



2017-2018 EMMANUEL COLLEGE STUDENT HANDBOOK

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OVERVIEW

The Student Handbook is prepared by the Office of Student Development to assist students in the orientation process of Emmanuel College (The College, EC). It also contains policies, procedures, and important information about the many services, personnel, and resources available to students. Students should also be familiar with the information provided by organizations and academic departments, and that which is included in the College Catalog. The 2017-2018 Course Catalog can be found on the EC website.

Although a good-faith effort is made to ensure that the information provided in the Student Handbook is accurate and current, changes may occur. The College reserves the right to make changes and update regulations, policies, and procedures as necessary. The student is responsible to know and comply with the policies, regulations, and expectations contained in the Student Handbook and agree to adhere to any necessary changes.

Notice of Nondiscrimination

As a recipient of federal funds, Emmanuel College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. Under certain circumstances, sexual misconduct constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. Emmanuel College’s Title IX Coordinator is Courtney Hamil, whose office is located in the Student Development building. Mrs. Hamil may be contacted by phone at 706-680-1247 or by email at chamil@ec.edu.

Important Numbers

Academic Affairs	706-245-2832	Housing	706-245-2881
Admissions	706-245-2874	Human Resources	706-245-2805
Athletic Center	706-245-2917	Information Technology (IT)	706-245-2822
Athletic Trainer	706-245-2869	Library	706-245-2848
Campus Pastor	706-245-2881	Office of The President	706-245-2803
Campus Life	706-245-2885	President	706-245-2801
Counseling Services	706-245-2880	Registrar	706-245-2818

Career Resources	706-594-6298	Residence Life	706-245-2885
Dining Services	706-245-2866	Student Accounts	706-245-2807
Student Conduct, Title IX	706-680-1247	Student Development	706-245-2881
Financial Aid	706-245-2844	Vice President for Student Development	706-245-2638

Academic Calendar

Fall 2017

Residence Halls Open.....	August 3
New Student Orientation.....	August 3-5
Returning Student Registration.....	August 4
Classes Begin.....	August 7
Drop-Add Period.....	August 7-11
Alpha Weekend.....	August 10-13
Withdrawal Deadline (5-Week Classes)	August 24
Labor Day Break (No Classes)	September 4
Withdrawal Deadline (1 st 7-Week Classes)	September 5
Withdrawal Deadline (9-Week Classes)	September 15
Mid-Term.....	September 22
Fall Break.....	September 28-October 1
Last Day to Withdraw.....	October 3
Feast of Ingathering.....	October 6
EC Board Meeting.....	October 6-7
Withdrawal Deadline (2 nd 7-Week Classes)	October 26
Homecoming Weekend.....	October 27-29
Last Day of Class.....	November 15
Final Examinations.....	November 16-21
Christmas Break.....	November 22-January 3
Winter Term.....	November 19-December 19

Spring 2018

New Student Orientation.....	January 8-9
Returning Student Registration.....	January 9
Classes Begin.....	January 10
MLK Memorial Holiday (No Classes)	January 15
Drop-Add Period.....	January 10-17
New Beginnings Weekend.....	January 18-21
Withdrawal Deadline (5-Week Classes)	January 29
Withdrawal Deadline (1 st 7-Week Classes)	February 9
Withdrawal Deadline (9-Week Classes)	February 15
Mid-Term.....	February 28
EC Board Meeting.....	March 2-3
Spring Break (No Classes)	March 3-11
Last Date to Withdraw.....	March 14
Easter Break (No Classes)	March 30-April 2
Monday Classes Meet on Tuesday.....	April 3
Withdrawal Deadline (2 nd 7-Week Classes)	April 5
Final Examinations.....	April 30-May 3
Honors Night.....	May 4

Graduation.....May 5

**Summer 2018
MAY TERM**

Registration/Classes Begin.....May 9
Withdrawal Deadline from 1st 2-Week Classes.....May 16
1st 2-Week Classes End.....May 22
2nd 2-Week Classes Begin.....May 23
Withdrawal Deadline (4 Week Classes)May 24
Memorial Day Holiday (No Classes)May 28
Withdrawal Deadline (2nd 2-Week Classes)May 31
May Term Ends.....June 6

JUNE TERM

Registration/Classes Begin.....June 7
Withdrawal Deadline (4-Week Classes)June 22
Withdrawal Deadline (6-Week Classes)July 2
Independence Day Holiday (No Classes)July 4
Four Week Classes End.....July 5
Six Week Classes End.....July 19

Our Mission

Emmanuel College is a Christ-centered liberal arts institution that strives to prepare students to become Christ-like disciples who integrate faith, learning, and living for effective careers, scholarship, and service.

Institutional Motto

Deus Nobiscum – “God With Us”

Emmanuel College Philosophy

Emmanuel College is dedicated to intellectual, physical, and spiritual growth within the context of a liberal arts education and an environment of Christian concern. We believe God is the personal Creator and Ruler of all time, space, and matter, and a true understanding of all things must involve knowledge of His revealed purposes. We further believe the fullest information about God comes from the person of Jesus Christ and the relation of His redemptive works as recorded in the Holy Bible through inspiration of the Holy Spirit. All creation derives value and significance from God revealed in Jesus Christ. Christians are able to live as redeemed, regenerated, and cleansed members of society through the indwelling of the Holy Spirit.

We believe education based on these principles is the best possible method of preparing students for and involving them in lasting service to God and others – service noted for integrity, intelligence, and devotion. We further believe a college experience in a Christian environment will enable students to develop lifelong spiritual and social values. We believe all truth is God’s truth, and opportunities should be provided students to integrate faith and learning and synthesize their understanding of God’s purpose in Christ with one’s view of the worth of persons and worth of the scientific method in improving life.

Emmanuel College Core Values

We believe in and affirm:

Christ-Centered Individuals – The worth of every single person.

Christ-Centered Community – The significance of the Body of Christ.

Christ-Centered Higher Education – The integration of faith and learning.

Our Pentecostal/Evangelical Tradition – Our Christian heritage.

Institutional Aims

In accordance with this overall mission and philosophical framework, Emmanuel College seeks to fulfill the following institutional aims:

1. To provide strong Christian witness to students and to the constituents who are served and to help students develop Christian values and character which are demonstrated in their lives.
2. To provide the academic programs as outlined in the College Catalog.
3. To provide opportunities for students to develop the general competencies necessary for earning a livelihood and functioning in society as productive citizens.
4. To provide developmental opportunities in reading, writing, and mathematics for marginally prepared students.
5. To provide opportunities for students to develop intellectual curiosity, an enduring desire for knowledge, the habit of diligent, honest inquiry and critical thinking, and a genuine interest in spiritual, intellectual, and aesthetic matters sufficient to motivate continuing self-education.
6. To provide cultural enrichment for the student body and surrounding community through scheduled courses, lectures, art exhibits, and musical performances.
7. To provide opportunities for students to participate in creative experiences through in-class and out-of-class activities.
8. To provide experiences which enhance students' understanding of responsible citizenship, knowledge of and participation in government, and active involvement in improvement of the political system in America and the world.
9. To provide multicultural experiences for students to acquire an understanding of and an appreciation for diverse cultures and values so that students can better evaluate and appreciate their own values and communicate more effectively with people from other cultural perspectives.
10. To provide classroom and extra-class activities which promote biblical family values such as parental responsibility for the welfare and unity of the family.

11. To provide a full student-development program as resources permit which will offer spiritual, recreational, interpersonal, cultural, and leisure-time experiences that will enrich campus life, help students to develop a disciplined life, and make more meaningful use of time.
12. To provide physical activities directed toward the maintenance of physical wellness and recreation for the present and throughout life.

Educational Goals

1. An educated person has competence to communicate effectively through writing, speaking, reading, and listening.
2. An educated person has computational skills necessary for effective functioning in contemporary society.
3. An educated person understands how physical fitness is needed for work and leisure activity and has knowledge of the basics necessary for health and fitness for the present and future.
4. An educated person has knowledge of civilization through the study of various traditions, history, religion, government, social institutions, and world cultures.
5. An educated person is aware of key aspects of Biblical history and literature since the Bible constitutes a significant cornerstone in Western spiritual, intellectual, and literary traditions.
6. An educated person has the ability to think critically about important matters, particularly about those fundamental issues related to personal and social moral decision-making within a contemporary world in pluralism and relativism.
7. An educated person has a knowledge of the basic Biblical principles of responsible relationships and for establishing and maintaining a home.
8. An educated person has an acquaintance with the arts and a knowledge of significant literary works.
9. An educated person has an understanding of the scientific method and the findings of scientific inquiry.
10. An educated person has knowledge of one's own personal qualities, goals, and creativity, and the forces which have shaped these.
11. An educated person seeks personal discipline and maintains an appropriate balance between work and leisure as a productive member of society.
12. An educated person has a commitment to lifelong learning.

Alma Mater

In the great, warm heart of Georgia
Towering o'er the hills
Stands Emmanuel in her splendor

God with her doth dwell.

Wave her banner high to heaven
Loud her praises swell.
Unto thee, our Alma Mater,
Hail Emmanuel.

To the heights she calls us daily,
More of truth to see.
Living symbols of Christ's teaching
We will strive to be.

Wave her banner high to heaven
Loud her praises swell.
Unto thee, our Alma Mater,
Hail Emmanuel!

SENIOR MANAGEMENT

Students have open access to the members of Senior Management of Emmanuel College. The following descriptions of the duties of these individuals may assist students in selecting the proper individual to whom they could go for assistance. They welcome student visits regarding any interest or concern that need be discussed.

President

The President is the chief officer of the College and has general supervision over its activities, properties, and expenditures. He is an ex-officio member of all faculty committees and is the liaison officer between the Emmanuel Board of Trustees and the faculty. The president appoints other administrative officers, subject to board approval. The President's office is located on the second floor of the Aaron Building.

Executive Vice President and Chief Financial Officer

The Executive Vice President and Chief Financial Officer is responsible for the overall business and financial operation of the College. Included in this operation is the supervision of Accounting Services, Campus Operations, and Auxiliary Services. The Executive Vice President and Chief Financial Officer's office is located in the LifeSprings Building adjacent to the post office.

Vice President for Academic Affairs

The Vice President for Academic Affairs assists the administration in the improvement of instruction, the coordination of instructional activities, the assigning of teaching loads, and the keeping of faculty and student personnel records. With the President, the Vice President for Academic Affairs appoints faculty members and

academic department chairmen. The Vice President for Academic Affairs also has the responsibility for registration of students, applications for graduation, preparation of diplomas and certificates, class schedules, and the assignment of classroom space. The Vice President for Academic Affairs's office is located on the second floor of the Aaron Building.

Vice President for Student Development

The Vice President for Student Development is the senior administrator of the Student Development Division at Emmanuel College and is responsible for coordinating all student services, programs, and extra-curricular activities, and is responsible for all student disciplinary matters. Students services include: Residence Life, campus life, student senate, student activities, spiritual life, counseling, disability services, career resources, intramural sports, as well as various extra-curricular activities. Assisting the Vice President for Student Development are the directors of all Student Development departments and programs. The Vice President for Student Development's office is located in the Student Development building.

Vice President for Enrollment and Marketing

The Vice President for Enrollment and Marketing oversees traditional undergraduate enrollment, financial aid, and marketing and communication. The Vice President for Enrollment and Marketing's office is located in the Admissions and Welcome Center – the office complex located between Pinnacle Bank and the Franklin Springs post office.

Vice President for Alumni and Development

The Vice President for Alumni and Development is responsible for strengthening the mission of Emmanuel by raising funds, coordinating alumni activities, and facilitating the college's development plan under the supervision of the President. The Vice President for Alumni and Development's office is located in the Taylor building, which faces the Quad.

CAMPUS SAFETY

Emmanuel College Office of Campus Safety is recognized as the official security enforcement authority on campus. The Director of Campus Safety's office is located on the first floor of Drum Hall. The Director of Campus Operations supervises the physical plant and matters pertaining to campus maintenance. The Director of Campus Operation's office is located in the LifeSprings building.

The Department of Education in 34CFR Part 668 also defines "campus security authorities" as someone with "significant responsibility for students and campus activities." Emmanuel College further defines the following as Campus Security Authorities:

- Director of Campus Safety
- Vice President for Student Development
- Director of Campus Life and Residence Life
- Residence Directors and Residence Life Staff
- Athletic Director and Team Coaches
- Faculty Advisors to Student Groups

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. § 1092 (f), clarification was given to those considered to be campus security authorities. Campus Pastoral Counselors and Campus Professional Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure crime statistics. They are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for the inclusion into the annual crime statistics.

As a result, the following are exempt from reporting and are not defined as Campus Security Authorities.

- Campus Counselor for Student Development
- Campus Pastor

More information about the role of Campus Counselor for Student Development and Campus Pastor can be found under the Student Development section of this handbook.

Emergency Numbers

To report an emergency or campus crime:

- Franklin County Emergency Dispatch – 911
- Franklin Springs Police Department – 706-245-0000
- Franklin County Non-Emergency Line – 706-384-7188

The following administrative numbers are for non-emergency situations and have varying hours of operation.

They are typically available Monday-Friday 8am-5pm.

- Joel Swails, Director of Campus Safety – 706-245-8449
- Greg Hearn, Executive VP/CFO – 706-498-2441
- Tracy Reynolds, Vice President for Student Development – 706-245-2881
- Courtney Hamil, Director of Student Life – 706-680-1247
- Campus Switchboard – 706-245-7226
- Office of Student Development – 706-245-2881
- Human Resources – 706-245-2805

- St. Mary's Sacred Heart Hospital – 706-356-7800
- Registrar – 706-245-2817

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The report lists statistics for serious crimes over the past three calendar years. The printed report is available in the Office of Campus Safety each year. Students and family members are encouraged to contact the Director of Campus Safety to discuss specific concerns.

Missing Student Notification

Student Contact Information:

Resident students are given the opportunity to confidentially designate emergency contact information at the time of housing check-in. Only authorized campus officials and law enforcement officers may have access to this information for the purpose of conducting their investigation in the case of a missing student.

Missing Student Policy:

In compliance with the Missing Student Procedures 20 U.S.C. 1092 (j) § 499 of the Higher Education Opportunity Act of 2008, it is the policy of Emmanuel College Campus Safety and the Office of Student Development to investigate any report of a missing student who resides on-campus at Emmanuel College. This policy and accompanying procedures establishes a framework for members of the College community to follow with the end goal of locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is absent from the College and/or has been reported missing by another individual without any known reason. All reports of missing students shall be directed to Campus Safety at 706-245-281.

Campus Safety personnel will

- Initiate an investigation in coordination with Student Development to determine the validity of the missing person report and to continue the investigation on behalf of the College in coordination with law enforcement.
- If the student is under 18 years of age, notify the parent or guardian of a missing student within 24 hours of making the determination that the student is missing.
- Notify the Vice President for Student Development and the Executive Vice President.

