campus students withdrawing or not returning to Graceland must formally notify Student Life of intent to withdraw and initiate the withdrawal process by contacting the Retention Director at 641.784.5083 or stopping by the office located in the Retention Office (MSC, 26). Students from other programs withdrawing or not returning to Graceland must formally notify their program advisor or site coordinator of intent to withdraw and initiate the withdrawal process.

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

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

# Policies & Regulations

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## Announcements

Announcements for students are located on [My Graceland](#). Students are responsible for checking these announcements.

## Bicycles, Rollerblades, Hover-boards and Skateboards

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

## Bulletin Board and Digital Signage Policies

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

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

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

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

## Code of Conduct

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As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity and individual worth. Consistent with its religious heritage and commitment to a healthful lifestyle, Graceland values and promotes:

- an alcohol-free environment,
- a smoke-free environment,
- an environment free of substance abuse,
- an environment free of harassment and exploitation in sexual relationships, and
- premarital abstinence.

Our Code of Conduct reflects these values. All members of the Graceland community are expected to abide by all federal, state, local laws as well as rules and regulations of the University. The Code of Conduct is administrated by the Dean of Students.

## EXPECTATIONS AND VIOLATIONS

The following types of behavior have been identified as inappropriate, and a violation may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review.

### Class A Violations

1. Burning candles and/or incense in university housing.

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

### **Class B Violations**

1. Consumption or possession of alcoholic beverages or their containers in university housing. Please note: Possession also means being in the presence of alcohol or their containers. (first offense)
2. Destroying, defacing or tampering with public property within university housing.
3. Failure to identify self, falsely identifying self and/or failure to comply with the directions of a residence hall staff member acting in the performance of their duties.
4. Illegal gambling.
5. Use or evidence of use of tobacco in any form in university housing.
6. Use of university property or services without express authorization within university housing.
7. Violation of the visitation policy which is contained in the Student Handbook – Lamoni campus. (second offense).
8. Violation of Residence Hall Probation.

### **Class C Violations (Anywhere, Anytime)**

1. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the institution. Please note: Alcohol impairment may be deemed disruptive behavior.
2. Any form of theft or stealing.
3. Consumption/possession of alcoholic beverages or their containers on campus (excluding university housing) or at university sponsored activities. Please note: Possession also means being in the presence of alcohol or their containers.
4. Destroying, damaging, endangering or vandalizing private, public, or University property.
5. Destroying, tampering with or altering smoke detectors, fire alarms or other safety equipment.
6. Discrimination, including but not limited to, verbal abuse, racial slurs, sexual innuendos, or the threat of physical abuse, expressed verbally or in written or electronic communications.
7. Endangering the health or safety of self, another person or university faculty/staff or threats of endangerment.
8. Failure to comply with the directions of a university official or failure to identify self to, falsely identifying self to, providing false information to a University official.
9. Hazing.
10. Intentional misuse/abuse of the university computer system, or repeated unintentional misuse/abuse. (See Technology Ethics and Use Policy contained in the Student Handbook)
11. Lying to University officials or to a disciplinary council.
12. Second offense and beyond of consumption/possession of alcoholic beverages or their containers in the residence halls.
13. Sexual behavior, which is offensive or fails to respect other's rights.
14. Sexual contact or sexual touching of another person without consent.
15. Striking another person without consent.
16. Use or evidence of use of tobacco in any form on campus (excluding University housing) or at University sponsored activities.
17. Use, possession or distribution of synthetic marijuana (e.g. K2, Spice, Black Mamba) or any controlled substance, including, but not limited to, narcotic drugs, marijuana,

stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Please note: possession also means being in the presence of controlled substance or synthetic marijuana.

18. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law while on campus or in attendance at University sponsored activities. Please note: possession also means being in the presence of any of the aforementioned items.
19. Viewing or displaying pornography in a public access area or computer lab.
20. Violation of University policies, city ordinances and/or state and federal laws.
21. Violation of Conduct Probation or Strict Campus Conduct Probationary status.

We believe that violation of the Code of Conduct impinges directly on the rights of others. Lack of mention in the Code of Conduct with regard to objectionable actions does not imply approval, and may result in disciplinary action.

## **DISCIPLINARY HEARINGS AND COUNCILS**

The following disciplinary hearings and councils have been formed to hear cases based upon where the violation took place, the severity of the violation, and which council, in the opinion of the Dean of Students or designated Residential Life Professional is best equipped to handle the hearing of a particular violation.

Students who admit they are “in violation” may ask for an **administrative hearing** with either a Residence Hall Director (Class A and Class B violations) or the Director of Residence Life or the Dean Students (Class C violations). The administrator has the right to not hear a case. If the case is not heard by the administrator, the case will be referred to the Council on Student Welfare.

The **Council on Student Welfare (CSW)** is a council composed of three faculty members, one administrator and four students as outlined in the GSG Constitution. The Dean of Students or Residence Life Director will serve as advisory members to the CSW. The Council on Student Welfare may hear Class C violations and any case in which dismissal from the University is a possible sanction.

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

## **SANCTIONS**

The listed disciplinary actions are courses of action that may be taken when a student is found to have committed a violation as defined in the Code of Conduct. The sanction(s) taken depend(s) upon the severity of the violation, previous offenses, degree of involvement, and the individual circumstances as determined and is at the sole discretion of the administrator/Council hearing the case. These sanctions and their descriptions shall serve as guidelines for the university and may be modified and used in any combination to meet the needs of the university and the individual student involved.

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

## **ACQUITTAL**

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

## **RESTITUTION**

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

## **COMMUNITY SERVICE**

A community service sanction depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. The work, not less than five hours and not more than ten hours per violation, may be assigned.

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

## **FINES**

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

- Class A violations: Fines may be assessed up to \$50 per violation.
- Class B violations: Fines may not exceed \$100 per violation.
- Class C violations and other cases heard: The fine will not exceed \$250 per violation – with the exception of violations of C5 which will not exceed \$500 per violation. Full payment is due in the Student Life Office within 21 **calendar** days (three weeks) from the date the sanction is issued.
- The student may be ordered to make restitution to the university for vandalism or to another injured party, in addition to the any fine that may be given.

## **ALCOHOL EDUCATION**

Offenders of the alcohol policy may be required to complete an alcohol awareness course and/or meet with a personal counselor. Failure to complete assigned sanction(s) will result a \$50 fine sent to the student's account and the student's parents will be notified.

## **DRUG RESPONSE PROGRAM - Class C Only**

First time offenders will be required to notify their parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

The student will be required to undergo a substance abuse assessment and to complete all recommendations made by the substance abuse counselor. The expense of the assessment and required sessions will be the responsibility of the student.