- Notify the Franklin Springs Police Department within 24 hours after determining that the student is missing.
- Notify the emergency contact identified by the missing student within 24 hours of making the determination that the student is missing.

The Vice President for Student Development shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student. The Vice President for Student Development shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students. The Office of Student Development may also contact the student's instructors if necessary or beneficial to the student and/or instructors in the situation.

- In coordination with Campus Safety personnel, Student Development personnel will conduct investigations to determine the validity of the missing person report and to locate missing persons.

EC Alert Service

Every student is strongly encouraged to participate in EC Alert, the emergency mass notification system employed by Emmanuel College Department of Campus Safety to contact students, faculty, and staff in the event of an emergency, crisis, or with other important information. EC Alert allows you to receive urgent information through email, text message, and/or voice message. For more information and to sign up to participate, please visit <http://www.ec.edu/life/campus-safety>.

Theft of Personal Property

Emmanuel College is not responsible for the theft, damage, or loss of personal belongings. Residents and commuters are strongly encouraged to lock their doors to reduce the threats of theft of their belongings. Residents are responsible for obtaining personal property coverage through family homeowner's or renter's insurance policies. All personal property identification numbers should be recorded and accessible when reporting a misplaced/or stolen item incident report to Campus Safety and/or the Franklin Springs Police Department. If a student has evidence that another student is responsible for the theft, s/he should alert the Director of Student Life. The College is not responsible or liable for any injury, loss, or damage to any person or property.

Parking

All students operating or parking a motor vehicle on campus must register their vehicles with the Department of Campus Safety. For student parking regulations, please visit the Campus Safety page of the EC website.

Title IX Policy

Emmanuel College's Title IX Policy can be found on the EC website.

CODE OF STUDENT CONDUCT

Emmanuel College is dedicated to maintaining an environment that supports the mission, core values, and educational goals of the institution. In order to facilitate the desired environment, the College has adopted the Code of Student Conduct.

The Code outlines the expectations for community life, the Honor System, the commitment to protecting student rights, and procedures for responding to conduct regulations as outlined.

Community Life Philosophy

The Community Life Philosophy establishes the expectation that students enroll at Emmanuel College eager to participate as members of a Christ-centered, living, learning environment that maintains an atmosphere conducive or responsible citizenship, wholesome attitudes, healthy habits, and a life of service. The Emmanuel College community is committed to maintaining an atmosphere that reflects our life in Christ and ultimately gives praise and glory to God.

The Policies of Emmanuel College are determined by our Christian mission, not our culture. We believe that scripture provides clear guidelines for human behavior. Therefore, practices that are known to be morally wrong by Biblical teachings are not acceptable for members of the Emmanuel College community. The college also recognizes that while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others.

The College has chosen to adopt certain rules that will contribute to the promotion of a Christ-centered community. The standards of Emmanuel College may not be the preference of each individual. Those who choose to join the campus community do so voluntarily and willingly take upon themselves the responsibility of becoming familiar with and adhering to College policy.

Honor System

The Honor System of Emmanuel College has been established in order to protect the integrity of the Institution and of its students. Emmanuel College cannot judge a person's character but will hold accountable those who act against the Code of Student Conduct and whose behavior is inconsistent with College policy.

We, the students of Emmanuel College, believe that honor is of the utmost importance in maintaining an appropriate atmosphere for academic, social, and spiritual growth. We believe that the following are essential in achieving honor at Emmanuel College and hope that our fellow students would be able to exemplify these statements:

Honesty. We will be honest in relationships, academics, and all endeavors. (Ephesians 4:15)

Authority. We will honor those who have been placed in authority over us. (1 Peter 2:13-14)

Behavior. We will play the role of a Good Samaritan, striving to help those in need. (Luke 10:30-37)

Respect. We will demonstrate attitudes of respect toward others' and their individual rights. (Matthew 7:12)

Community Living. The life of every Emmanuel College student should exemplify Christ according to the inspired Word of God in that it adheres to the Community Life Philosophy as stated in the Emmanuel College Code of Student Conduct. (1 Timothy 4:12, Philippians 4:8)

Student Rights

Student rights at Emmanuel College include but are not limited to the following:

- The right to receive quality educational instruction.
- The right to inquire about institutional policy-making.
- The right to be treated with dignity and respect.
- The right to know the regulations and policies for which you are accountable.
- The right to be treated fairly if charged for violating college policies.
- The right of freedom of speech and assembly as long as such actions are conducted with dignity and respect for the property and personhood of others. These activities should be consistent with the mission and purpose of the institution.
- The right of confidentiality of your educational records according to the Family Educational Rights and Privacy Act.
- The right of access to your educational records.

Conduct Regulations

The following actions are prohibited and constitute a violation of the Emmanuel College Code of Student Conduct

Alcohol, Nonprescription and Illegal Drugs

Participating in or association with the purchase, possession, consumption, distribution or facilitation of alcohol whether on or off campus. (In the state of Georgia, it is illegal for persons under 21 years of age to purchase, possess, or consume alcoholic beverages.) NOTE: There are minimum sanctions outlined for conduct regulations pertaining to alcohol.

No student may use or be in illegal possession of, deliver, use, dispense, distribute, administer, manufacture, or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by the State or Federal Drug Laws. (Federal law requires that students be

informed that federal and state laws prohibit possession and/or use of illicit drugs. Emmanuel College complies with Federal and State laws regarding illicit drugs.)

The College reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to room and/or vehicle inspection, canine drug scan, or drug test in cases of strong suspicion of nonprescription or illegal drug use. Refusal to submit to these measures at time of request will be treated as a positive reading that may result in suspension.

Reasonable suspicion includes, but is not limited to, suspicious odors, paraphernalia, extreme and/or erratic behavior, symptoms commonly associated with nonprescription or illegal drug or alcohol use, and traces/residue of nonprescription or illegal drugs or alcohol.

Weapons

Emmanuel College conforms to Georgia statutes which address the possession of weapons on or within a school safety zone (“school safety zone” means in or on any property owned by Emmanuel College.) Violation of this policy will result in appropriate action, including but not limited to expulsion, dismissal, and/or criminal prosecution, if a student or visitor to campus engages in any of the following:

1. Using, possessing, distributing, manufacturing, maintaining, transporting or receiving, in a residence hall, any location on College property or at any College sponsored event, any of the following weapons as defined in Georgia Code Section 16-11-127.1
 - a. Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other such homemade devices).
 - b. Knife having a blade of two or more inches.
 - c. Straight edge razor or razor blade.
 - d. Spring stick.
 - e. Bat, club, or other bludgeon type weapons.
 - f. Nun Chahka, nun chuck, nunchaku, or shuirken.
 - g. Throwing star or oriental dart.
 - h. Stun gun or Taser HB 792 electroshock weapons.
 - i. Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials defined in Georgia Code Section 16-11-127.1.

The possession of a valid firearms permit or a valid license to carry a concealed weapon does not exempt students from the provisions of this policy or provisions detailed in Georgia Code Section 16-11-127.1. Under

Georgia Code section 16-11-127.1, Law Enforcement personnel are not prohibited from carrying weapons on the Emmanuel College campus.

Illegal Activity

Illegal activity includes any involvement in violating federal, state, or local law other than minor traffic citations.

Theft, Vandalism, or Damage of Property

Violations in this area include but are not limited to:

1. Taking, attempt to take, or having in his/her possession items of College property, items belonging to students, faculty, staff, or guests of the College, or items belonging to businesses or individuals in the community without proper authorization.
2. Taking, attempting to take, or keeping any items that belong in a classroom, office, library, or any other facility on campus.
3. Selling or attempting to sell textbooks unless the seller is the owner of the textbook.
4. Malicious or unwarranted damage or destruction of College property, items belonging to students, faculty, staff, or guests of the College, or items belonging to businesses or individuals in the community.

Altercations/Harassment

Violations in this area include but are not limited to:

1. Physical abuse, fighting, verbal abuse, threatening behavior, written threats, intimidation, coercion, or any type of action that threatens or endangers the safety of another person.
2. Hostile or intimidating conduct or behavior that negatively affects the mental or emotional health of an individual.
3. Acts that are intended to humiliate, insult, or stigmatize a person or group on the basis of perceived or actual individual characteristics.
4. For incidents involving sexual harassment, please reference the Emmanuel College Title IX policy.

Clothing and Personal Appearance

The College reserves the right to address any issue of immodesty or inappropriate attire. If clothing and/or personal appearance is deemed inappropriate by College officials including but not limited to Student Development personnel, Athletic personnel, and/or faculty, immediate cooperation is expected from the student.

Violations in this area include but are not limited to:

1. Present oneself in dress and appearance that is modest, appropriate, or conducive for a Christian living, learning environment.
2. Drawing inappropriate or undue attention to one's self or any part of one's anatomy. Visible undergarments are generally considered inappropriate in most settings.
3. Appropriate dress is required for entrance in the campus dining hall at all times.
4. Wearing skirts, shorts, dresses, etc., that are above fingertip length when arms are at one's side.
5. Wearing clothing that is revealing due to holes, cut, style, or fit.
6. Wearing clothing with inappropriate advertising, designs, and/or logos that are contrary to the mission of the College including alcohol and cigarette ads, sexually explicit and/or drug-related sayings or designs.
7. Not wearing shirts and shoes to class, chapel, convocation, and any other College facility.
8. Not wearing shirts in outdoor, on campus public areas.
9. Participating in or attending college functions in dress that is not appropriate for the occasion (CAP events, formal college functions, leading worship, etc.).

Disorderly Behavior

Violations in this area include but are not limited to:

1. Disruption or obstruction of classroom teaching or other authorized College activities taking place on campus.
2. Behavior that disturbs the academic pursuits or infringes upon the rights, privacy, or privileges of another person.
3. Failure to comply with directions or instructions given by College officials or Law Enforcement acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Behavior or actions that are considered rude or disrespectful toward faculty, staff, administration, resident assistants, guests, and other students.
5. Involvement in a campus demonstration that disrupts the normal operations of the College and/or infringes upon the rights of others.
6. Circulating any advertisement (paper or electronic) without approval from the proper College official(s).
7. Operating a motor vehicle in a manner that jeopardizes the safety and well-being of others.
8. Maintaining inappropriate volume levels of residence hall electronics or motor vehicle stereos.

Unauthorized Entry and Use of College Property

Violations in this area include but are not limited to:

1. Unauthorized entry, attempted entry, or use of any College owned building or property.

2. Unauthorized use, possession, or duplication of College keys or other methods of facility access (i.e. cards, codes, etc.).

Tobacco

Emmanuel College is a tobacco-free campus. Tobacco use or possession in any form is prohibited. This includes tobacco and tobacco paraphernalia including, but not limited to, smokeless tobacco, cigarettes, cigars, pipes, hookahs, and non-tobacco products such as E-cigarettes.

Non-Academic Dishonesty

Violations in this area include but are not limited to:

1. Providing false information to any College official or office.
2. Forgery, alteration, or misuse of any College document.
3. Tampering with the election process or casting more than one ballot for any College recognized student organization or position.

Hate Crimes – Clery Act Definition

Hate Crime: A criminal offense committed against a person, property, or society which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime. For more information, please visit <http://www.ec.edu/life/campus-safety>

Residence Halls

Please view the Residence Life Guide section of the Student Handbook for more information on Residence Hall guidelines and violations.

1. Unauthorized entry, attempted entry, or remaining in restricted areas (including roofs) of any College-owned residence hall.
2. Failure to comply with policies established in various residence halls including but not limited to the policies established for the protection of the privacy, rights, privileges, health, or safety of the community.

Misuse or Abuse of Computers/Network

Violations of College policy pertaining to computer and network usage. Computer use and network policies can be found online at <http://www.ec.edu/life/information-technology>.

Social Media Networking

The posting of inappropriate or offensive information or pictures on social networking sites, web-pages, etc. Student are reminded to use extreme caution when visiting social networking websites. As a safety precaution,

students are strongly discouraged from providing personally identifiable information to such websites or blogs. In addition, students should be advised that offensive or inappropriate material posted by Emmanuel College students to such sites, which brings discredit to Emmanuel College, will not be tolerated. Offensive and/or inappropriate material includes but is not limited to photographs, audio, or video streams and abusive, profane, or threatening language. Material that violates the Code of Student Conduct and constitutes a disciplinary offense as outlined in the Student Handbook will be dealt with accordingly.

Fire Safety

Violations in this area include but are not limited to:

1. Damaging, tampering with, or misusing fire safety equipment.
2. Obstructing a fire exit in any College building.
3. Setting or causing to be set any unauthorized fire.
4. Possessing or using fireworks of any kind on College property without authorization.
5. Making or causing to be made a false fire alarm.
6. Failure to exit a building when a fire alarm sounds.

Gambling

Conducting, organizing, or participating in any type of illegal gambling.

Hazing

Under Georgia Code Section 15-5-61, hazing is a criminal offense. Emmanuel College's policy on hazing conforms to this statute. Hazing is defined as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of an individual, produces physical discomfort, subjects the individual to embarrassment, harassment, or ridicule, or is morally degrading or humiliating in nature.

Multi-Media Usage and Entertainment

Violations in this area include but are not limited to:

1. Viewing or having in one's possession movies, video games, etc. that contain inappropriate material including nudity, strong sexual content, excessive and graphic violence, and other types of objectionable material.
2. Playing or having in one's possession music with vulgar or explicit lyrics.
3. Unauthorized distribution, showing, or viewing or movies, films, music, videotaped TV programs, etc. that violates federal copyright laws.

Dancing/Dance Clubs

Violations in this area include but are not limited to:

1. Engaging in provocative and suggestive dancing.
2. Attending dance clubs, bars, taverns, gentlemen's clubs, etc.

Athlete and Fan Behavior

Violations in this area include but are not limited to:

1. Displaying behavior at any college athletic event that does not demonstrate good sportsmanship.
2. Students and guests who use obscene gestures, profanity, racist or sexist language, intimidating action(s) or language toward referees, officials, opponents, or spectators.

Social Interaction and Dating

Violations in this area include but are not limited to:

1. Demonstrating behavior in a relationship that is not courteous, respectful, and based on the principles of morality.
2. Engaging in physical displays of affection in public or private places that include but are not limited to excessive kissing, inappropriate touching, lying down on couches, etc.

Inappropriate and Offensive Language

The blatant use (verbally or in writing) of abusive, profane, racist, obscene, or sexist language is prohibited.

Pornography

The possession, use, or distribution of any pornographic material including magazines, books, posters, photos, videos, computer games, and internet websites.

Interference with the Disciplinary Process

Violations in this area include but are not limited to:

1. Unreasonably delaying the disciplinary process by failing to schedule or appear for a meeting requested by the authorized College official
2. Providing false or distorted information
3. Disrupting the normal operation of the disciplinary process
4. Failure to comply with the sanctions imposed under the Code of Student Conduct

Shared Participation for Violations

Violations in this area include but are not limited to:

1. Acting in concert to violate College regulations

2. Knowingly condoning or encouraging others to violate College regulations
3. Allowing, condoning, or giving the opportunity for a guest to violate College regulations

Sexual Misconduct

For Emmanuel College's policies and procedures regarding Sexual Assault, Sexual Harassment, Domestic/Dating Violence, and Stalking, please visit the Emmanuel College Title IX website at <http://www.ec.edu/title-ix>. Violations of College policy regarding sexual misconduct are considered a serious offense and may result in criminal prosecution, suspension, or expulsion.

Emmanuel College Policy on Sexual Behavior and Gender Identity

Institutional Foundation and Christian Identity. Emmanuel College is a private, four-year Christian college with an Evangelical, Pentecostal foundation that is committed to the Lordship of Jesus Christ. The Board of Trustees of Emmanuel bears the legal responsibility and authority for all aspects of the operation of the institution and establishes policies that are consistent with those of the General Conference of the International Pentecostal Holiness Church. As the sponsoring denomination of Emmanuel College, the International Pentecostal Holiness Church plays an active role in guiding the educational philosophy and core values of the institution.

Policy on Sexual Behavior. Emmanuel College adheres to the biblical teaching that God had, and continues to have, a specific design for sexual behavior and marriage (Genesis 1:26-28; 2:22-24). Specifically, the biblical standard is the expression of sexuality within a monogamous marriage between one man and one woman (Mark 10:4-12). Sexual intimacy outside of the covenant of marriage, whether it is between a man and a woman or between two persons of the same sex, is considered an illegitimate moral option based on the teaching of Scriptures and as understood by Christian churches throughout history. Therefore, practices that are known to be incongruent with sound biblical interpretation and teachings in the areas of sexual behavior and gender identity are not acceptable for members of the Emmanuel College community. The IPHC Position Paper on Marriage and Sexual Mortality (July 25, 2015) outlines the clear teachings of Scripture that God created human beings as male and female (Genesis 1:27; 2:7, 21-25) and that God established and sanctified marriage as the covenant relationship between a man and a woman in which the full measure of love is meant to be expressed (Mark 10:6-9). Therefore, Emmanuel College defines marriage as being between one man and one woman and does not recognize same-sex "married" couples as married in the sight of God. Emmanuel College seeks to reflect God's love and concern for all of humanity, including individuals who experience discordance between certain sexual aspects of their personhood. We further recognize our calling within the context of our

educational mission to cultivate an environment that supports and reflects our understanding of biblical and theological perspectives of human sexuality and behavior.

Policy on Heterosexual Behavior. Emmanuel College supports healthy heterosexual relationships that uphold God’s desire for sexual purity and adhere to the biblical teachings that God’s design and intent for sexual intimacy are best expressed in the context of covenanted love within heterosexual marriage (Genesis 1:26-28; 2:22-24). Casual or cohabitational sexual intercourse constitutes fornication (1 Thessalonians 4:3-8), hinders the relationship of a believer with Christ, leaves a person vulnerable to sexually transmitted diseases and infections, and could substantially impact a person’s emotions and future relationships. Students who are involved in heterosexual dating relationships should use discretion in the area of public displays of affection and maintain appropriate boundaries in other areas of physical intimacy. The College holds the following to be violations of institutional policy: sexual intercourse outside of heterosexual marriage, cohabitation, spending the night together, and sleeping together.

Policy on Homosexual Behavior. Emmanuel College adheres to sound biblical teaching and interpretation in the area of homosexuality (Romans 1:8-32; 1 Corinthians 6:9-11; 1 Timothy 8-10). Some have attempted to alter or avoid the scriptural admonition against the sin of homosexuality by reinterpreting the Scripture or arguing that the meaning of Scripture was not intended by the authors for current society. Many Christian scholars have concluded that these attempts to discount the biblical injunctions do not withstand sound biblical interpretation and that the unambiguous stance in Scripture regarding homosexuality remains applicable today. In light of the College’s Christ-centered mission and adherence to sound biblical interpretation, members of the campus community who engage in a homosexual lifestyle or in physical intimacy of a homosexual nature will be considered to be in violation of College policy.

Policy on Gender Identity. God’s original and ongoing intent and action were at the creation of humanity manifest as two distinct sexes, male and female. In Matthew 19:4 and Mark 10:6, Jesus himself affirmed that “at the beginning the Creator made them male and female.” The reality of this biblical teaching is foundational to Emmanuel College’s stance that a person’s gender identity is directly linked to his or her biological sex at birth and that each person was intended to experience congruence between the physical and experiential dimensions of their sexuality. Therefore, the utilization of surgical or other medical procedures or interventions to change one’s biological gender as established at birth or presenting oneself in a manner intended to change society’s perception of one’s biological gender are considered violations of institutional policy.

College Response to Policy Infractions: Sexual Behavior and Gender Identity. The College will utilize the aforementioned policies as a guide in making decisions in areas including but not limited to student admission

and retention, student housing placement, facilities/grounds usage and rentals, employment hiring and retention, and other decisions of a practical nature as deemed appropriate by the Board of Trustees and Senior Management Team. Students who are in violation of the Emmanuel College Policy on Sexual Behavior and Gender Identity are subject to institution accountability and/or disciplinary action. Examples of accountability and disciplinary actions could include but are not limited to removal from involvement in athletic team participation, leadership positions, or other institutional activities (either temporarily or permanently); probation; suspension; expulsion. Depending on the detail of the policy violation, the College may request that a student seek general counseling services and/or pastoral care offered by the institution or receive formal psychological care from an outside licensed professional who provides therapy from the biblical perspective established in this document. If such a student engages in violations of the Emmanuel College Policy on Sexual Behavior and Gender Identity as established in this document during the counseling and/or pastoral care process, he or she will be subject to disciplinary action including the possibility of suspension. The Board of Trustees and Senior Management Team of the College reserves the right to make decisions that may or may not be in writing in regard to the aforementioned policies.

Emmanuel College Policy on Sanctity of Human Life

Emmanuel College believes, based on the authority of Scripture, that all humans, male and female, are made in the image of God (Genesis 1:27), and therefore have an inherent dignity that should be treasured. Emmanuel College believes in the sanctity of human life as a reflection of our belief that God, who created all things, is the Giver and Sustainer of all life. Because of the clear teaching of Scripture regarding the sacredness of human life (Psalm 139:13-16; Isaiah 44:24; Jeremiah 1:5), Emmanuel College considers abortion to be an act that violates both biblical teaching and institutional policy.

DISCIPLINE POLICY

Student discipline is the responsibility of the Director of Student Life. Students should understand that they are subject to this authority and should heed warnings issued. Decisions regarding student discipline are made at the discretion of the Director of Student Life, and those decisions may take into account the temperament of the student(s) involved, attitude, previous discipline history, and other specific circumstances. Ultimately, student discipline has the end goal of benefiting the student in a positive manner and is not intended to be merely punitive.

Emmanuel College grants students the privilege of attending the institution on the condition that they accept and abide by its disciplinary policies and procedures. It is the policy of the College to internally resolve all disciplinary cases involving violations of the Code of Student Conduct. A disciplinary decision is not subject to

judicial review or collateral attack in court. By accepting the privileges of attending Emmanuel College, students agree to abide by any College disciplinary decision against them, subject only to the prescribed appeal outlined in the Student Handbook. Student waive any right to redress in court and agree and covenant not to sue the College on account of disciplinary action. Since it is impossible to define all types of prohibited behavior, the College reserves the right to further establish and interpret policies and regulations that may or may not be in writing.

College Authority

From the time a student is accepted to the College until the date at which the student graduates, officially withdraws, is suspended, or is expelled, the College reserves the right to take into account any conduct on the part of the student that may disqualify him or her from initial enrollment or from continuing enrollment for successive terms. Once enrolled, students are not only accountable for their conduct on campus during the academic term but also for their conduct off-campus, during vacations, and between terms. Accordingly, the violation of any law, statute, or ordinance, the violation of any college rules or other conduct that reflects discredit upon the institution is subject to review and appropriate disciplinary action regardless of whether it occurs off-campus, during vacations, or between terms.

Disciplinary Procedures

For all matters **except** those involving the College's Title IX Policy and Academic Integrity Policy.

Definitions

Complainant: the individual who files a complaint or reports a concern to the Director of Student Life.

Respondent: the individual who answers charges or concerns relating to a violation of the Code of Student Conduct.

Student Rights

The Disciplinary Procedure for Student Conduct operates within the boundaries of fairness and not criminal or civil rule. Fairness means that a student is given an opportunity to present what took place during an incident and to refute information that suggests a violation has occurred. In every disciplinary case, the Respondent shall:

- A. Receive written notification of the requested disciplinary hearing time and date.
- B. Have a right to a copy of the Emmanuel College Student Handbook which outlines the disciplinary process and procedures.
- C. Receive, in the initial disciplinary hearing, notice of the alleged conduct violation.

- D. Be provided with the opportunity to either take responsibility or not take responsibility for the alleged violation.
- E. Be afforded the opportunity for a hearing before the Student Conduct Committee or an Administrative hearing with the Director of Student Life, should the Respondent not take responsibility for the alleged violation, excluding cases which the Director of Student Life retains for Administrative hearing or atomically refer a case to the Student Conduct Committee, if in his/her opinion, the nature of the situation warrants such and/or in times when the Committee cannot convene.
- F. Have the right to present information, offer evidence, and offer witness testimony at the Student Conduct Committee or Administrative hearing.
- G. Have the right to be informed in writing of the hearing decision.
- H. Be made aware of and given an opportunity to appeal a decision, if eligible.
- I. Be allowed to remain in housing and classes as a student until the student conduct process is complete, including appeals, except in cases where the student may be endangered or poses a threat to others, to property, or to the normal functioning of college activities. In cases involving disciplinary probation, suspension, or expulsion as a sanction, the student will remain on disciplinary probation until the appeals process is complete, provided that the violation is eligible for appeal.

Investigation

Alleged violations of the Emmanuel College Code of Student Conduct should be reported to the Director of Student Life. Any member of the campus community with knowledge of an act by a student that may constitute a violation of the Code of Student Conduct or any College policy, may file a complaint in writing to the Director of Student Life. Alleged violations may be filed as a complaint, referral, or through a police report. Complaints should be submitted as soon as possible following the event that precipitated the complaint, preferably within three (3) days. However, no complaint will be dismissed solely on the basis of the time it was filed. After information is received from one of the above, the Director of Student Life will conduct a preliminary investigation to determine whether enough evidence exists to warrant a disciplinary hearing. Oftentimes, the investigation is as simple as reading a report on the alleged misconduct; however, the investigation may include but is not limited to interviewing those involved in the alleged violation, witnesses of the violation, college employees, reviewing incident reports, requiring a drug or alcohol assessment, requesting law enforcement records, obtaining other documentation of the incident, and/or requesting information from members outside of the campus community. Students are expected to participate in the process of investigation and answer any questions truthfully in an effort to determine the facts relevant to any alleged violation. At the

conclusion of the preliminary investigation, the Director of Student Life will determine whether enough evidence of misconduct exists to conduct a disciplinary hearing. If such evidence does not exist, then no further disciplinary action will be taken. If it is deemed that such evidence does exist, the Director of Student Life will initiate the disciplinary process.

The Disciplinary Process

The following procedure is generally followed on situations determined by the Director of Student Life (or his/her designee) to merit official disciplinary action:

- A. The Respondent involved shall receive written notification requiring that the student meet with the Director of Student Life to discuss an alleged violation of the Code of Student Conduct. A disciplinary hearing takes precedence over any college activity.
- B. The Director of Student Life meets with the Respondent to inform him/her of the alleged violation, discuss the disciplinary process, and give the Respondent the opportunity to record whether they are responsible or not responsible concerning the alleged violation.
- C. If the Respondent records that he/she is responsible, the Respondent waives his/her right to a hearing and an appeal, and a sanction is administered by the Director of Student Life. The Respondent receives notice of any sanction in writing. It is the student's responsibility to complete the sanction by the stated date or face additional sanctions, up to and including suspension.
- D. If the Respondent records that he/she is not responsible, he/she may choose to have a disciplinary hearing before the Student Conduct Committee or an Administrative hearing with the Director of Student Life. *Notwithstanding such choice, the Director of Student Life may retain cases for Administrative hearing or automatically refer cases to the Student Conduct Committee, if, in his/her opinion, the nature of the situation warrants such and/or in times when the Committee cannot convene such as between semesters and during final exams.*

In either case, the following general procedure will be followed:

- A. A hearing is held in which the Respondent makes a plea and witnesses may be called to testify (See Hearing Procedures)
- B. The Director of Student Life makes a decision based, as applicable, on the Administrative hearing or the recommendation of the Student Conduct Committee. *Decisions are based on what the College would consider reasonable belief/preponderance of evidence presented without consideration of formal rules or evidence.*

- C. The Respondent receives written notification of the decision, and if applicable, sanctions. It is the student's responsibility to complete the sanction by the stated date or face additional sanctions, up to and including suspension.
- D. The Respondent is notified in writing of the right to appeal, for reasons outlined in the Appeals Process section, but must submit the written appeal to the Director of Student Life within twenty-four (24) hours for review by the Vice President for Student Development.

Attendance at Informational Meetings or Hearings

Any accused student may choose not to attend his/her hearing. If the accused does not attend, the hearing will be held in his/her absence. Failure to appear will be construed as an admission of responsibility for the violation.

Appeals Process

Students who wish to appeal a finding of responsibility may submit their written request outlining their reasons for an appeal to the Director of Student Life within twenty-four (24) hours of the sanctions being issued. The Vice President for Student Development will review each appeal request and determine if the student has sufficiently addressed one or more of the criteria for an appeal hearing. The appeal, unless extraordinary circumstances exist, will be heard within five (5) working days from the receipt of the written request for an appeal.

Criteria for a Written Appeal:

- A. New Evidence
 - i. To consider new information, not available at the time of the original hearing, that is sufficient to alter a decision.
- B. Procedural Violations
 - i. To determine whether all hearing processes were conducted in a conformity with prescribed procedures, or that deviations from the prescribed procedures did not significantly alter the outcome of the case.
- C. Sanction Inconsistencies
 - i. To determine if sanctions assessed were appropriate.

Violations that cannot be Appealed:

While the College is committed to a disciplinary process that is both fair and expeditious, it is recognized that some violations are of such a severe nature that they may threaten the campus community and safety of its

members. Therefore, the following violations are not eligible for an appeal. This means that the finding of the original disciplinary hearing will be imposed immediately without the right to appeal.

- A. A positive result on a college-mandated drug test.
- B. Possession or use of a firearm or other deadly weapons on campus or at a college sponsored event off campus.
- C. An arrest for the illegal possession of a firearm or deadly weapon on or off campus.
- D. Making threats or an incident of violence, including but not limited to sexual assault, on or off campus.

For the College's policy regarding sexual misconduct, please refer to the Title IX Policy.