## **ANGER MANAGEMENT COUNSELING**

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

## **COMPUTER USAGE RESTRICTIONS**

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

## **PARENTAL NOTIFICATION**

A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident and for any drug-related violation. Students issued this sanction will be required to notify his/her parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

## **PROGRAM DIRECTOR NOTIFICATION**

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

## **RESIDENCE HALL PROBATION**

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

## **REQUIRED HOUSE CHANGE**

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

## **CONDUCT PROBATION - Class C Only**

This is a formal probationary status for a period of time determined by CSW, Residence Life Director, or the Dean of Students. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation. The student will be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.

## **STRICT CONDUCT PROBATION - Class C Only**

This term describes a set of conditions making it possible for a student to remain a student in the university in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the university. This status is very near dismissal from the university and indicates the extreme seriousness of the probation.

The student will have the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the university.

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

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

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

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

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

## **APPEAL PROCEDURES**

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

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

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

Questions concerning policies or procedures may be directed to Dave Schaal, Vice President for Student Life/Dean of Students ([dschaal@graceland.edu](mailto:dschaal@graceland.edu)).

## **Confidentiality of Student Records**

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

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

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

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

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

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

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

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

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

Drug and alcohol abuse prevention information is available on [My Graceland](#). Also located here are the drug and alcohol counseling, treatment and rehabilitation resources.

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

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

## **Fire Safety Equipment**

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

Graceland's Fire Safety Statistics are included in the [Annual Campus Safety and Security Report](#).

## **Fundraising**

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

## **Garments and Paraphernalia**

Graceland reserves the right to approve designs to be printed on any garment and/or paraphernalia that uses or infers the university's name, mascot, House, club/organization, or any other person/group otherwise affiliated with the university. The GU Identify Guide is available on [My Graceland](#).

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

## **Graceland Mascot & Logo Use**

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

## **Harassment**

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

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

Additional information is available in the Dean of Students Office to all current students, and to any applicant for enrollment. Please review the Harassment, Discrimination and Sexual Misconduct Policy is available [online](#) or in the Dean of Students Office.

## **Missing Student Policy**

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

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

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

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

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

## **My Graceland**

[My Graceland](#) is a website tailored to the needs and interests of people with a specific relationship with Graceland University. Usernames are given to students, alumni, employees, prospective students and friends of Graceland University.

## **Obscene or Profane Materials**

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

## **Photo and Video Policy**

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

## **Safety and Security Equipment**

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

## **Scheduling of Events**

Student organizations/clubs and House activities must be scheduled by submitting an online request using [VEMS](#). Sunday mornings (8 a.m.- noon) and Wednesday evenings (6-9 p.m.), during the academic year, are reserved for worship, rest, church-related activities and recreation. These times are free of classes, co-curricular activities and work-related meetings on the Lamoni campus. Exceptions to this policy may be granted by the Dean of Students.

## **Sexual Misconduct Policy**

Please see the Harassment, Discrimination, and Sexual Misconduct Policy available [online](#) or in the Dean of Students office by request..

## Solicitation

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

## Technology Ethics and Use Policy

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

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

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

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

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

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

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

**Consequences:**

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

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

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

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

**Theft Report**

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

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

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

A limited number of returning upper classmen students are approved to live off campus each year – Seniors receive priority. The deadline for returning students to apply to live off campus is the advertised March deadline of the previous academic year. The number of upperclassmen approved to live off campus is determined by comparing the total number of current students enrolled, with the size of the graduating senior class, and the current number of off campus students returning for the next academic year.

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

Students who live with their parent(s) or legal guardian(s) within a 25 mile radius of the GU Lamoni campus may qualify for a local vicinity exception. Student and parent(s) legal guardian(s) must complete and submit a signed notarized copy of the [Local Vicinity Exception Form](#). Students who are found not living with their parent(s) or legal guardian(s) will be billed full room and board for the semester in question.

Other exceptions to the *On Campus Living Policy* are rare, but are considered on a case-by-case basis. Students who do not meet the above exemptions to the policy need to submit an [Off Campus Application](#) to the Residence Life Office for consideration. Students living off campus are responsible for their own arrangements.

## Vehicle Registration and Parking Regulations

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

- All automobiles and other motorized vehicles operated on campus by students and employees of the university **MUST BE REGISTERED** with the university. The purchase of a vehicle registration permit sticker authorizes parking in the designated area on the Graceland University campus. It does **NOT** guarantee a parking space. The lack of space is not considered a valid excuse for violating regulations. Each student and employee is entitled to one parking permit. If two or more vehicles are owned, the parking permit can be moved from vehicle to vehicle. Only one vehicle per student or employee will be permitted to park on the campus at one time. Employee exceptions must be requested in the Human Resource Office.
- Student vehicles must be registered with the Student Life Office. Vehicle Registrations must be renewed each academic year.
- Employee vehicles must be registered with the Human Resource Office.
- Temporary permits may be requested by students and visitors by contacting the Dean of Students Office. Employees may contact Human Resources.
- One hanging parking permit will be issued when vehicles are registered. The parking permit must be hung on the mirror when the vehicle is parked on campus. Permits must be displayed by the third day of classes for both students and employees.

Please click [here](#) to review the parking regulations and to complete the Vehicle Registration Form on My Graceland.

# Residence Life

## Mission Statement

Residence Life participates in the educational mission of Graceland University by creating learning-living communities (Houses) where residents can realize their potential for meaningful and productive lives. Through our innovative House System, grounded in “The Worth of All Persons” , we cultivate a culture where students discern who they are called to be. Because of our robust Residential Curriculum Model, we advance the university’s broad essential learning outcomes [Communication, Critical Thinking, Ethical Thinking and Action, Global Learning, Knowledge of Human Cultures, Knowledge of the Natural and Physical World]. By our employment of qualified professional staff and student leaders, we uphold policies that create safe, organized, and inclusive residential environments that are ideal for holistic student development.

## House System

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

## House Inclusion Philosophy

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

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

## Residential Curriculum Model

The Graceland Residential Curriculum Model purposefully encourages advancement of the university’s broad essential learning outcomes within the residence halls [Communication, Critical Thinking, Ethical Thinking and Action, Global Learning, Knowledge of Human Cultures, Knowledge of the Natural and Physical World]. The curriculum’s goal is to live our mission by providing opportunities for leadership, peer-to-peer counseling, policy compliance, social engagement, regular resident gatherings, and participation in traditional university activities that will lead to feelings of belongingness, assist in student success, and foster persistence to graduation!

## On Campus Living Policy

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

Due to the limited availability of on campus housing, some students will be approved to live off campus. Currently enrolled students who want to live off campus (who do not meet the above exemptions) must submit an Off Campus Application to the Residence Life Office by the advertised March deadline. Notice of approval to live off campus will be given in early April. Seniors receive priority.