Student Conduct Committee

The primary role of the Student Conduct Committee is to carry out a hearing when an investigation is needed of incidents that are more serious in nature, or when a student records that he/she is not responsible for an alleged violation and chooses to have a hearing before the Student Conduct Committee, or when the Director of Student Life automatically refers a case to the committee. The committee is made up of two staff members, one faculty member, and one student representative. The Director of Campus Life and Residence Life will serve as the Chair in a non-voting capacity unless there is a tied vote. Failure to appear before the Student Conduct Committee will be construed as an admission of responsibility for the violation. If the Respondent fails to attend the hearing, the Student Conduct Committee may proceed in the Respondent's absence to a determination of the matter, and if appropriate, recommend sanctions to the Director of Student Life. The Student Conduct Committee does not handle alleged violations of the College's Academic Integrity Policy or alleged Title IX violations. All matters concerning violations of the Academic Honor Code should be referred to the Vice President for Academic Affairs. All matters concerning violations of the College's Title IX Policy should be referred to the Title IX Coordinator. The College reserves the right to utilize the Student Conduct Committee at any time.

Hearing Procedures

Student Conduct Hearings are not trials, and they are not constrained by the technical rules of procedure, evidence, or judicial formality. They are designed to encourage open discussion among those involved, promoting the hearing panel's understanding of the facts, those involved, the circumstances under which the incident occurred, the nature of the conduct, and the attitudes and the experiences of those involved. Parents and/or Legal counsel are not allowed in the proceedings. A student must represent him/herself.

The Director of Campus Life and Residence Life will initiate the process of the hearings. Each student involved should be advised in writing of the time and place of the hearing, as well as the alleged violation against him or

her. The main objective of the Student Conduct Committee is to determine guilt or innocence and to recommend appropriate sanctions from the options outlined in the Student Handbook to the Director of Student Life. In all disciplinary circumstances, the student should be informed that the development of self and personal integrity are primary goals, and the corrective measures are intended to help each student become a responsible and contributing member of the Emmanuel College community.

Subject to privacy laws, including FERPA, the Respondent has the right to view, but not copy, all documentary evidence that the Director of Student Life or Student Conduct Committee intends to present at the hearing at least twenty-four (24) hours prior to commencement of the hearing. At the hearing, the Respondent will have the opportunity to present any relevant information and to invite any witnesses who have direct knowledge of the incident on his/her behalf, as well as dispute any information against him/her. A written statement may be submitted to the Director of Student Life directly from the witness, in lieu of a verbal witness statement at a hearing. Except under extenuating circumstances, the number of witnesses should be limited to five (5). A list of witnesses or witness statements must be submitted to the Director of Student Life no later than twenty-four (24) hours prior to the hearing. Each witness will have the opportunity to speak before the Student Conduct Committee and answer questions by the committee members. The Respondent will also have the opportunity to speak before the Student Conduct Committee and answer questions by the committee members as well as be afforded the opportunity to answer questions to the Student Conduct Committee regarding the alleged violation. The decision of the Student Conduct Committee will be forwarded to the Director of Student Life. The involved student(s) will receive written notification within twenty-four (24) hours (unless an extenuating circumstance exists) of decisions of the committee, sanctions (if applicable), and information regarding the appeals process. When multiple students are involved in an alleged violation, decisions may be delayed until all students have completed their hearings. If eligible, a written appeal must be submitted to the Director of Student Life within twenty-four (24) hours of the original decision for review by the Vice President for Student Development. Omitting pertinent information or giving false information constitutes grounds for suspension.

Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student conduct hearings are closed to anyone not directly involved with the hearing, and all student conduct files are confidential, unless a student waives his/her right to confidentiality, or under specific exemptions outlined in FERPA. Although hearings are confidential, a victim of a crime of violence may request in writing the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator.

Involuntary Withdrawal

Emmanuel College may require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable, either for the student's sake or for the college's.

If the conduct of a student is unintentional but suggests that they may be a harm to self or others, or does not comply with the order or operation of the College, the matter will be referred to the Director of Student Life.

The Director of Student Life will consult with health-care providers, counselors, professors, and other individuals as appropriate. The Director of Student Life may require interim, temporary, or permanent withdrawal of such students.

Students who leave the campus under the above conditions, either voluntarily or involuntarily, may be readmitted to the College only after being cleared by the Director of Student Life. Readmission of the student may take into account the student's demonstrating a period of stable behavior outside the College and may require a statement from a physician, psychologist, or other qualified professionals that the student is ready to return and cope successfully with college life. Follow-up services or special conditions may be required as part of the readmission decision.

Re-Admission after Suspension

Students placed on disciplinary suspension may re-apply to the College after the suspension period ends. However, students that re-apply after disciplinary suspension may be denied re-admission for any reason, regardless of academic standing. Eligibility for re-admission will be determined by the Director of Student Life in conjunction with the Vice President for Student Development and other College personnel as is deemed necessary.

Student Disciplinary Records

Student disciplinary records are maintained in the Office of Student Development for five (5) years after withdrawal, date of last enrollment, or graduation. After five (5) year, they are destroyed. If the case involves a sanction of suspension or expulsion, the file remains permanently in the Office of Student Development. All questions regarding student conduct records should be directed to the Office of Student Development. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students may view but not copy their own records in the Office of Student Development.

Disciplinary Sanctions

The following sanctions may be imposed against a student for the violation of the Emmanuel College Code of Student Conduct by the Director of Student Life, his/her designee, or the Student Conduct Committee.

Sanctions become a part of the student's disciplinary record that is maintained in the Office of Student

Development. Although transcripts of permanent education records are normally issued to students upon request, they may be withheld when there are unpaid financial obligations or other outstanding sanctions. Additionally, students may not be permitted to enroll in subsequent classes if they have uncompleted sanctions. The Director of Student Life or his/her designee may modify or impose additional sanctions for failure to complete sanctions by the assigned deadline. A student's disciplinary status is not public information. However, the disciplinary status will be provided to those which a "need to know," which may include coaches, Residence Life personnel, etc. The following list is neither exhaustive nor in order of severity and may be added to and/or modified to meet the circumstances of a violation:

1. Expulsion

Permanent separation of the student's relationship with the College.

2. Suspension

A period of time in which the student may not be enrolled at the College or be present at any College location, including College-sponsored events, unless prior arrangements have been made with the Director of Student Life or the Vice President for Student Development.

Suspension and expulsion are considered a mandatory withdrawal. The student is responsible for completing the withdrawal procedure as outlined on the form supplied by the Registrar unless otherwise directed by the Vice President for Student Development. Refunds, if any, will be made in accordance with withdrawal guidelines and the Refund Policy as printed in the College Catalog. A grade of "W" or "F" will be assigned at the sole discretion of the Vice President for Student Development in each of the student's courses, and no credit is earned. Students who are suspended from Emmanuel College for any length of time should be aware that this action may impact tuition costs and fees (as suspension or expulsion do not forgive financial obligations), Student Financial Aid, Athletic participation, etc. When a suspension or expulsion occurs, a student must leave the campus immediately unless otherwise instructed by the Vice President for Student Development.

3. Minimum Sanctions for Alcohol

Students found in violation of the Code of Student Conduct for Alcohol-related misconduct will receive:

First Violation: Possession and/or Consumption

- Online Alcohol Program
- Written parent notification if under 21 years of age
- Probation, where applicable

4. Disciplinary Probation

A student may be prohibited from participating in activities which represent the College (e.g. athletic teams, student ministry teams, etc.) and in extracurricular activities (e.g. intramurals, student organizations, etc.). Students placed on probation may lose all or a portion of awarded scholarships. Violations of school policy pertaining to conduct regulations while on probation may result in severe disciplinary sanctions, to include suspension or expulsion from the institution.

5. Reprimand

An official written notification that a student's behavior is in violation of College regulations or standards and clarifies expected behavior in the future.

6. Housing Restrictions

Includes potential loss of housing privileges and/or relocation of housing assignment.

7. Counseling

Students may be required to receive counseling from an Emmanuel College counselor, local provider, or community support group, depending on the circumstances of the violation.

8. Assessing Fines

Students may be fined for damages, both intentional and accidental. Please refer to the "Fines" section at the end of the Student Handbook for a list of possible fines.

9. Restrictions

This may include early curfew, changes in housing location, etc.

10. Restitution

This may include making monetary restitution to party suffering property loss, damage, etc.

11. Educational Sanctions

Projects or assignments designed to educate a student in connection with the effect of his/her behavior. Educational assignments include, but are not limited to, papers, letters of apology, attending educational workshops, alcohol education, etc.

12. Parent Notification

The College reserves the right to notify parents at any time regarding violation of conduct regulations. In accordance with the Higher Education Amendments of 1988 to the Family Educational Rights and Privacy Act (FERPA) or 1974, Emmanuel College may notify a parent or legal guardian of a student under 21 years of age when the student has been found guilty through disciplinary channels of violating any

Emmanuel College policy regarding alcohol or illegal drugs. Decisions to notify parents will be based on the severity of the incident and any prior incident involving alcohol or drugs.

RESOLVING STUDENT GRIEVANCES

Students who have complaints or grievances shall have the following guidelines at their disposal for resolving those complaints or grievances, Title IX issues notwithstanding.

Student Life Grievance Process

A grievance or complaint regarding student life such as Residence Life, student relationships, or other non-academic issues shall be submitted by the student in writing to the person immediately responsible for that area of campus life.

- a. Residence grievances shall be submitted to the Director of Campus Life and Residence Life.
- b. Student relationship grievances should be submitted to the Director of Student Life.
- c. Counseling grievances should be submitted to the Director of Counseling Services for Student Development.
- d. Grievances of a religious nature should be submitted to the Director of Spiritual Life/Campus Pastor.
- e. Housing grievances should be submitted to the Director of Campus Life and Residence Life.

If a satisfactory resolution cannot be reached at this level, then the grievance shall be submitted in writing to the Vice President for Student Development with a written explanation of what actions have been taken to this point. Both the student and the person dealing with the grievance shall request an audience with the Vice President for Student Development. If a resolution is not reached at this level, the grievance shall be submitted in writing to the President with an explanation of what actions have been taken to this point. No further appeals may be made.

Financial Grievances

A grievance or complaint regarding financial difficulties shall be submitted by the student in writing to the Director of Accounting Services.

If a satisfactory resolution cannot be reached at this level, then the grievance shall be submitted in writing to the Vice President for Finance with a written explanation of what actions have been taken to this point. The Vice President for Finance shall bring the grievance before the Senior Management Team.

Faculty Grievances

A grievance or complaint regarding a faculty member should first be address with that faculty member. Such grievances can include but are not limited to the following:

- Complaint over how the faculty member is treating the student personally
- Grade matters
- Assignment matters
- Academic plagiarism issues

If a satisfactory resolution cannot be reached at this level, then the grievance shall be addressed, either verbally or in writing, with the faculty member's direct supervisor. Faculty members' direct supervisors are typically department chairs or deans of schools. Deans report directly to the Vice President for Academic Affairs. A meeting shall then be arranged by the faculty member's supervisor to include the student, the faculty member, and the faculty member's supervisor.

If a satisfactory resolution cannot be reached at this level, then the grievance shall be submitted by the student in writing with a written explanation of what actions have been taken to this point to the Vice President for Academic Affairs, who shall then arrange a meeting with the student, the faculty member, and the faculty member's supervisor if necessary. With the exception of grade appeals, the decision of the Vice President for Academic Affairs is final.

In the case of grade appeals, a more detailed process is outlined in the Academic Policies section of the Emmanuel College Catalog as to how these appeals will be handled. Students should familiarize themselves with this section of the Catalog.

Financial Aid Grievances

A grievance or complaint regarding Financial Aid shall be submitted by the student in writing to the Director of Financial Aid.

Athletics Grievances

A grievance or complaint regarding Intercollegiate Athletics shall be submitted to the coach or personnel in charge of this segment of athletics. If a satisfactory resolution cannot be reached at this level, then the grievance shall be submitted by the student in writing with a written explanation of what actions have been taken to this point to the Athletic Director. If a satisfactory resolution cannot be reached at this level, the student may submit an appeal to the Vice President for Finance. The decision of the Vice President for Finance is final.

Health Awareness

Health information is available to students including resources on nutrition, exercise, stress management, disease prevention, and self-care at the Office of Student Development. Information about and directions to fulltime, off-campus emergency health facilities are located in the Residence Hall lobbies as well as strategic locations throughout campus.

The College requires each student to have personal health insurance coverage. Most students will have coverage through family insurance policies. Each student is personally responsible for medical bills incurred as a result of injury or illness. Emmanuel College is not liable for accidents or injuries occurring anywhere on the College campus.

Communicable Diseases

Emmanuel College seeks to maintain an environment that reasonably protects the rights, health, and safety of all members of the campus community.

Compelling evidence suggests that most diseases are not transmitted through casual contact, and reasonable precaution against the transmission of diseases may be possible within a community. Therefore, Emmanuel College likewise seeks to respect the rights and reasonable needs of individuals who have a communicable disease.

In recognizing the delicate balance, individuals with a communicable disease are encouraged to report their condition to the Vice President for Student Development so that appropriate health and protective measures can be implemented. Emmanuel College, through its normal administrative responsibilities, will consider each individual on a case-by-case basis.

Individuals with a communicable disease should properly govern their behavior to protect other members of the campus community. Any individual with a communicable disease, who exposes any other member of the Emmanuel College community to a communicable disease, both through deliberate action or carelessness, will be held responsible and will be handled in an appropriate manner.

Students should use the following as guidelines to ensure personal health and safety:

1. Practice good hygiene by:
 - a. Washing your hands thoroughly and often, especially after using the toilet, coughing, or blowing your nose.
 - b. Avoid kissing or sharing a drinking glass, eating utensil, lipstick, or other such items with sick people or with others when you are sick.
 - c. Do not share personal items such as uniforms, personal protective equipment, clothing, towels, washcloths, or razors that may have had contact with the infected wound or bandage.
2. Monitor symptoms of influenza, including:
 - a. Fever (usually high) and headache
 - b. Extreme tiredness, cough, or sore throat
 - c. Runny or stuffy nose

- d. Muscle aches, nausea, vomiting, and diarrhea
3. Monitor symptoms of serious illness like meningitis. Meningitis infection is characterized by a sudden onset of fever, headache, and stiff neck. It is often accompanied by other symptoms, such as:
 - a. Nausea
 - b. Vomiting
 - c. Sensitivity to light
 - d. Altered mental status

STUDENT DEVELOPMENT

Student ID Cards

All Emmanuel College students are issued an Emmanuel College Student ID Card during the first week of each academic school year. EC ID cards serve as student meal tickets, library cards, entry to the Athletic Center, and free entry to all Emmanuel College athletic events. EC ID cards also grant students access to common areas on campus. Students are expected to have their ID cards on their person at all times. Several businesses in the local community offer EC Student Discounts with purchases when students present their EC ID card. The photo for an EC ID card is taken by the College. No supplemental photos are allowed on ID cards. ID cards should not be cut or altered in any way. If the photo section of the ID card is cut, damaged, or removed, the student will be required to purchase a replacement ID card. Replacement ID cards are \$10.00. A new ID card may be obtained by paying \$10.00 in the cashier's office and presenting your receipt to the Office of Student Development.