## Residence Life Staff and Student Leaders

### Director of Residence Life

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

#### Current Director of Residence Life:

Deborah Knotts Skinner (641-784-5108, [dskinner@graceland.edu](mailto:dskinner@graceland.edu))

### Associate Director of Residence Life

Reporting to the Director of Residence Life, the Associate Director of Residence Life (AD), in addition to the duties of a Residence Hall Director, shares responsibility with the Director for the daily operation of the residential living experience for 600-750 undergraduate students. On a professional team of five, they share responsibility for the training and supervision of the student RL team members. The AD will collaborate with the Director to oversee the long range planning and implementation of Residence Life processes including but not limited to writing and maintaining the residential living curriculum, maintaining policies, staff hiring, training, recognition and supervision. This is a ten-month, live-in position.

#### Current Associate Director of Residence Life:

Timothy Ledna (641-784-5382, [tledna1@graceland.edu](mailto:tledna1@graceland.edu))

### Residence Hall Directors

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

#### Current Residence Hall Directors:

*Graybill Hall:* Clayton Troxell (641-784-5383, [ctroxell@graceland.edu](mailto:ctroxell@graceland.edu))

*Gunsolley Hall & Tower Apartments:* Timothy Ledna (641-784-5382, [tledna1@graceland.edu](mailto:tledna1@graceland.edu))

*Tess Morgan Hall:* Melanie Grimes (641-784-5350, [grimes@graceland.edu](mailto:grimes@graceland.edu))

*Walker Hall, Small & Thomas Apartments:* Leslie Robinson (641-784-5360, [leslie2@graceland.edu](mailto:leslie2@graceland.edu))

### Assistant to the Hall Directors

Assistant to the Hall Directors are full time students who are hired part time to assist the Hall Directors in educational and social programs for their residence hall, as well as manage the front desk, and receptionist staff.

### **Apartment Managers**

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

### **Receptionists**

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

### **House President**

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

### **Members of the House Council**

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

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

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

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

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

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

# Residence Life Rules and Regulations

## Community Living Expectations

Residence halls are a form of community living. Community living requires each resident to be aware that his/her behavior or actions will affect others. The rules, regulations, policies, and guidelines contained within this handbook were established by both student leaders and university administrators to set the standard for community living. Community living expectations help make each member of the residence hall community feel psychologically and physically safe. Community expectations create responsibilities for members and help safeguard the basic human rights of residents. Finally, community expectations also help protect the property of both students and the university.

The policies and procedures listed in this handbook provide a framework within which all members of the community are expected to operate. Residents and their guests must not disturb, annoy, harass, or interfere with other residents or staff. At all times, residents and their guests are required to abide by all Residence Life regulations, general Graceland University rules, and applicable federal, state, and local laws. Besides this resident handbook, additional expectations for students are found in the Graceland Code of Conduct. The Code of Conduct expectations are applicable in the Residence Halls, throughout campus, and at any Graceland University event or function.

Living in a residential community comprised of students from diverse backgrounds is a valuable learning opportunity that requires the cooperation and understanding of each and every individual. The Code of Conduct, Residence Life rules, and the community living expectations set the tone and direction for that cooperation and understanding. If problems arise that residents cannot resolve initially amongst themselves, they should seek assistance from a House Resident or other Residence Life staff member. It is important that all residents recognize their rights and responsibilities as well as the rights of others and to take full responsibility for their own actions.

## Community Standards

### Courtesy Hours

To ensure a quality experience for all residents, residence halls observe Courtesy Hours 24 hours a day, 7 days a week. All residents are required to keep themselves and guests from any unreasonable behavior that would greatly interrupt the living-learning environment. Unreasonable noises and disturbances at all times include, but are not limited to:

- Excessively loud volume from radios, televisions, stereos, vacuums, pianos, musical instruments or other amplified mechanical or electronic equipment (including voice, computer games, or electronically enhanced equipment).
- Excessive and loud behavior such as jumping or pounding in the room, loud noise in and around common areas, parking lots, laundry rooms, community centers, balconies, stairwells or lobbies.
- Belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, derogatory comments.

Courtesy Hours are in effect at all times in university housing and guarantee that any individual in a residence hall may choose to study or sleep at any time. Community living expectations require students to adjust their volume to that which is not disruptive to others. Any resident impacted by loud noise or disturbances is encouraged to request others to lower their volume.

## Quiet Hours

To maintain an atmosphere of study and scholastic achievement, the university supplements Courtesy Hours with specific Quiet Hours from 11:30 p.m. to 9 a.m. Sunday – Saturday. Individual houses can extend Quiet Hours in their house during their Community Standards Meeting. Starting the day before final exams and continuing throughout finals week quiet hours will be in effect 24 hours a day. These are commonly referred to as Morgue Hours.

When Quiet Hours or Morgue Hours are in effect, residents are expected to keep themselves and guests from any behavior that would even minimally interrupt the living-learning environment. During Quiet Hours and Morgue Hours, residents must close their room door and keep sounds at a level that cannot be heard outside the room.

## Noise Violation Fines

Students will receive noise violation fines during Courtesy Hours, Quiet Hours, and Morgue Hours if the noise level is determined, at the discretion of the residence hall staff, to be disruptive to the living-learning environment.

- First Noise Violation Offense - \$ 5.00
- Second and Following Offenses - \$20.00

Students will be referred to the Dean of Students or the Council on Student Welfare (CSW) upon the third occurrence of any violation. Fines will be based on violations within the current academic year only.

## Daytime / Evening Visitation Policy

Graceland University has in place a daytime / evening visitation policy for guests who are visiting residents but are not staying overnight. The responsibility for knowing and following the daytime / evening visitation policy rests individually with each student and collectively with the whole residence hall community; students must know and understand the procedures for visitation, including visiting hours and limitations. It shall be the responsibility of Residence Life Professional Staff, the Council of House Presidents, and the Student Senate to provide a continuing and ongoing evaluation of the success or failure of the visitation policies and to take appropriate steps to maintain a well-coordinated and successful program.

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

- Visitation hours begin and end according to the designated clock at each front desk of each residence hall.
- Guests are welcome provided they are acceptable to **ALL ROOMMATES, AT ALL TIMES**. Residents are not obligated to accept guests. A roommate who does not want a visitor has priority in the use of the room. Visitation in a specific room may be limited in accordance with any roommate agreement.
- Residence hall guests of the opposite gender are required to check-in and check-out at the reception desk located in the residence hall they wish to visit. Residents wishing to host such a visitor must also physically come to the reception desk to check-in and check-out their guest; visitors must be escorted by their host to the hosts room. Graceland student guests must leave a student ID while non-student guests must provide an official photo ID. Debit cards, credit cards, library cards, shopper discount cards, etc. are not acceptable. Escorted visitors may proceed with the resident after checking in properly.
- Hosts must account for their guest at all times; therefore, guests are to be with their host at all times. If a guest's host leaves the building, the guest will need to leave with them.
- Individual hosts assume complete responsibility for their visitors. Room residents and student guests will be held responsible for any violation of any residence hall regulation or violation of any rule in the student Code of Conduct.

- Visitors are to use the restrooms provided in the public areas of the hall. Male floor restrooms are for males only and female floor restrooms are for females only, unless the restrooms are designated as gender neutral.
- Violations of the visitation policies may result in loss of guest visitation privileges, fines, and /or other disciplinary action.
- Residents are required to alert a staff member if violations to the visitation policy are occurring. Residence Life Staff in the residence halls have a responsibility to enforce visitations policies.

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

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

- *Sunday through Thursday:* Noon until midnight
- *Friday and Saturday:* Noon until 2:00 a.m.

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

### **Visitation Violation Fines**

The Residence Hall Director, Assistant to the Hall Director, Apartment Manager, or a House President will impose fines on students who are found in violation of the visitation policies.

*Failure to check-in/check-out properly:*

- First offense - \$5.00
- Second offense - \$10.00
- Third and following offenses - \$25.00

*Late exit:*

- First offense Up to 5 minutes - \$ 5.00
- First offense 6 to 15 minutes - \$10.00
- First offense 16 to 30 minutes - \$20.00
- Second and following offenses up to 5 minutes - \$10.00
- Second and following offenses 6 to 15 minutes - \$20.00
- Second and following offenses 16-30 minutes - \$25.00

Major violations, or the intent to commit a major violation (i.e. entering residence area outside of guest hours, violation of guest hours by more than one half – hour will result in direct referral to the Residence Hall Director. Students will be referred to the Dean of Students or the Council on Student Welfare (CSW) upon the third occurrence of any violation. Fines will be based on violations within the current academic year only.

Students may appeal a visitation violation which has taken place during visiting hours or up to thirty minutes after visitation hours have ended. The student will submit an appeal form and submit it to the Residence Life Office. The Residence Life Professional staff will meet and review the documentation. They make the decision to grant or dismiss the appeal and the Residence Life Office will relay the decision to the student.

### **Overnight Guest Policy**

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

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

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

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

### **Cohabitation Policy**

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

### **Door Security**

Access to the living areas in all residence halls is restricted to only the residents of the building after 12am (midnight) Sunday through Thursday and after 2:00 a.m. on Friday and Saturday. Each resident will be issued an ID card that will allow entrance to the building in which they live. Loaning an ID card to someone else, or propping a door open, which jeopardizes the safety of all residents, will result in disciplinary action. Residents should also not give their individual room door lock codes to anyone.

### **Lounge Use Policy**

The main lounges and lobbies in the residence halls are open 24 hours for residents and their invited guests. The house lounges on each floor follow visitation hours. Main lounges and lobbies may be closed for special events at the direction of the Residence Hall Director. Mains lounges are for the use of all students and should be treated with respect and care.

*The following rules are in place in residence hall main lounges and lobbies:*

- Inappropriate public displays of affection are not acceptable.
- Students and guests should refrain from sleeping in lounges.
- If any furniture has been moved, students are responsible to return furniture to its original position.
- Profanity, racial slurs, belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, and / or derogatory comments are prohibited at all times.
- Students must clean up any messes and pick up trash.

Consequences for not doing so will be determined by Residence Life staff.

### **Residence Hall Property**

All university property (room furniture, lounge furniture, clocks, trash cans, etc.) is to remain in their designated areas unless approval is given by the Hall Director. Any missing items that are found in a resident's room or possession will be considered an act of theft. If missing university property is not located within one week of disappearance, the cost to replace the item will be charged, at the discretion of the Director of Residence Life, among all the members of the house or entire hall.

### **Prohibited Items**

Below is a partial list of items prohibited in university housing. For more detailed information on additional items prohibited by the Graceland University Code of Conduct, both on and off campus, please see the GU Catalog – Student Handbook – Code of Conduct.

- Candles and Incense**  
Candles and incense are not permitted in residents' rooms because of the fire hazard involved. A fine of \$50 will be assessed for having candles or incense.
- Cans, Bottles, and Containers**  
Possession of alcohol containers is prohibited. Alcohol containers (such as beer cans, wine bottles, liquor bottles, etc.) distributed for the purpose of consumption is prohibited empty or full. Stemware, beer steins and shot glasses are acceptable for decorative and utilitarian purposes other than the consumption of alcohol.
- Knives, Guns, and other Dangerous Items**  
Possessing, discharging, or using any firearms, ammunition, explosives, firecrackers and fireworks, toxic chemicals, paintball guns, or any item that has the appearance of a weapon or firearm or other potentially dangerous weapons are absolutely prohibited on or within all on-campus property. Due to the potential of personal injury and property damage, knives whose blades are 4" or longer, as well as metal tipped darts are not allowed in the residence halls. Items may be confiscated and residents fined up to \$100 for non-compliance.
- Christmas Trees and Pumpkins**  
Live Christmas trees are not permitted in the residence halls or university housing. Seasonal pumpkins used for decoration must be removed at the first signs when they begin to decay.
- Pets**  
For reasons of safety, health, and sanitation, pets (except fish in 20 gallon tanks or smaller) are not allowed in or near the Residence Halls, Small & Thomas Apartments or Tower Apartments. Violation of this policy will result in immediate removal of the animal, a \$50 fine, plus any additional cleaning charges.
- Sound Systems**  
External powered or non-powered subwoofers exceeding 50 watts are not permitted in the residence halls or units. Sound systems are not to be projected out windows. In accordance with Graceland University values and mission, music which has profanity or is offensive in nature is not to be played loud enough to be heard outside of the room. If a stereo or other equipment becomes a problem, it will be confiscated and stored until the resident is able to take it home.

## Residence Life Policies and Procedures

### House Changes

A House Change Form is available in the Residence Life Office. A committee (the two affected House Presidents and the affected Residence Hall Director(s)) will meet with the resident requesting the change and decide on the advisability of the change. The decision of the committee will be communicated in email to the person requesting the change. Any house change request that is submitted is not guaranteed for approval. House Change requests will be accepted until the advertised deadline in November for following Spring Semester and the advertised deadline in March for following Fall Semester.

### House Activities

A house activity exists when the house leadership, house name and/or house funds are used. Full responsibility for house activities rests with the House President and House Council. All house activities shall be concerned with the positive spirit of enjoyment, creativity and service, which will provide unity and fellowship. House activities must not conflict with or violate the standards and expectations of Graceland University. House activities must be designed to involve each member in a positive social program that will provide experiences which will maintain the health (mental, physical, spiritual and emotional) and safety of the individual.

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

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

- Activities contrary to Graceland's values cannot be promoted by signs or announcements in the house.
- Houses are encouraged to invite university personnel to their activities.
- Initiations and/or hazing are banned.