Student Senate

Students have the opportunity to participate in institutional decision-making through the voice of the Student Senate. Student Senators are elected by the student body and are scheduled to meet with the Senior Management of the college once each semester, and may request a meeting whenever they feel there is a need. The students of Emmanuel College, in pursuit of establishing and maintaining the student voice, do hereby establish the Student Senate of Emmanuel College. This bestowed power exists to represent student needs and concerns for the Senior Management Team and to pursue change in response to these needs and concerns. The Full Student Senate Constitution and By-Laws can be found on the EC website.

The Student Senate Members include:

- Representative for Spiritual Life
- Representative for Residence Life
- Representative for Clubs and Organizations
- Representative for Academic Affairs

- Representative for Intercollegiate Athletics
- Miss Emmanuel (elected each Spring)
- Mr. Emmanuel (elected each Fall)
- 2 At-large Senators (elected each year)

Spiritual Life

Campus Spiritual Life at Emmanuel College affords students many spiritual experiences. Since Emmanuel College is concerned with the total development of the person, activities are provided to complement the classroom experience. It is recognized that just as there are some requirements for intellectual growth and development, there are others for the development of spiritual maturity. These will develop a life pattern which reflects a growing Christian Faith and a lifelong pursuit of God.

Each student is urged to set aside a daily quiet time with God. A few minutes spent in prayer, reading God's Word and meditating upon it may very well be the most important part of the day. Students are also encouraged to get involved in the spiritual activities on campus. This involvement will allow one not only to be ministered to, but will also give one an opportunity to use one's gifts and talents in ministry to others.

Some of the greatest spiritual opportunities of life are just ahead. Students are encouraged to take advantage of each one and to view spiritual activities as opportunities for learning and growth.

Pastoral Care

The Campus Pastor coordinates spiritual life and religious events on campus and is available to provide pastoral care and counseling to the campus community. This position also oversees all student ministry groups as well as the Christian formation and discipleship programs of the College.

Student Ministries

Student Ministries consists of teams of students who selflessly give of their time and talents to share the Gospel through various means including drama, interpretive dance, puppets, mime, children's ministry, praise and worship, street drama, music, step teams, and more. Many of these teams travel to minister during the summer months. These teams are accountable to the Campus Pastor. Opportunities to join Emmanuel College student ministries are posted in the fall.

Chaplains

Christian community and accountability are vital to spiritual growth and maturity. To ensure that each student is given proper pastoral care, student chaplains are carefully selected each year to serve our student population.

They provide prayer support and encouragement in the Residence Halls, in our services, and in everyday life. They are an extension of the ministry of the Campus Pastor.

Worship Services and Attendance Policy

Emmanuel College is firmly committed to the spiritual growth and development of its students as an essential part of a Christian liberal arts education. In that context, corporate worship services as well as a variety of Christian formation experiences are offered to all students.

These services are considered to be an integral and indispensable part of the Emmanuel College experience. Corporate worship is a place to wait on God, to minister to the Lord through worship and praise, and to hear from God through various means of ministry. Speakers representing various denominations and areas of Christian ministry are invited to minister in many of these services.

Certain weekends have been set aside as focused times of spiritual renewal. They are:

Alpha Weekend (Closed Weekend)

Each school year begins with an emphasis on the spiritual needs and concerns of the student body. Great effort is made to stimulate the entire college community to respond to the truths of the Gospel and to make the commitments necessary to best serve in the Kingdom of God. Students are encouraged to take advantage of this event and thus begin the academic year with a mind spiritually prepared for the challenges ahead.

New Beginnings Weekend (Closed Weekend)

In conjunction with the start of a new year each January, the College sponsors an event called New Beginnings. Pertinent material is presented for college young people regarding spiritual growth and development. New Beginnings Weekend occurs at the beginning of the Spring Semester.

See the Residence Life Guide for more information on Closed Weekends.

Chapel Services

Attendance at weekly services (Tuesday morning and Wednesday evening Chapel) is viewed as an integral part of the program of Christian formation and discipleship as well as community life at Emmanuel College.

Attendance

Attendance to Tuesday Morning Chapel services is mandatory to both Resident and Commuter students who are enrolled full-time (12 or more hours). While attendance to Wednesday Night Chapel is highly encouraged and recommended, it is not mandatory.

Students may not miss more than four (4) Tuesday Chapel services per semester. The Director of Student Life of his/her designee will have the right to notify students of excessive misses and impose the appropriate disciplinary sanctions. Continued failure to comply with Chapel attendance policies may result in suspension from the college. Students can check their Chapel attendance by accessing their CRIS account and clicking on the “Chapel” tab.

Students who scan in for a service and then leave will be subject to disciplinary action as determined by the Vice President for Student Development or his or her designee.

Distracting Behavior

During the worship service, students should demonstrate courtesy and respect for his or her peers and the speaker by not talking, studying, sleeping, slouching, texting, or engaging in any other distracting behavior. Staff members of the Office of Student Development will confront students who are engaging in this type of distracting and disrespectful behavior. Appropriate disciplinary sanctions may be imposed.

Sunday Worship Services

Resident Students at Emmanuel College come from a variety of denominations and backgrounds. Since continued participation in a local congregation of the body of Christ is a vital part of the on-going spiritual growth of students, Resident Students are expected to regularly attend a local church. Students are welcome to attend Franklin Springs PH Church (adjacent to campus) or another church of their choosing.

EC Serve

Emmanuel College is dedicated to developing Christ-like disciples who live a life of service. Students who engage in service, whether on or off campus, will be positioned to grow personally, develop spiritually, and experience the benefits of working with faculty, staff, and fellow students. The EC Serve Coordinator is responsible for developing service learning initiatives and promoting campus and community involvement through those initiatives. All members of the campus community are encouraged to seek out opportunities to serve. Information about service learning opportunities can be found at the Office of Student Development.

Short Term Missions

Each year, students are given the opportunity to experience the actual front lines of ministry on the mission field. Most trips are scheduled for the summer months. The length of trips from time of departure to return varies, but is generally one to two weeks.

Oversight of the Summer Missions program is provided by the EC Serve Coordinator. Applications and information packets will be made available at Chapel during the fall of each year, and again during Send Week during the spring semester. All trips must be approved by the EC Serve Coordinator in order to be an official Emmanuel College mission trip.

Short Term Missions Fundraising

Students are not to solicit funds for missions unless their trip has been approved as an official Emmanuel College mission trip. All funds raised for missions must be deposited into an account at Emmanuel College's Office of Accounting Services and are non-refundable. Checks should be made payable to "Emmanuel College" and should include the mission trip location in the Memo line. Funds received for this purpose cannot be used for personal college accounts or personal expenses. A contribution receipt can be issued for income tax purposes at the contributor's request.

Campus Life

The Department of Campus Life is located in the Office of Student Development. Campus Life at Emmanuel College includes New Student Orientation, Campus Clubs and Organizations, Commuter Services, and Student Activities. Both Resident and Commuter students are an integral part of the livelihood of our campus community. Therefore, special initiatives and programs are developed for both. Commuter Services are geared toward meeting the needs of Commuters by streamlining campus information, developing commuter specific programs, and providing sufficient commons areas across campus. The Director of Campus Life and Residence Life is responsible for implementing the overall campus life program.

Clubs and Organizations

Whether you are a resident or commuter, a traditional student or are returning back to school after a few years off, Student Organizations can be an important part of your college experience. Helping you to connect to students and professors with similar interests, Student Organizations provide out-of-classroom experiences that will enhance your studies and build relationships.

Student Organizations are a link between academics and life outside of the classroom. It is an opportunity to collaborate with faculty and staff to plan and implement programs to help develop Campus Life. The purpose of Student Organizations at Emmanuel College is to help engage students by allowing them to:

- Participate in co-curricular activities
- Develop leadership abilities
- Develop healthy relationships with others

- Formulate ways to gain a better understanding of God, self, and others
- Work with College representatives to understand policies and procedures
- Design and implement opportunities to enhance Campus Life

The guidelines for Clubs and Organizations can be found on the Emmanuel College website under the “Life at EC” tab.

Intramurals

Each semester, a program of intramural recreational activities is provided to the campus body. Participants are selected through a draft and supplemental draft process and placed on a current “Legend Team.” All participation is voluntary. Events are scheduled in keeping with the seasons. Sports include flag football, basketball, soccer, sand volleyball, ultimate Frisbee, and others. Participants can sign up through the Intramural page on the EC website.

In addition to organized sports activities, there are opportunities for informal recreation such as dodgeball, cornhole, whiffleball, hiking, etc. Students are encouraged to include some physical activity in their schedules to help maintain their health and provide for some mental relaxation. Participation in intramural sponsored events also provides opportunities for growth in social relationships, community, healthy living, and maturity in Christ. Oversight and direction of the Intramural program is provided by the Intramural Coordinator.

Counseling

Located in the Office of Student Development, the Office of Counseling Service for Student Development seeks to minister to the whole person through a Christ-centered approach. Emmanuel does not provide long-term therapeutic service; therefore, when such care is required, a referral system exists that directs the student to competent professional counselors in the area. Personnel within the Office of Counseling for Student Development coordinates this process as well as provides short-term counseling.

Disability Services and Academic Accommodations

Located in the Office of Student Development, the Office of Counseling Services for Student Development coordinates disability services. It is the policy of Emmanuel College to provide reasonable accommodations for qualified individuals with disabilities. Federal law, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, established the rights of individuals with disabilities. Emmanuel College shall comply with all applicable federal laws and regulations regarding reasonable accommodations needed to provide equal opportunity to qualified individuals with disabilities.

Cultural Awareness Program (CAP)

The Cultural Awareness Program (CAP) of Emmanuel College is a series of cultural events open to students and the public. The purpose of CAP events is to help those who attend to learn the value of discovering insights from listening to and reflecting upon a diversity of cultural expressions. CAP intends to stretch minds, enlarge personal preferences, and promote a better understanding of the broader diversity of esthetic experiences and beliefs.

All students are required to attend an average of 2 CAP events per semester of full-time enrollment in order to satisfy graduation requirements. Students are expected to exhibit respectful behavior and to engage with the CAP event when in attendance. Students who fail to comply with CAP etiquette or fail to meet the graduation requirement may be reported to the Vice President for Student Development for disciplinary action.

STUDENT RESOURCES

Athletic Center

The Athletic Center provides an area for a variety of fitness, wellness, leisure, and recreational activities and includes the following:

- Cardiovascular machines
- Seasonal intramural programs for men and women
- Free weights
- Nautilus weight machines
- Bowling alley
- Swimming pool
- Walking/jogging track
- Café with Papa John's Pizza

When using this facility, students and visitors are asked to be considerate of others and to take proper care of all equipment and furniture. Students are required to present and scan their EC ID for entrance and use of the Athletic Center.

Virtual Bookstore

The College bookstore offers new and used textbooks for all college courses. Books are to be purchased online each semester prior to the start of classes. Bookstore transactions are separate from student account transactions in the Accounting Services office. Students may access the virtual bookstore by logging into their CRIS account, viewing their schedule, and clicking the button that reads "Click Here for eCampus Book List".

Accounting Services

Located on the second floor of the Aaron Building, Accounting Services is responsible for all college accounting and record keeping. Included are financial transactions of the College, student accounts, and receipting. Supervision includes maintaining systematic reports and collections of student accounts. All individual campus clubs and campus organizations must conduct their financial activities through the Accounting Services office.

College Work Study

Many of Emanuel College students are enrolled in the Work Study program and work with different departments on campus. All work-study employees are expected to perform his or her assigned tasks efficiently and responsibly. Failure to do so could result in being released from one's job assignment and subsequent loss of that portion of the student's financial aid package. All work-study funds must be earned through work. No exceptions are made to this federal policy. Students who are interested in joining the Work Study program may apply by visiting the Work Study tab on the Financial Aid page on the EC website

Financial Aid

Located on Franklin Heights, the Financial Aid Office coordinates loans and grants for students who are unable to meet college costs without assistance. Inquiries should be made in the Financial Aid Office where descriptive literature and application forms are available. Prompt or early completion of Financial Aid application will assist in this process.

Music Lessons

Students who are not enrolled in the Music Curriculum but who would like to take music lessons at the College may register for these as space permits. Instruction is usually available in piano, voice, and organ. Additional fees are required to cover the costs of these lessons as well as for the rehearsal instruments and rooms. Inquiries regarding music lessons may be directed to the Music Department.

Career Resources

The purpose of Career Resources is to assist students by empowering them as they work towards achieving their professional goals. Services offered include resume and cover letter writing, mock interview training, career fairs, career counseling, networking, internship opportunities, and job search assistance. All current students have access to all services offered by Career Resources. Current students and alumni can access the EC Job Board, an online job board that contains current job postings. Career Resources is committed to working with

all academic departments to ensure that each EC student is equipped to work in the career field of their choice. Career Resources is overseen by TJ Hamil.

RESIDENCE LIFE

The purpose of Emmanuel College Residence Life is to provide an on-campus living, learning environment that facilitates personal growth and a sense of community among residents.

Residence Life Goals

1. To provide students with the opportunity to serve others and grow in Christ by developing a strong sense of community.
2. To foster a lifestyle of stewardship among the members of the Emmanuel College community.
3. To provide a living environment in which students will be challenged to increase social skills, make new and lasting relationships, and maintain an atmosphere conducive to learning.
4. To develop a sense of ownership for the Residence Hall living environment among the Residence Life community.
5. To establish accountability among the Residence Life community by enforcing the appropriate College policies.
6. To develop programmatic initiatives for the campus community geared towards impacting students' learning and development.

Residence Life Agreement

By moving into the Residence Halls, the resident agrees to abide by all rules, policies, and guidelines pertaining to on-campus living, the Code of Student Conduct, and other regulations as outlined in College publications.

The College reserves the right to make appropriate changes to any of the rules, policies, and guidelines and will take all reasonable measures to notify the residents of such changes.

It is the Resident's responsibility to read and understand the expectations outlined in the Residence Housing Contract, Residence Life Guide, and other College policies and regulations, as well as official emails, posters, or writer/verbal correspondence issued by the Department of Residence Life.

ResLife Staff

Director of Residence Life

The Director of Campus Life and Residence Life is responsible for the coordination of Residence education and programming, student housing placement, and facilities management with the goal of fostering a living, learning environment. The Director of Campus Life and Residence Life directly supervises the Assistant

Director of Residence Life, supervises the Residence Directors (RDs), coordinates the selection and training of Residence Directors and Resident Assistants, implements programmatic initiatives, and enforces policies contained in the Residence Life Guide.

Assistant Director of Residence Life

The Assistant Director of Residence Life is responsible for the coordination of Residence education and programming, and supporting the Director of Residence Life in regard to student housing placement and residential living policies and procedures. The Assistant Director of Residence Life further supports the Director of Residence Life by being the immediate supervisor for Residence Directors, coordinating the selection and training of RDs and RAs, and by providing oversight and direction for the Department of Residence Life as a whole.