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

- Is this activity legal?
- Is this activity safe and non-disruptive to others?
- Is there a purpose or value to this activity? Does this activity support the values of Graceland University?
- Does this activity promote mutual concern, dignity, and individual worth?
- Does this activity promote community without compromising the rights of individuals and other houses?
- Would you be willing to tell your Hall Director, the Director of Residence Life, and the Dean of Students about this activity?
- Would you be willing to perform this activity in front of administrators?
- Would you be willing to send the family of the house member involved a snapshot of this activity?
- Would you be willing to share a written description of this activity for other houses to use?
- Violations of this policy by individuals may result in referral to the judicial process. Suspension from the university is a possibility. If the violation involves a group from a house, the House Council will meet with the Director of Residence Life and/or the Dean of Students. Resolution may include withholding of house funds and/or suspension of house privileges.

## **Roommate Rights and Responsibilities**

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

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

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

- Treat roommates and other residents with respect.
- Respect the rights of roommate and other residents.
- Respect roommates' and residents' belongings.
- Abide by all regulations and policies of Graceland University.
- Treat Graceland University property with respect.
- Take responsibility for one's actions and environment (roommates are equally responsible for all violations and damages in their rooms unless they have attempted to resolve the issue through the appropriate channels: roommate, House President and Hall Director).

If a resident feels their rights are being violated or another resident(s) is not living up to their responsibilities, they are encouraged to discuss the issue with the person(s) causing the problem. If difficulties continue, contact the House President or Residence Hall Director for mediation.

### **Roommate Ready Rooms**

Residents who are assigned to a shared room and who are not assigned a roommate (or the roommate moves out) may receive a new roommate at any time during the term of the contract (school year). Residents in a shared room are expected to have the room 'roommate ready' by having half the room clear of personal belongings and clean for any new potential roommate. Residents are also expected to respond positively to a new roommate through an attitude of welcoming. Failure to have rooms 'roommate ready' or the refusal of a roommate to move in because of cleanliness, lack of space, etc., will result in a minimum \$50 charge to the offending resident and / or student conduct meeting. In cases where residence hall staff find a shared room not in compliance with the 'roommate ready' policy, the resident may be charged the single-private rate for the room and / or be required to make the space 'roommate ready' within 12 hours.

### **Room Change Requests**

Room change requests can be submitted to the Hall Director after the first two weeks of each semester in limited circumstances. No change will be made during the first two weeks of the school year without the direct approval of the Director of Residence Life.

Many times room change requests are the result of roommate conflict. Residents will not be given permission to change rooms to avoid working through problems with roommates. As an educational institution, Graceland University, along with the Residence Life Office, strongly believe that residents must learn to work out differences with others. Only after meaningful, but unsuccessful, efforts to resolve challenges have been made will room change request be considered. Because of limitations of space and logistics, room changes are never guaranteed.

Students are encouraged to participate in the Roommate Connections Workshops at the beginning of the year. If problems arise, it is primarily the resident's responsibility to work out a solution to their roommate / floor mate challenges. It is the House President's job to help, when needed, by offering to role play problem scenarios with residents or perhaps facilitate a 'roommate meeting'. House Presidents must intervene and problem solve in roommate conflicts before suggesting a room change to a resident or before recommending a room change request approval to the Hall Director. Policy violations by roommates must be reported to the House President, who is required to submit an Incident Report to the Hall Director.

Students paying for a shared room, but whose roommates leave, can request a room change to another space to avoid random consolidation by residence life staff. Room change requests can also be approved for people who have special needs or their room is experiencing maintenance problems. Some room changes can be made for roommate requests that were not initially accommodated when fall placements were made.

Residence Life tries to avoid excessive moving around in our buildings for a variety of reasons. Room changes are taxing on residents, roommates, and the staff. They require paperwork, cleaning, and oversight.

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

The Residence Life Office reserves the right to initially assign students to rooms and to later consolidate any student in order to better use available space. When a consolidation situation arises, Residence Life staff will choose one of several options which will best meet both the needs of the individual and the needs of the residence hall.

*These options may include the following:*

- Remain in current room and accept a new roommate.
- Move to another room with another person of the resident's choice.

- If the student is of sophomore classification or above, when available, the student may accept a room as a private room and pay the additional charges for having a double room as a private room.

### **Returning Resident Room Selection**

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

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

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

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

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

Any resident wishing to loft their bed must use university provided lofting kits; homemade lofts are not allowed and will be removed by the university for safety reasons.

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

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

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

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

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

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

### **Trash**

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

### **Pest Control**

Residents must notify Facilities Services (641-784-5191) if there is an insect problem. An exterminator service is scheduled with a local provider and is usually available at no charge to residents. However, if a resident's lack of cleanliness is a contributing factor of an infestation, the resident may be billed for their own and neighbors' extermination costs. If it is determined that there is a major problem, all living units or rooms in a localized area will be sprayed and treated together. Residents cannot opt out of spraying once it is determined necessary. Residents should remove themselves from the sprayed area for several hours afterward as a routine safety precaution.

### **Suggestions for Residents**

Many insect problems can be addressed by practicing good housekeeping techniques and occasionally doing additional spraying to reduce and control bugs and insects.

*The following suggestions are helpful:*

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

### **Mice**

During Fall and Winter month's mice migrate indoors. Resident are responsible to notify Residence Life staff and Facility Service staff of problems with mice.

## **Mold**

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

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

- Promptly report all leaks to Facilities Services at 641-784-5191.
- Keep heat registers and air returns/vents open and unobstructed.
- Keep your apartment warm (at least 60 degrees) in the winter.
- Once a week open at least two windows in your apartment for at least five minutes (yes even in the winter).
- If your apartment has a bath and/or a kitchen exhaust fan use it while cooking or showering and then let it run for 10-20 minutes after you are finished cooking or showering.
- If condensation forms on your windows or window sills in the winter, wipe it up.
- Avoid use of a humidifier.
- Never dry laundry in your apartment.
- Clean small patches of mold as they appear.

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

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

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

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

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

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

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

If not utilizing Express Check Out option, students must sign up to check out with a Residence Life staff member 24 hours in advance. Failure to complete check-out tasks will result in a \$20 improper check-out

fee and possible cleaning charges. Residents who are moving off campus or leaving the university after the fall semester are required to remove all belongings and follow final check-out procedures.

### **Final Check-out**

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

*Before checking-out residents need to:*

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

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

### **Emergency Notification**

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

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

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

Residents are expected to remove all personal property from their rooms and storage at the end of the academic year or when their contract is canceled or terminated. Students have 7 days from the date of their departure, contract cancellation or termination, to notify the Residence Life Office of their plans to retrieve their belongings in a timely manner. Any property left more than thirty (30) days, will be considered abandoned and disposed of at the discretion of Residence Life personnel. Students who wish to store their belongings over summer break must first ask their Hall Director if their building has a storage space available and have a housing contract for the following year. Students must write their name and permanent address on what is being stored.