Residence Director

The Residence Director is responsible for the daily operation of assigned residential facilities. Responsibilities include supervision of Resident Assistants (RAs), being available to students, implementing developmental programs and initiatives, and enforcing college standards, rules, and policies. The Residence Directors report directly to the Assistant Director of Residence Life.

Senior Resident Assistant

Senior Resident Assistants function as the immediate assistants to their Residence Director. While they do not hold all of the authority that a full-time Residence Director does, they have increased responsibilities and privileges when compared to a normal Resident Assistant. The Senior RA typically resides in an apartment within the Residence Hall and acts as a representative for the area RD. The Senior RA assists in overseeing the Residence Hall facilities, supervising the fellow RAs, implementing programmatic initiative, responding to community needs, and enforcing college standards, rules, and policies.

Resident Assistant

Resident Assistants live with the residents in the Residence Halls and are responsible for helping establish a positive residential environment. There is typically one RA per floor in each of the residence halls. These student staff members are selected for their skills, interests, and abilities which allow them to help other students get the most out of their Emmanuel College experience. Through programmatic activities, assisting resident needs, and appropriate enforcement of College policies, RAs play a vital role in the success of the Residence Life program. Resident Assistants report to their appropriate Residence Directors.

ResLife Offices

Residence Life offices are located in several places across campus:

Director of Residence Life: The Director of Residence Life's office is located in the Student Development Building, Room 102.

Drum Hall and Melton Hall Residence Director: The RD for Drum Hall and Melton Hall is located on the first floor of Drum Hall.

Hartsfield Hall and Jackson Hall Residence Director: The RD for Jackson Hall and Hartsfield Hall is located on the ground floor of Jackson Hall.

Roberson Hall – Female Residence Director: The RD for Roberson Hall 1 and 3 is located on the first floor of Roberson 1, suite 104.

Roberson Hall – Male Residence Director: The RD for Roberson Hall 2 and 4 is located on the first floor of Roberson 4, suite 414.

Wellons Hall: The RD for Wellons hall is located on the first floor of Wellons Hall.

Community Hall Councils

Each Residence Hall has the option to establish a Community Hall Council. The Community Hall Council is composed of elected officers and representatives and is supervised by Residence Directors and other Residence Life Staff. While the organizational structure may vary slightly from hall to hall, each group's purposes are the same:

1. Recommend to Residence Life and/or implement programs and activities that respond to the needs and requests of residents on their hall.
2. Identify any items or issues of concern that affect their living learning environment.
3. Recommend ongoing activities and committees that vary according to residents' interests.

Staff Availability

The Director of Residence Life and Residence Directors keep regular office hours. These hours are posted on office doors, and students are encouraged to discuss any issues of concern with Residence Life Staff during these normal office hours. However, RDs are available after hours for emergencies and urgent student concerns. In addition, each Resident Assistant (RA) is required to be available for scheduled hours. These hours vary to ensure proper coverage throughout the week.

Open Dorm

The Department of Residence Life periodically allows open Residence Hall nights to support community life and positive student interactions. Specified “Open Dorm” hours are announced, and students may visit the halls of different residential communities during these times. Residence Life Staff supervise Open Dorm nights, and students are required to abide by Open Dorm policies during this time. Residents who have members of the opposite sex in their rooms during Open Dorm must have adequate lighting, are not permitted to lie down together or underneath covers and/or blankets, and must keep the door to the room open. For rooms that have individual bathrooms, residents should not shower while a member of the opposite sex is in his or her room. Students are expected to demonstrate respect and courtesy to others and should conduct themselves appropriately during Open Dorm hours.

Health Awareness and First Aid

While Emmanuel College does not provide Health Services, information about and directions to full time, off-campus emergency health facilities can be obtained in the Student Development Office or from Residence Life Staff. In the case of serious illness or injury, the Residence Director or Resident Assistant should be notified. However, neither RDs or RAs are qualified or permitted to write “sick notes” that vouch for student absences from class or other activities. Emmanuel College is not liable for accidents or injuries occurring anywhere on the College campus. In the case of an emergency, dial 911.

Students should use the following as guidelines to ensure personal health and safety:

1. Practice good hygiene by:
 - a. Washing your hands thoroughly and often, especially after using the toilet, coughing, or blowing your nose.
 - b. Avoid kissing or sharing a drinking glass, eating utensil, lipstick, or other such items with sick people or with others when you are sick.
 - c. Do not share personal items such as uniforms, personal protective equipment, clothing, towels, washcloths, or razors that may have had contact with an infected wound or bandage.
2. Monitor symptoms of influenza, including:
 - a. Fever and headache.
 - b. Extreme tiredness, cough, sore throat.
 - c. Runny or stuffy nose.
 - d. Muscle aches, nausea, vomiting, and diarrhea

3. Monitor symptoms of serious illness like meningitis. Meningitis infection is characterized by a sudden onset of fever, headache, and stiff neck. It is often accompanied by other symptoms, such as:
 - a. Nausea
 - b. Vomiting
 - c. Photophobia
 - d. Altered mental status

A first-aid kit is available in each Residence Hall for the treatment of minor cuts, scrapes, and ailments. Residence Life Staff are not considered health care professionals, but will allow students to choose the appropriate medicine or treatment for his or her ailment.

Fire Safety

Each Residence Hall is equipped with fire alarms. These alarms are designed to help save lives and must never be tampered with or ignored. Smoke detectors are strategically placed in each Residence Hall and should never be disconnected. If they begin to beep, a work order should be submitted to have the battery replaced.

Tampering with or misuse of fire safety systems may result in severe disciplinary action including suspension from the College. To further help protect resident students, the Residence Life Staff will conduct periodic fire alarm drills. Failure to participate in a fire drill or exit the building at the sound of a fire alarm may result in severe disciplinary action.

Fire Drill/Evacuation Procedures:

1. In the event of a drill or actual fire, the smoke alarm will sound.
2. Before exiting a room, students should first feel the door handle. If it is hot, it should not be opened; students should proceed to a window and call for help.
3. If the handle is not hot, open cautiously and check for smoke or fire before leaving the room. Evacuation maps are posted in each Residence Hall. Students should familiarize themselves with their escape route upon arrival to campus.
4. Students should leave the room, pull the door closed behind them, and proceed in an orderly fashion to the nearest fire exit.
5. If the fire alarm has not been activated, students should pull the fire alarm closest to them as they exit. If necessary, stay low to avoid smoke inhalation.
6. Knock on doors as you leave and yell “FIRE!” Do not gather personal belongings, look for other people, hesitate, or stray from your path.

7. After exiting the Residence Hall, students should meet in the assigned areas to be accounted for and, if necessary, dial 911. Under no circumstances should a student re-enter the building after exiting.

Evacuation Sites

The following areas have been designated as the evacuation sites:

1. Wellons Hall: Students are to meet at the small gazebo next to the Office of Student Development.
2. Jackson Hall: Students are to meet in front of Taylor Chapel.
3. Drum Hall: Students are to meet in the northeast section of the Quad between the Aaron Building and the Taylor Music Building.
4. Melton Hall and Hartsfield Hall: The east end of the residential parking lot beside the hill.
5. Roberson Hall: The parking lot area closest to Pinnacle Bank.

After all students have been accounted for and cleared by the Residence Director, students may re-enter the building. In the event of an actual fire, no one may re-enter the building unless cleared by the Fire Department.

Tornado Safety

To ensure safe evacuation procedures during a tornado, residents should follow these general guidelines:

- During a tornado watch, residents should pay close attention to the local weather as conditions are right for a potential tornado. Residents should take this time to review tornado warning procedures.
- During a tornado warning, residents from all floors should proceed to the first floor of their building and remain in the hallway(s) with all doors closed, or in the lower floor stairwells. Students should remain in these shelter areas until the tornado warning has passed.

Energy Conservation

Emmanuel College Residence Life encourages the purchase of appliances that have been designed as ENERGY STAR products. These products use less energy, help reduce electrical loads, and can extend the electrical capacity in Residence Halls and living spaces.

In addition, the Department of Residence Life recommends that residents develop and maintain living habits that help protect and sustain the environment. For example:

1. Turn off appliances when not in use.
2. Minimize the use of water.
3. Report any leaks to a Residence Life Staff member.
4. Use compact fluorescent light bulbs as they last longer and use one quarter of the power.

Room Entry

The College reserves the right to enter student rooms for the purposes of:

1. Health and safety inspections.
2. Facility improvements and routine maintenance.
3. Managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students.
4. Maintaining a quiet environment where residents may sleep and study.
5. Enforce College policies as outlined in the Student Handbook, Code of Student Conduct, and Residence Life Guide.

The above list is not exhaustive.

If reasonable suspicion exists that a search will reveal conduct or public law violations, a search may be conducted by any member(s) of the College administration or staff, including Resident Assistants, security personnel, and/or local law enforcement officers.

Students will not be given access to any student room which is not their own without proper consent.

E-Mail Communication

E-mail is the official method of communication between the Department of Residence Life and EC students. The Department of Residence Life regularly distributes official communication to residents via their EC email accounts. Students should check their accounts regularly for important housing information regarding room sign-up, break schedules, check-out procedures, disciplinary notifications, and other announcements. Every student is responsible for knowing the information distributed to him or her.

Student Property

The College is not responsible for the theft, damage, or loss of personal belongings from any part of the Residence Halls, including rooms and public areas. Residents are strongly encouraged to lock their doors and keep outside doors locked to reduce the threat of theft of their belongings. Residents are responsible for obtaining personal property coverage through family homeowner's or renter's insurance. The College is not responsible or liable for any injury, loss, or damage to any person or property.

Maintenance Requests

The College provides routine maintenance to the Residence Halls. Residents who wish to request repairs in their rooms should complete the Maintenance Request Form found on the Residence Life page of the EC website. The College will attempt to make all repairs as quickly as possible. While there is no charge for routine maintenance, fines may be assessed to a student if repairs for damages are above and beyond normal wear and tear.

Internet Connectivity

Every room is equipped with computer network connections, and each building is on the College's wireless computer network. It is the responsibility of the residents to provide and properly maintain their own computer equipment. Abuse and/or misuse of the College's computer network will be appropriately addressed by the Residence Life Staff. For more information regarding network access, please visit the Information Technology page of the EC website.

EC Alert Service

Every resident is strongly encouraged to participate in EC Alert, the emergency mass notification system employed by the Emmanuel College Department of Campus Safety to contact students, faculty, and staff in the event of an emergency, crisis, or with other important information. EC Alert allows students to receive urgent information through email, text message, and/or voice message. For more information on EC Alert and to sign up to participate, please visit the Campus Safety page of the EC website.

Residency Requirement

Emmanuel College supports the philosophy that education is not confined to the academic classroom. Rather, liberal learning is enhanced through community, which occurs when students live and study on campus. The College is dedicated to maintaining congruence between intellectual and Residential Life. Therefore, Emmanuel College requires all full-time students to live on campus in a Residence Hall for Fall and Spring semesters unless they are granted residency exemption through the Department of Residence Life.

Violation of school policy pertaining to residency requirements may prevent students from being activated and attending classes. In addition, students may be responsible for half of the semester's Residence Charge.

Students are advised not to sign an off-campus lease unless they have been granted a written exemption to the residency requirement by the Director of Residence Life. Applications are also subject to the approval of the Vice President for Student Development. Violations of the Code of Student Conduct may result in loss of residency exemption.

Residency Age Limit

College Residence halls are designed for traditional students. Students who are over the age of 24 (twenty-four) prior to his or her initial enrollment may apply to live in College-owned rental property, or may be granted residency exemption in order to live off-campus.

Criteria for Residency Exemption

1. Student lives and travels to class from the primary residence of their parent(s) or legal guardian(s) which is located within a 60 (sixty) mile driving distance of the Emmanuel College campus. The College reserves the right to require the submission of supporting documentation to verify student residency.
2. Student is or will be married during the term for which they are applying. The College reserves the right to require the submission of a copy of the marriage certificate.
3. Student is a single parent with primary child-rearing responsibilities. The College reserves the right to require the submission of a copy of official birth certificate(s).
4. Student is a veteran. The College reserves the right to require documentation.
5. Student will be 22 (twenty-two) years of age prior to the first day of classes for the semester for which they are applying.
6. Student has earned more than 90 (ninety) credit hours and will be applying to live in College-owned rental property.
7. Student will be 21 (twenty-one) years of age prior to the first day of classes for the semester for which they are applying and will be applying to live in College-owned rental property.
8. Other. Students who do not meet the above criteria may submit a Residency Exemption Application and complete section 8. This includes the need for a medical based exemption. However, it should be recognized that it is uncommon for Emmanuel College to grant exemptions under this criterion.

Medical Needs-Based Exemption

Students who apply for exemption on the basis of medical needs must submit a Residency Exemption Application and provide supplemental documentation with a wet signature from a physician who is not related to the student. Please note that applications citing medical needs will not automatically result in approval. The College may first attempt to accommodate the student's needs. Seasonal allergies are not considered a valid reason for exemption. By citing medical needs as a basis for Residency Exemption, the student grants consent for appropriate College personnel to review the information submitted, including supporting documentation.

College-Owned Rental Property

Students who have earned more than 90 (ninety) credit hours or are 21 (twenty-one) years of age prior to the first day of classes for the academic term are eligible to apply to live in College-owned rental property, space permitting. These eligible students must also submit the Residency Exemption Application and must be approved by the Director of Residence Life and the Vice President for Student Development. Non-traditional students may also request spaces in College-owned rental property.

Residency Exemption Application Process

1. Retrieve the Residency Exemption Application from the Residence Life section of the EC website.
2. Complete the form in its entirety, including any separate documentation. Partial applications will not be reviewed.
3. Submit the application to the Director of Residence Life by the appropriate deadlines. Applications submitted after the deadline may not be reviewed.
 - a. Applications for Spring 2018 are due by October 31, 2017
 - b. Applications for Fall 2018 are due by March 31, 2018
4. Once a decision has been made, students will be informed of the decision via Emmanuel College email. Students who have been granted Residency Exemption must confirm their decision to commute with the College.

A student may submit an application during a current semester and between deadlines if he or she has a change in circumstances that would result in their eligibility. The College reserves the right to modify this policy in the event of extenuating circumstances.

ResLife Guide

Introduction

The Community Philosophy as outlined in the Code of Student Conduct calls us to operate as threads of a common fabric, and it is up to each of us to encourage productive interactions and relationships that reflect the mission of Emmanuel College. Students arrive on campus with different ideas, knowledge, and understanding about people different from themselves. Choosing to be a member of Emmanuel College's residential community is choosing to live in a diverse setting that encourages all participants to engage in the living, learning process in the context of a Christ-centered environment.

Such a community must allow for and respect diverse opinions and beliefs, individual differences, and offer a level of personal support and accountability. The residential areas are comprised of students and staff of different backgrounds, races, abilities, and cultures. The opportunity to learn about others is one of the great benefits of residential life on a college campus.