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

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

### **Failure to Comply**

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

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

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

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

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

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

Civil authorities have the right at all times to come onto the campus, including making entry into residence hall rooms, with or without the knowledge of the Dean of Students, for purposes of investigation of illegal activity, including search and/or seizure with a search warrant. If you need to contact the authorities, please call the Lamoni Police directly at 641-784-3700 or contact the Dean of Students at 641-784-5106 for assistance.

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

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

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

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

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

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

Students making requests for special housing needs (including a medical need for air-conditioning) must complete the permission to release information and forward the Special Housing Needs Request Form for completion by a physician. The submission deadline will be June 1 for the fall semester and December 1 for winter term or spring semester. The deadline allows a decision regarding accommodation to be

determined prior to the start of an academic term. Applications for accommodations submitted after those deadlines will be accepted and responded to as soon as possible.

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

### **Refrigerators**

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

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

### **Microwaves**

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

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

## **Residence Hall Amenities and Services**

### **Cable TV**

Premium package cable TV is available through Mediacom in all student residence hall rooms at no extra charge. Students are responsible for providing a cable-ready TV (coaxial cable is provided). If you need help or have questions regarding this service, please contact the Help Desk at 5167.

### **Internet**

High speed wireless internet connections are provided for each student.

### **Elevators**

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

### **Kitchen Facilities**

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

### **Laundry**

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

**Room Lock Combinations**

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

**Storage Rooms**

Storage rooms are available as space allows in some residence halls. Only students who are registered full time for the upcoming semester are allowed to store items in their residence hall. Please check with your Residence

Hall Director to inquire about whether or not storage is available in your residence hall. Residence Hall Directors will open these areas when students wish to store items. Boxes must be filled and taped or tied shut with the student's name and address on them. Empty boxes will not be stored. Graceland assumes no liability for stored items.

**Copier Printer Scanner**

Each of the main lounges of the residence halls have a copier printer scanner for student use. These are serviced and maintained by the Help Desk at InfoCentral. They can be reached by calling 641-784-5167, or by submitting an online request through School Dude in My Graceland.

# Services & Facilities

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## Academic Skills Center

The Academic Skills Center is located on the main floor of Zimmermann Hall and includes the following: the Chance program, Student Disabilities Services, Institutional Support Services, and the Department of Educations' grant funded Student Support Services-TRiO program.

The **Chance Program** provides specialized clinical services for students whose past academic performance has been inhibited by certain learning dysfunctions. The central objective of this program is to remediate reading, writing and oral language skills. The program offers diagnostic tests to determine need and eligibility for program services. Students are charged an additional fee for the intensive clinical instruction.

**Institutional Support Services** provides a series of developmental courses and a group tutoring service designed to assist students in their academic course load. Students admitted to the university may be required to take developmental English, math, or Academic Success as a condition of their enrollment.

**Student Support Services-TRiO** is a program funded by a grant from the U.S. Department of Education. This program serves to motivate and support first generation, low income students toward the successful completion of their postsecondary education. Eligible students, who are selected as TRiO participants, are provided individualized tutoring, personal counseling, academic advising, academic monitoring, advocacy and instruction in English, math and study skills.

## ATM

An automatic teller machine (ATM) is located in the MSC by the Mailroom.

## Bookstore

The Graceland University Bookstore is located in the Memorial Student Center.

Business hours for the academic year are:  
Monday through Friday ~ 8:30 a.m. to 5:00 p.m.  
Saturday ~ 12noon to 4 p.m.  
Sunday ~ CLOSED

Shop online at the [Graceland University Bookstore](#) for clothing, gifts, textbooks and more.

### ***Textbook Return Policies***

Textbooks in condition as purchased (i.e. shrink-wrap, etc.) may be returned **with receipt within 7 days so of the beginning of classes.**

Textbooks in condition as purchased (i.e. shrink-wrap, etc.) may be returned with receipt 2 days from purchase after classes begin.

Textbooks purchased during the last week of classes or during exams may be sold back under book buyback policy.

Textbooks may be returned in as-purchased condition until the official Add/Drop date with **official verification of withdrawal from class.**

Receipt is needed for **all** returns. (Buyback in not considered a return.)

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

## Campus Dining

[Sodexo Campus Dining Services](#) provides quality dining services for all students, staff, faculty and guests.

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

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

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

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

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

Additional meals are also available by purchasing individual meals on a cash basis.

### The meal schedule is as follows:

#### Meal Hours in the Floyd McDowell Commons:

##### Monday through Friday

7 a.m.-7:30 a.m. Continental Breakfast

7:30 a.m.-9:00 a.m. Complete, Hot Breakfast

9:00 a.m.-11:00 a.m. \*Continuous Dining

11:00 a.m.-1:30 p.m. Complete, Hot Lunch

1:30 p.m.-5:00 p.m. \*Continuous Dining

5:00 p.m.-7:00 p.m. Complete, Hot Dinner

*\*Continuous Dining offers salad bar, deli bar, quesadilla bar, health and wellness bar, and dessert options.*

##### Saturday and Sunday

10:30 a.m.-1:00 p.m. Complete, Hot Brunch

4:30 p.m.-6:15 p.m. Complete, Hot Dinner

The Commons now offers Smash Hit Subs & Eddie Peppers as a "To Go" option that is available from 11:00 a.m. – 7:00 p.m. Monday through Friday. To obtain an order "To Go" you must enter through the East entrance and tell the cashier that you would like to order "To Go". You may not enter the dining room when placing a "To Go" order.

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

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

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

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

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

### **Swarm Inn/Snack Bar**

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

**Meal Exchange** is available Monday through Friday for the following meal periods:

7:30 a.m. to 10:00 a.m. for breakfast

10:30 a.m. to 2:00 p.m. for lunch

6:00 p.m. to 9:00 p.m. for dinner

**Swarm Inn hours are as follows:** Monday through Friday 7:30 a.m. until 11:30 p.m.; Saturday and Sunday 6:00 p.m. until 10:00 p.m.

The Swarm Inn now offers Sting Snacks, a late night menu offering quick snacks. For more information on Sting Snacks or anything regarding Food Service please click [here](#) to visit our website.

## **Campus Safety**

### **After-Hours Assistants**

During the school year After-Hours Assistants are trained to escort students, employees or guests anywhere on campus any time, 24 hours a day/seven days a week. To arrange for assistance, please call 641.784.5199.

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

### **GU Alert Emergency Notification System**

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

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

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

### **GU SAFE-RIDE**

GU Safe-Ride is a student-operated program (sponsored by Campus Ministries) offering rides to students (within a 10-mile radius of campus) to their home or other place of safety. This service is SAFE, FREE & CONFIDENTIAL and is available on Friday and Saturday nights from 10 p.m. until 3 a.m. To request a ride, please call 203.5GU-RIDE (203.548.7433).