Roommate Bill of Rights

- I. The right to read and study in one's room.
- II. The right to sleep with as little disturbance as possible.
- III. The right to have one's personal belongings respected by one's roommate and/or suitemate.
- IV. The right to live in a clean environment.

- V. The right to enter one's room whenever one wants, unless other provisions are made and agreed upon by one's roommate and/or suitemate.
- VI. The right to personal privacy.
- VII. The right to have guests in accordance with school policy, providing they respect the rights of the roommate and/or suitemate and other residents.
- VIII. The right to speak out openly whether it is about ideas, opinions, or grievances.
- IX. The right to be free from physical or emotional harm.
- X. The right to be treated considerately and thoughtfully.
- XI. The right to expect reasonable cooperation from one's roommate and/or suitemates.

Disciplinary Procedures

All students alleged to have violated housing policies or Code of Student Conduct regulations are subject to the appropriate disciplinary procedures. The following are general disciplinary procedures for Residence Life at Emmanuel College and are not intended to replace the disciplinary procedures outlined in the Code of Student Conduct.

Step 1: A student, faculty, staff, or community member may report the situation to a Residence Director.

Step 2: The Residence Director will determine one of two actions to take:

- a. Investigate and determine the appropriate disciplinary sanction(s), if applicable, as outlined in the Code of Student Conduct.
- b. Refer the matter to the Director of Student Life.

For option a, the Residence Director reserves the right to consult with other Residence Life Staff as needed.

Policies and Regulations

Abandoned Items

Students must remove all personal property from their residence hall rooms on the day the Residence Halls close at the end of the Spring semester, or the last day of his or her enrollment. Unless prior permission has been obtained by a Residence Director and/or the Director of Campus Operations, items left in rooms will:

- a. Be disposed of in the appropriate manner
- b. Become the property of the College on the first Monday after graduation or on the first Monday after the student is no longer enrolled

Any personal property left in a public area is subject to disposal.

Decorations/Modifications

Emmanuel College Residence Life must ensure that no safety or fire hazards are created as a result of room decorations. In addition, the Department of Campus Operations must be able to perform periodic maintenance. Tape, nails, screws, and any other abrasive adhesives are not permitted. Non-damaging, removable adhesive products may be used as needed.

General Decoration Requirements

All residents must meet the following general requirements when decorating rooms:

1. All decorations must be in good taste and reflect the Community Philosophy as outlined in the Code of Student Conduct. Literature, pictures, posters, or advertisements that are obscene or otherwise distasteful are not permitted in the Residence Halls.
2. Electrical accessories must be UL-approved. Electrical devices may not be spliced into existing wires; use only extension cords.
3. When students move out of a room, the room must be returned to its original state. Residents are responsible for any damage to their room.
4. All lights or other electrical decorations must be approved by a Residence Director.
5. All drapes must be made of fire-retardant fabric.
6. The use of contact paper/adhesive shelving liners in Residence Halls is prohibited.
7. Residents may not paint their rooms.
8. Hanging items from Residence Hall windows is prohibited.

Wall Decorations

Limitations on the types of adhesives and wall-hangings are designed to reduce potential damages to walls. No nail holes should be made in the walls. To hang posters, calendars, and other lightweight items on walls, students should use self-sticking, removable adhesive products. Students will be responsible for the cost of repairing any damages to the walls in their Residence Hall rooms. For Roberson Hall, adhesives should not be used. Roberson Hall residents should use thumbtacks.

Do not draw, engrave, or place stickers on room doors, furnishings, walls, or glass surfaces. Residents will be charged for any damages to a room above and beyond normal wear and tear.

Painting of Rooms

Students are not permitted to paint Residence Hall rooms. The Department of Residence Life in conjunction with the Maintenance Department will determine when Residence Halls need to be painted.

Posting of Flyers and Announcements

All flyers and announcements to be placed in a Residence Hall must be approved by the appropriate Residence Director. Postings are to be placed only in designated areas including bulletin boards found in most lobbies. Flyers and announcements should not be placed on any Residence Hall entry door or room door.

Restricted Areas

Outside of move-in day, year-end check-out, and announced Open Dorm periods, students are not permitted on the Residence Hall floors or in the Residence Hall rooms of members of the opposite sex unless directed otherwise by the appropriate college personnel. Violation of this policy could result in suspension from the College.

Room Inspections

Regular room inspections will be conducted by Residence Life personnel. Residents are expected to maintain his/her room and common living areas in suites by:

1. Keeping dishes clean
2. Placing dirty clothes in a laundry basket
3. Vacuuming floors regularly
4. Routinely cleaning private bathrooms

Students must bring their own supplies for cleaning their rooms. Following these simple guidelines helps prevent the infestation of insects and/or rodents and the spread of infection. In addition, these simple tasks conducted by residents will assist in maintaining a healthy and safe living environment. Failure to maintain a clean room may result in disciplinary action, including re-assignment.

Room Furnishings

Residence Hall room furnishings include a bed frame and mattress, desk, desk chair, dresser space, closet space, and high-speed internet service. Room size and window dimensions vary from room to room. Students may not move college-provided furnishings into or out of their rooms.

Furniture

No furniture is to be removed from rooms or used in a manner other than that for which it is intended. All room furnishings belonging to the College must remain in good condition. Students will be financially responsible for damaged, misplaced, or missing furnishings. Fines will be assessed upon check-out.

Bicycles

Bicycles cannot be operated or stored in rooms, hallways, stairwells, or any other area inside the Residence Hall. Bicycles must be kept in designated bicycle storage racks. Bicycles should not be attached to railings, benches, trees, or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles left unattended anywhere in the halls or on campus may be treated as abandoned property. It is the student's responsibility to lock and secure his/her bicycle. The College is not responsible for damaged, lost, or stolen bicycles.

Motorcycles, mopeds, scooters, and similar vehicles are not permitted inside the Residence Halls. Because of fire safety concerns, these vehicles should never be parked near or against the building.

Damages/Vandalism

Residents are responsible for the condition of their rooms and all the furnishings assigned to them. If the room is damaged, or its furnishings are damaged or lost, residents are financial responsible for necessary repairs and/or replacements. Residents of an individual room or Residence Hall may also be required to share the expense of repairing or replacing property in common areas, such as hallways, pod lobbies, studies, or main lobbies when such repairs are determined to be above and beyond normal wear and tear.

The intentional or reckless destruction of dismantling of any College property or equipment may result in disciplinary sanctions. Charges for damages and cleaning will be determined only by the Department of Residence Life or other appropriate College personnel; repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges may be prevented from registering for classes, obtaining transcripts, or receiving grades.

Housekeeping and Cleanliness

It is each resident's responsibility to maintain the cleanliness of his/her personal room and living areas. In addition, residents are expected to exercise care and stewardship of their common living areas. The Housekeeping staff provides general cleaning services to common areas such as public or hall bathrooms, hallways, lobbies, etc. Rooms/suites with private bathrooms, living, dining, and kitchenette areas are to be maintained by the residents. Failure to demonstrate respect and responsibility in these areas of expectation may result in disciplinary action, including re-assignment of housing.

Defenestration

Throwing items through Residence Hall windows is prohibited. Failure to adhere to this policy may result in disciplinary action.

Disorderly Behavior

Behavior that interferes with the normal functioning of a Residence Hall or unnecessarily impedes on the rights of students and/or staff is prohibited. This includes but is not limited to:

1. Behavior that disturbs the academic pursuits or infringes upon the rights, privacy, property, or privileges of another person.
2. Hall sports, water fights, pranks, and other disruptive actions.
3. Failure to comply with directions or instructions given by College officials, Law Enforcement, or other personnel acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Behavior or actions that are considered rude or disrespectful toward others, including roommates, Residence Life Staff, guests, and other students.

Fire Safety

The safety of resident students is the primary concern for the Department of Residence Life at Emmanuel College. Resident students must be diligent in protecting themselves and others by adhering to policies regarding fire safety. To assist and educate students, the Department of Residence Life conducts regular fire drills in each Residence Hall. To ensure the safety of students, the following actions are strictly prohibited:

1. Burning incense and candles or having any other open flames in the Residence Halls.
2. Failure to evacuate a Residence Hall during a fire alarm or fire drill.
3. Failure to evacuate for a fire alarm in a timely manner.
4. Tampering with fire extinguishers, smoke detectors, fire doors, and other safety equipment. Minimum fine of one hundred dollars (\$100.00).
5. Obstructing a fire exit in a Residence Hall or at a Residence Hall-sponsored activity.
6. Propping open stairwell and other fire doors, unless supported by a magnetic fire door closer.
7. Having in one's possession or using fireworks inside a Residence Hall, on Residence Hall property, or any place on campus.

Electrical Appliances

The capacities of the Residence Halls' electrical systems are limited, and overloading them can result in fire hazards. In addition, there are certain types of electrical appliances that are dangerous in Residence Hall rooms. For the safety of all residents, Residence Hall staff is responsible to ensure compliance with all electrical use policies and to stipulate any necessary changes in the operation of appliances and/or outlets.

The following guidelines govern the use of electrical appliances, outlets, and extension cords in Residence Halls:

1. Electrical appliances with an exposed heating element are strictly prohibited. This includes crockpots.
2. Extension cords may be used only under the following conditions:
 - a. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
 - b. Only properly grounded extension cords may be used with appliances that require grounding.
 - c. Multiple-outlet adapter “strips” with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms.
3. Resident-owned air conditioners are not permitted.
4. Resident-owned refrigerators are allowed in Residence Hall rooms provided they do not exceed the following electrical requirements:
 - a. They operate at 118 volts (plus or minus 5%), 60 Hz, and do not draw more than 1.5 amps or 180 watts of power.
5. Other appliances such as radios, stereos, desk lamps, computers, and televisions are also permitted, provided the total power requirements do not overload the room’s electrical system.
6. All electrical equipment and cords must be maintained in safe operating condition and must satisfy UL standards.
7. Outside antennas and satellite dishes are prohibited.
8. Irons may be used only with ironing boards.
9. Appliances in Residence Hall rooms are limited to microwave ovens (1.0 cubic feet maximum capacity and 700-watt maximum power), and sealed-unit coffee makers.
10. Students must not leave items unattended while cooking.
11. Use of halogen light bulbs are not permitted due to the danger of fire associated with these types of bulbs.

Non-Student Guest Policy

To maintain an environment conducive to community life, students must abide by the following policies and procedures regarding non-student guests:

General Visitation Guidelines

1. All non-student visitors must register with the appropriate Residence Director upon arrival and complete required paperwork.

2. For security purposes, non-student visitors may be asked to provide a driver's license and vehicle information.
3. Persons visiting a Residence Hall must be escorted by a resident of that hall at all times.
4. Students who entertain guests are responsible for acquainting them with College regulations. Non-student visitors must abide by all College regulations. Failure to adhere to College regulations may result in notification of Law Enforcement.
5. Non-student visitors are not permitted to spend the night in a Residence Hall Sunday – Thursday unless permission has been obtained by the appropriate Residence Director.
6. Students who have been dismissed from the College must have prior approval from the Vice President for Student Development in order to visit any Residence Halls.

Overnight Guests (Weekends Only)

Residents hosting guests overnight in their rooms must meet the following conditions:

1. Approval from their Residence Director must be obtained at least 48 hours prior to the arrival of the guest.
2. Approval is subject to the successful completion of appropriate paperwork by the visitor.
3. The guest must abide by all College regulations, including but not limited to the policies outlined in the Residence Life Guide pertaining to open dorm, quiet hours, etc.
4. Persons under the age of 18 must have parental permission to stay in a College Residence Hall.
5. Children under the age of 12 are not permitted to spend the night in any College Residence Hall.
6. Overnight guests must be the same sex as the resident student and must be the resident's personal friend or family relative.
7. The student hosting the guest must be a current student at Emmanuel College and must be a resident student assigned to the Residence Hall where the guest will stay.
8. If the guest of student will be using the bed belonging to the student's roommate or suitemate, the student must obtain his or her permission in advance.

Lofts

Students are not permitted to build lofts.

Babysitting

Students are not permitted to babysit inside Residence Halls.

Pets

No pets are allowed inside Residence Halls. This policy includes aquatic life and pets of visitors. Failure to adhere to this policy may result in a \$100.00 fine and possible disciplinary action.

Service Animals

Students who require a Service Animal in order to perform a service which the student cannot perform on his or her own are permitted inside the Residence Halls and other College buildings. Additional Residence Life Contracts or Amendments may be required. Service Animals must be accompanied by their student at all times when not contained in a Residence Hall room and may not be off-leash. Residence Life reserves the right to restrict Service Animals to particular Residence Halls, pods, suites, or rooms. The student assumes responsibility for any damage or injury that may be caused by the Service Animal.

Emotional Support Animals

Emotional Support Animals are permitted in Residence Halls only. Students requiring an Emotional Support Animal must provide documentation from a physician who is not related to the student confirming the diagnosis of the student and the ways which the Emotional Support Animal helps to alleviate symptoms of that diagnosis. Additional Residence Life Contracts or Amendments may be required. Residence Life reserves the right to restrict Emotional Support Animals to particular Residence Halls, pods, suites, or rooms. The student assumes responsibility for any damage or injury that may be caused by the Emotional Support Animal.

Quiet Hours

Quiet hours are periods of time when noise that is audible one door away from the source is considered to be too loud. Students must always view the Residence Halls as neighborhoods where common courtesies should be extended to all residents. In order to preserve a peaceful atmosphere conducive to study and relaxation, quiet hours are in effect from 9:00pm until 9:00am. Any action in or around Residence Halls which interferes with another resident's ability to study or sleep during this time is a violation of this policy and may result in disciplinary action.

Regardless of the time of day, loud noises, disruptive activities, and other forms of disrespectful behavior are prohibited in and around Residence Halls. This type of behavior does not reflect responsible citizenship in Residence Hall neighborhoods and will be dealt with accordingly. During final exams, quiet hours are extended and will be announced by the Department of Residence Life and posted in the Residence Halls.

Stereos, radios, and musical instruments are permitted in student rooms, but playing volumes must be kept to the minimum at all times. Students who violate this basic consideration for others may have their equipment confiscated for an appropriate period of time as determined by the College.

The College discourages students from developing the habit of keeping late hours. Should late activity be necessary, proper precautions should be taken to not disturb others who may be sleeping.

Trash

Students are responsible for disposing of their trash in the Residence Hall's designated dumpster. To prevent the spread of litter around campus, students should not empty trash cans directly into dumpsters. Trash should be contained in a tied trash bag.

Students who fail to properly dispose of personal trash will be assessed a minimum fine of \$50.00. Improper disposal includes placing personal trash in a public trashcan, including those in bathrooms, hallways, etc. Students should never place trash bags outside of his/her Residence Hall room.

Lobbies

As a general rule, lobbies serve the purpose of creating an environment suitable to student interaction. However, visiting hours will be posted for each Residence Hall lobby. Courtesy and respect should be shown toward others when visiting any lobby on campus.