For more information about Campus Safety, please review the [Annual Campus Safety and Security Report](#) on [My Graceland](#).

### **Check Cashing**

Check cashing services are available on the Lamoni and Independence campuses in the Cashier and InfoCentral areas only. Accounting Services will process all returned checks for collection.

Check limits: Personal checks may be cashed up to a limit of \$50 per check per day for students.

Checks written to a student or made payable to Graceland University by parents or other relatives of the student may be cashed up to \$50 per day. This also includes Graceland checks, Traveler's checks, money orders or certified checks for students or employees for \$50 or less.

Third party checks, other than those written to students from parents or other relatives, will not be accepted. This includes, but is not limited to, student checks written to other student and payroll checks from outside employers.

### **Closson Center**

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

### **Communications – Studio G**

Studio G is the hub for student publications and social media. It is located on the mezzanine in the Memorial Student Center and serves as the meeting space for the Acacia, the Tower, Communications Club, and social media activities.

### **Disability Services**

Student Disability Services is committed to full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The university will provide reasonable accommodations for students with diagnosed disabilities. Students requesting accommodations are required to register with Student Disability Services in room 203 of Zimmermann Hall and provide up-to-date documentation of their disability. In order to provide appropriate accommodations in a timely manner, students are encouraged to contact the Student Disability Services as early in the term as possible.

### **Emergency Numbers**

Ambulance, Fire, Police 911  
Student Health Services 641.784.5372  
After-Hours Assistance 641.784.5199  
General Maintenance and Repair 641.784.5191

For additional information about emergency response, please visit the Safety at GU page on [My Graceland](#).

## **Emergency Weather Warnings**

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

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

## **Fitz Center**

The Fitz Center is an exercise facility located west of the Memorial Student Center (MSC). The primary purpose of the facility is to promote student wellness. The facility is equipped with state-of-the-art cardio machines, strength-building equipment a group fitness room. Additional information about the facility is available on [My Graceland](#).

## **GU Alert Emergency Notification System**

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

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

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

## **Health Services**

Graceland partners with Community Health Centers of Southern Iowa to service the health needs of students. CHCSI has a satellite location on campus, located in the lower level of Walker Hall (entrance at the northeast corner of the building). Please visit the [Health Services](#) page on My Graceland for additional information.

## **Health and Immunization Forms**

All students entering Graceland for the first time are required to have a completed [Health Form](#) with an updated Immunization Record on file at Student Health Services.

## **Immunization Requirements**

Each student will be required to have proof of two measles vaccinations if he/she was born after 1957 and has not had the active disease. Exemption from the measles vaccination will be permitted to those for whom the immunization is contraindicated and verified by a doctor. Students from countries with a high prevalence of Tuberculosis are required to have a TB test done within the past year.

## **Health Insurance**

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

## **Health Insurance for International Students**

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

## **ID Number & ID Card**

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

DO NOT punch a hole in your card - doing so will ruin the access technology inside of the card! If you lose or break your ID card, a temporary card, valid for five meal periods only, can be requested in the Food Service Office (photo identification REQUIRED). Student are allowed ONE temporary card per semester. If the card is not found before the temporary card expires, a \$15.00 replacement fee will be charged for a new ID card. A new ID can be purchased in the Residence Life/Student Life Reception Office (MSC, room #27).

## **InfoCentral**

InfoCentral is a centralized help center that provides one-stop information services for students, employees and visitors. InfoCentral provides assistance on behalf of the Registrar, Student Financial Services, and the CAP Center. InfoCentral also provides technical assistance for our Lamoni and Independence campuses and the campus switchboard for Graceland University.

InfoCentral can make class schedule changes, cash checks, accept payments on student accounts, and schedule appointments with financial aid advisors. Please click [here](#) for additional information about InfoCentral.

InfoCentral (641.784.5067) located in the Memorial Student Center (MSC) and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. You may also email your questions to [infocentral@graceland.edu](mailto:infocentral@graceland.edu).

## **Library (Frederick Madison Smith Library)**

The Frederick Madison Smith Library provides access to services, tools, and materials necessary for academic success as well as offering items and an environment for leisurely pursuits at no additional fee. During the school year, we are open from 8 a.m. to 12 a.m. Monday through Thursday, 8 a.m. to 5 p.m. on Friday, 1 to 5 p.m. on Saturday, and 1 p.m. to 12 a.m. on Sunday. During Midterms and Finals week the library extends its hours until 2 a.m. to accommodate students when they need it most. Our online resources, available at <http://library.graceland.edu/>, are accessible from any device nearly anywhere in the world at any hour of the day.

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

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

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

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

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

During the school year complimentary hot cocoa and coffee are available most evenings after 6:30 p.m.

Technology available in the library: 4 Apple iMacs (top floor), 6 HP Desktops (main floor), 20 HP Desktops (PCLab 2), and 44 HP Desktops (PCLab 3), 1 multi-function black and white printer/scanner/copier (main floor), 1 multi-function color printer/scanner/copier (basement). We also have 2 Apple laptops and 2 HP laptops available for checkout and use within the library.

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

## Lost and Found

For lost items, check with the [InfoCentral](#) located in the MSC. You may also turn in any "found" items to InfoCentral. Please report stolen articles by completing a [Theft Report](#).

## Mail Room

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

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

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

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

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

## Meeting Rooms and Facilities

Meeting rooms and facilities may be reserved electronically through the Virtual Event Management System (VEMS). You may access VEMS on [My Graceland](#).

## Publications

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

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

Both of these publications are under the supervision of a faculty sponsor.

## Student Financial Services

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

## Technology Services

### Computer Labs

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

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

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

### **Printing Services**

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

### **Wi-Fi**

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

### **Vending Machines**

Vending machines are available throughout the campus. Money lost in the machines can be refunded in Student Activities, located in the MSC.

### **Writing Center**

The Graceland University Writing Center provides a supportive, welcoming environment where students enrolled in all academic programs can work, TOGETHER with trained tutors, on improving both general writing skills and specific writing assignments.

Located on the lower level of the Frederick Madison Smith Library, the Writing Center offers both face-to-face tutoring (for on-campus students) and online tutoring (for distance learners). Supported by writing tutors—experienced readers trained to assist at any stage of the writing process—students can learn to become effective writers.

Please choose one of four ways to schedule an appointment (required on weekdays, recommended on weekends) with a writing tutor:

- CALL 641-784-5077
- VISIT FMS Library (Rooms 18 and 19)
- EMAIL [writingcenter@graceland.edu](mailto:writingcenter@graceland.edu)
- CLICK My Graceland>Resources>Writing Center

Remember to take the following items to your appointment: the textbooks used in your class, the instructions given by your teacher, the drafts written by you—plus the supplies of enthusiasm and effort that can ensure an enjoyable experience working TOGETHER at the Graceland University Writing Center.

# Student Life

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

## Campus Ministries

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

Our team consists of chaplains, who are elected to serve their respective houses as part of student government; associates, who provide service and ministry through student employment; a graduate assistant enrolled in seminary; and the campus minister.

We sponsor InSpire, a co-curricular missional ministry and leadership program. It includes a ministry practicum to help students recognize/begin/continue their journey as life-long, bi-vocational ministers merging their education with ministry and spiritual formation.

Our ministries include pastoral care; assistance to those in need; community service; Sunday morning and evening Christian worship; workshops, classes, and retreats related to Christian disciple formation; special events related to the liturgical year, peace and justice, and interfaith ministry; and providing support to student faith-based groups on campus.

## CAP Center

The Career, Academic and Personal Counseling (CAP) Center is located in Patroness. [CAP Center](#) professionals promote student success by providing integrated services to students including:

**Career Planning.** Career Development specialists guide students through the process of self-assessment, choosing a major and exploring possible career fields. They provide resources to assist in securing internships, jobs, and graduate school applications. Students may enroll in a career exploration internship during Winter Term. Two career planning courses are offered each semester as well as resume and interviewing workshops for job seekers. A career resource library and a computerized career guidance program are also available.

**Academic Advising.** Academic Advising specialists help all new students with the academic planning process as well as to explore life and career goals. Advisors share information about campus resources, educational options, and academic policies and procedures and help them choose majors. Students begin to work with their Academic Advisors during new student orientation prior to the beginning of classes.

**Personal Counseling.** Personal Counseling specialists help students with problems that interfere with their academic and social life on campus through individual, group or couples counseling, crisis intervention, or brief problem-solving sessions. Through the counseling process, students may explore their interpersonal relationships and their university experience. Counselors are available to talk with student groups on personal development topics such as assertiveness, eating disorders, date rape, and conflict resolution. Counselors may refer students to other professional services when necessary. Working closely together, CAP Center professionals promote student success and provide integrated services to students.

## **Dean of Students**

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

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

## **Graceland Student Government**

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

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

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

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

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

The Council of House Chaplains is part of both the Graceland Student Government and the Campus Ministries team. Each house elects a student chaplain in the spring to serve the following year. They serve with campus ministries associates (student employees) in building community, sharing faith, and creating peace through working for social justice on their houses and across campus.

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

House Presidents, CHP President, Hall Directors and Director of Residence Life meet for in-service workshops and to discuss the quality of residence life. Much of CHP's time is spent in developing skills and techniques to adequately prepare house presidents for the responsibilities they have undertaken.

### **Intramurals (IM)**

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

### **Senate**

The members of Senate include the Speaker of the Senate, senators from each house, CHP President and sponsor. The Senate has seven standing committees to expedite the legislative process: Campus Environment and Facilities Services, Constitution and By-Laws, Elections, Housing, Food, Parking Lot, and Student Rights and Welfare.

Senators report the actions of the Senate to the house and represent the house's viewpoint at Senate meetings. Senate meetings are open to anyone interested in attending.

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

ASC is composed of a student representative from each house, five students appointed at large. ASC is responsible for the academic area of the GSG. The duties of ASC are to assess student views on academic matters, to relate students' views to the faculty or administration, to maintain an academic atmosphere in the residence halls and sponsor academic activities.

## **Intercultural Office**

The [Intercultural Office](#) is responsible for the orientation, support and government compliance of international students while attending Graceland. In addition, the office provides support and leadership training for leaders and sponsors of the Black Student Union, International Club, Latino Club and the Polynesian Club. The office is located in the garden level of Walker Hall.

## **Judicial System**

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

## **Residence Life**

Please refer to the Residence Hall sections: Residence Hall Personnel, Residence Hall Rules & Regulations and Residence Hall Services for information regarding the [Residence Life](#) program.

## **Retention Office**

The [Retention Office](#) is located in the Memorial Student Center (MSC). The goal of the Retention office is to support academic, social, and personal growth of Graceland University students. The Retention Office provides peer mentoring, academic and testing accommodations, individual success plans, and other support services that will help students on the path to graduation. All students that attend Graceland University are encouraged to use the services of the Retention Office.

## **Student Activities**

The Office of [Student Activities](#) is located in the Memorial Student Center and offers a wide variety of programs, services, events and social opportunities for the campus community on a regular basis.

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

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

## **Choices**

Established in 1985, [Choices](#) provides an alcohol and tobacco-free environment every Friday and Saturday night until 2am. Located in "The Alley" on South Linden Street in downtown Lamoni, Choices features, theme nights; contests; free food and many other activities.

## **Clubs and Organizations**

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

### **Charters**

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

### **Fundraising Requests**

Fundraising requests require the approval of the Council on Student Life prior to the event. A

[Request for Fundraising Activity form](#) is available in the Student Activities Office and must be submitted 14 days in advance of the activity.

**Coliseum Theatre**

Featuring state-of-the-art digital technology, the [Coliseum Theatre](#) provides featured movies at 6pm and 8:30pm every Friday through Sunday, as well as a free movie for Graceland students on Thursday nights at 9:30pm.

**MSC Game Room**

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

# Traditions & Trivia

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## Alma Mater Hymn:

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

**Colors:** Blue and Gold

## House Names and Origins:

<u>House</u>	<u>Year of Origin</u>	<u>Meaning of Name</u>
Agape	1962-63	Greek: "Love and Brotherhood"
Amici	1985-86	Friendship
Aponovi	1979-80	Indian: "Where the Wind Blows"
Cheville	1962-63	Named for Roy A. Cheville
Closson	1962-63	Named for Eugene E. Closson
Dimora	Resurrected in 2010	Italian: House
Faunce	1962-63	Named for Roscoe Faunce
Hanthorne	1994-95	Named for Cleo Hanthorne Moon
Khiyah	1994-95	Hebrew: "Mother Earth"

McKevit Manor	1970-71	Named for Margaret L. McKevit
Orion	1985-86	Constellation known as the "Hunter"
Paloma	1966-67	Spanish: "Dove"
Powell	2013	Named for Tom Powell
Sariah	1962-63	Named for <u>Book of Mormon</u> ; Sariah, wife of Lehi
Shalom	1962-63	Jewish: "Peace"
Solah	1962-63	Initials for Motto: <u>S</u> isterhood of <u>L</u> ove <u>a</u> nd <u>H</u> onor
Stewart Manor	1962-63	Creed: "Leaders in Excellence"
Tiona	Resurrected in 2013	Tahitian: "Zion"

**Mascot:** Yellowjacket "STING"

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

**Newspaper:** The Tower

**School Song:** Graceland Forever

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

**Yearbook:** Acacia