Equipment and furniture in lobby areas are for the use of all residents and are not to be removed to any other part of the Residence Hall or campus. Couples are not permitted to exhibit inappropriate displays of affection or lie down together on lobby furniture. Students who violate this policy will be confronted by College personnel and disciplinary action may be imposed.

Laundry Rooms

Residence Halls have laundry facilities for resident student use. After using the clothes dryer, students should clean the lint filter. The College is not responsible for items left unattended in laundry facilities or for money lost in laundry room appliances.

Kitchens/Cooking

Kitchens are provided for students and students are advised to use extreme caution when cooking. Clean cooking areas are essential to avoid sanitary problems such as odors, insects, etc. All appliances and counters should be cleaned by students immediately after use. Dishes should be cleaned and stored appropriately.

Students are responsible for any damages done to kitchen areas and clean-up charges.

Items left in the kitchen may be discarded along with any outdated items in the refrigerators. Students must not leave the kitchen unattended when using a microwave, stove, or oven. Students may not dispose of food in kitchen sinks. Residence Halls that have kitchen areas are for student use. These areas are the responsibilities of

the students and should be kept clean at all times. Failure to cooperate with these guidelines may result in disciplinary action.

Bathrooms

In support of community living, students should help keep Residence Hall bathrooms clean by taking shower belongings to their rooms and throwing paper towels in the trash cans. Sinks should be free of clutter and rinsed out after use. Students should report any items that need repair by submitting a maintenance request. Failure to abide by these guidelines may result in disciplinary action.

Unauthorized Entry/Use of Facilities

No student shall participate or assist in unauthorized entry into or use of any College facility, building, office, or onto any roof or other College property. Students shall not enter Residence Hall rooms to which they have been neither assigned nor invited. Failure to adhere to this policy may result in disciplinary action.

Waterbeds

Waterbeds are not permitted in Residence Hall rooms.

Windows and Screens

Residents may not remove windows, window screens, throw items through, or hang anything externally from Residence Hall windows. Entering and/or exiting any Residence Hall through a window is prohibited except in cases of emergencies.

Closed Weekends

In order to build community, create new relationships, and provide a time of spiritual renewal for the campus community, students are expected to restrict travel during announced Closed Weekends, including Alpha Weekend and New Beginnings Weekend. Students are to remain on campus for these dates in order to attend special functions. Any student who, due to a personal emergency, must leave campus during a Closed Weekend is required to obtain clearance from his/her Residence Director in advance. Violation of this policy may result in disciplinary action. The College reserves the right to restrict the number of weekends a student may leave campus when it is in the best interest of the student to do so.

Storage

There are no storage facilities available on campus for students' personal property. Residents must store all of their personal property in their assigned Residence Hall rooms. Likewise, the College does not provide storage for students over the summer months. All personal property must be removed at the time that the student is checking out of the Residence Hall.

Keys/Safety and Security

Upon checking into the Residence Hall, each resident will be issued a room key and an outdoor key. Proper use and care of these keys are vital to the security of personal property. Residents are responsible for returning each key upon completing the check-out procedure with the Residence Hall staff. Residents should not loan his/her keys to anyone, nor are students permitted to duplicate their keys. If a key is lost, a Residence Life Staff member should be notified immediately. Charges may be assessed to residents to lose his/her keys, fail to return keys at check-out, or duplicate College-issued keys. The fine violating this policy in any way is \$100.00 per key.

Residence Hall Meetings and Floor Meetings

Building-wide and individual floor meetings will be held on a periodic basis by the Residence Life Staff. These meetings are designed to inform the residents of upcoming events and other vital information concerning on-campus housing. Students who do not attend mandatory Residence Hall or Floor Meetings are subject to disciplinary action, which is typically a minimum fine of \$10.00. These mandatory meetings are announced in advance and should not be missed by resident students for any reason. In extenuating circumstances, students who are unable to attend mandatory meetings may be excused if their situation is evaluated by Residence Life Staff and found to be unavoidable. These will be handled on a case-by-case basis and do not necessitate approval for missing mandatory Residence Life meetings.

Commercial Enterprises

Use of College property and any College resource for the conducting of commercial enterprises and/or business is prohibited.

Housing Assignments

Residence Housing Contract

All resident students are required to sign a Housing Contract. It is each student's responsibility to be familiar with and adhere to the expectations outlined in the contract.

Eligibility

To be eligible to live in a College Residence Hall during the fall and spring academic terms, students are required to meet the following conditions:

1. Residents must be classified as full-time students as defined by the Emmanuel College Registrar's Office. Students enrolled for fewer than the minimum hours to be considered full-time must obtain advance approval from the Department of Residence Life in order to continue on-campus residency.

2. Residents must settle all account charges prior to move-in unless permission is granted by the appropriate college personnel. Failure to settle accounts may result in class schedule and housing assignment cancellation, and the student may be required to vacate the Residence Hall.
3. College Residence Halls are designed for traditional students. The age limit is 24 upon initial enrollment. Nontraditional students may apply to live in College-owned rental property or off-campus.

Summer Housing

Summer housing is available for students who are enrolled in Summer courses or work for the College during that time and are approved by the Director of Residence Life. Students will be notified of housing assignments and moving procedures via email. Student accounts will be charged appropriately and should be settled prior to summer housing transitions.

Winter Housing

Winter term housing is available for students who are enrolled in Winter courses or work for the College during that time and are approved by the Director of Residence Life. Students will be notified of housing assignments and moving procedures via email. Student accounts will be charged appropriately and should be settled prior to winter housing transitions.

Obtaining Room Assignments

Current Resident Students should follow the following procedures to successfully secure their housing assignment for the upcoming academic year:

1. Register for classes for the upcoming semester.
2. Pay the nonrefundable \$50 housing deposit at the Cashier's office.
3. Bring receipt of deposit payment to the Housing Rush event that takes place in spring. Students select their housing based on seniority. A Housing Rush schedule will be publicized by the Department of Residence Life as the event draws near.
4. Choose your residence hall or room preference.

Note: Students who do not participate in Housing Rush will be placed wherever space is available.

Private Rooms

Private rooms are rarely available during the fall semester. Space permitting, private room assignments are made at the discretion of the Department of Residence Life. Those students with medical based needs receive priority. If a student requires a special accommodation, the appropriate paperwork must be obtained from the Residence Life webpage, completed, and submitted to the Director of Residence Life.

Re-Assignment of Space

The Department of Residence Life may re-assign students to other spaces, rooms, or halls when it is deemed to be in the best interest of the community, or when it's determined that a student is not residing in his or her assigned space.

Room Consolidation

The Department of Residence Life reserves the right to consolidate room assignments as seen fit by the appropriate personnel and/or to aid the College in the efficient administration of the Residence Life program.

Room Changes

Residents may request a room change through the appropriate Residence Director. As a general rule, no room changes are permitted during the first 2 weeks of the semester. This period of time is known as "Housing Freeze." During the second week of the semester, room changes may be requested via the Room Change Request Form. During the third week of the semester, the Residence Directors and Director of Residence Life will notify students via email if their request has been approved. Approval is not guaranteed and is up to the discretion of the Residence Director and/or Director of Residence Life. Should approval be granted, the student must officially check out of his or her original room, which includes thoroughly cleaning the student's portion of that room and returning the assigned room key. After the 3rd week of the semester, no room changes will occur unless under extenuating circumstances as determined by the College.

The Residence Director of Director of Residence Life must approve and properly document with the student any room change. Unauthorized room changes will be assessed a minimum fine of \$50.00 and may result in the student having his or her desired room change request denied.

Room Occupancy

Prior to each semester, all students are notified as to the opening date of the Residence Halls. Students are not permitted to return to the Residence Halls before these dates unless special permission has been obtained from the Director of Residence Life. In addition, Residence Halls are closed during certain holidays and breaks. Students will be notified in advance of the times and dates of closing and re-opening. Please be advised that students are not allowed to remain in Residence Halls during these times.

Check-In and Check-Out Procedures

Check-In and Check-Out information will be communicated to students by Residence Life Staff through campus email and/or mandatory Residence Hall meetings.

When a resident student checks into his or her assigned space at the start of the semester, he or she will receive a copy of the Housing Contract and a blank Room Inventory Form. It is the responsibility of the student to check their room carefully upon move-in in order to accurately fill out and complete the Room Inventory Form. All Room Inventory Forms must be turned into the student's Residence Director within 24 hours of receiving the form.

All resident students are expected to check out of the Residence Halls with a Residence Life Staff member at the end of each semester. Students are expected to check out of their Residence Halls on the day of the final exam, except for students graduating in the Spring semester. Special permission to stay after that date must be obtained from the appropriate Residence Director. All resident students are required to be out of their Residence Halls **no later than graduation day**. Keys must be turned in to Residence Life Staff, rooms must be cleaned and empty, damages noted, and rooms inspected by the Resident Assistant or Residence Life Staff before the student leave. If those are not completed, the student will be assessed a fine for having an improper check-out. Anytime a resident student moves out, whether moving off-campus, leaving Emmanuel College, or transferring to another Residence Hall on Emmanuel College's campus, these procedures should be followed:

1. Arrange a Check-Out time with your Residence Director at least 24 hours in advance of the anticipated check-out time.
2. Remove all belongings from room and clean room. The Resident and the ResLife Staff will check the room against the Room Inventory Form that was submitted upon Check-In to assess for damages. If there are damages, they will be noted on the Room Inventory Form, and charges will be assessed by The Department of Residence Life. Failure to pay damage costs may result in the student's transcripts or diploma being withheld, or having a delinquent account with the College.
3. Upon check-out, turn in your room key and sign the Room Inventory Form with the appropriate Residence Life Staff. Failure to return the room key will result in a lost key fine in the amount of \$100.00. An improper check-out or failure to check-out will result in a fine of \$50.00

End of Semester Check-Out

Near the end of the semester, each Residence Hall will hold a mandatory meeting to review check-out procedures and policies in order to help all students successfully complete their check-out. Information will be disseminated at these meetings, through emails, and on flyers around the Residence Halls.

At the time of check-out, resident students must be present in their dorm room to turn in Residence Hall keys. Upon check-out, residents must ensure that their rooms are clean and have completed the following tasks:

1. Vacuum floor

2. Empty refrigerator of its contents and clean the inside of the refrigerator
3. Unplug all appliances except for refrigerators
4. Wash all dishes
5. Turn off all lights
6. Clear floors of all personal belongings
7. Completely empty trash
8. Clean bathroom, if applicable
9. If a student has been alone in a double occupancy room, student must move all personal belongings to one side of the room, leaving the other side available for incoming students.

Additional Check-Out Procedures that are specific for each semester are as follows:

Fall Semester Check-Out (Christmas Break)

Resident students are permitted to keep their Residence Hall room key over Christmas break, but are required to turn in their outdoor key to Residence Life Staff upon checking out of the Residence Hall. Failure to do so will result in a fine.

Spring Semester Check-Out (Summer Break)

All personal belongings must be removed from Residence Halls. As previously stated, any belongings left in Residence Halls becomes the College's property on the first Monday after graduation and will be appropriately disposed of.

Check-Out Procedure for Graduation and Graduating Seniors

1. Residents who wish to stay on campus for Graduation must obtain prior approval from their Residence Director.
2. Residents who will be staying on campus for Graduation must set up an alternate check-out appointment time. Residents who fail to set up a check-out appointment time will be assessed an improper check-out fine.
3. At the time of check-out, the resident must sign out with a Residence Life Staff member and turn in his or her keys.
4. If a resident is staying for graduation, he or she must be packed up and checked out administratively by a Residence Life Staff member no later than the night before graduation at 9pm. The resident will be permitted to stay that night in his or her room, and will turn in his or her keys to the Residence Director on the day of Graduation.

5. Keys must be turned in by 4:00pm on the day of Graduation. Students are responsible for knowing these instructions and planning accordingly.
6. All rooms and Residence Halls will be secured and locked by 5:00pm on the day of Graduation.
- 7.

Anyone who does not follow the Graduation Checkout Procedure will be assessed the \$50.00 improper checkout fine.

Fund Raising and Solicitation

Solicitation shall include any undertaking of an individual or group which attempts to promote the sale or use of a particular product or service. Specifically, this policy addresses the following:

1. Soliciting on campus (door to door or office to office) is expressly prohibited without permission from the Senior Management Team.
2. Solicitation in or on all campus facilities by for-profit corporations, nonprofit organizations, private individuals, faculty, staff, or non-resident students is prohibited, unless prior permission has been granted by the Senior Management Team.
3. Personal solicitation through campus e-mail list services is prohibited.
4. Members of the Emanuel College community who are involved in on or off campus fundraising must receive permission from the Senior Management Team. Fundraising request forms may be obtained in Aaron Building, Room 103.

Advertising

Advertising and promotion shall be understood to include such forms of personal and material presentation as commercial advertising, direct personal solicitation, publicity, and sales promotion in the forms of posters, flyers, samples, coupons, refund offers, price reductions, premiums, contests, trading stamps, sales demonstrations, buying allowances, free goods or services, bonuses, etc.

1. All flyers and announcements to be placed in a Residence Hall must be approved by a Residence Director. Postings are to be placed only in designated areas including bulletin boards found in most lobbies. Flyers and announcements should not be placed on any Residence Hall entry or room door.
2. All flyers and announcements to be placed on/in campus facilities must first be approved by the Director of Campus Life. Designated areas typically include bulletin boards found in academic buildings, Taylor dining hall, the Lion's Den, and the Athletic Center.

ACADEMIC INTEGRITY POLICY

Introduction

Honesty, trust, and integrity are fundamental to all human relations. This statement on academic integrity developed by Emmanuel College students, staff, and faculty shows the essential place of integrity in our academic pursuits, our personal character, and our lives together in a College community. Formal academic disciplines and interpersonal relationships can only function in an atmosphere of honesty, trust, and integrity. This principle emerges from the College's Core Values: the emphasis on being Christ-centered with respect to the integration of faith and learning, the worth of individuals and the community, and our Pentecostal-Evangelical heritage. Emmanuel College is committed to seeking the highest standards of academic honesty and integrity, not only in the academic community, but also in all areas of our lives. While the principles, policies, and procedures described below focus on academic situations, the college expects that these same principles will inform all behavior. Every College member must remain aware that he or she is a representative of Emmanuel College, whether on or off campus, and must therefore behave with honesty and integrity so as to bring respect to himself or herself and the College. Every student who matriculates at Emmanuel College agrees to abide by the principles set forth in the following Statement of Academic Integrity.

Statement of Academic Integrity

Personal integrity in scholarship and citizenship is the end product of any College Honor Code. With this goal, a student of Emmanuel College agrees to exemplify high academic standards and Christian commitment as reflected in the following statements:

- I agree to act in accordance with the philosophy and mission statement of the College. I agree to exhibit academic integrity in all that I say and write; therefore, I pledge to accept and abide by the definition of plagiarism defined within this Statement of Academic Integrity.
- I agree that I will not misrepresent my work nor submit any unauthorized work.
- I agree to behave in a manner that demonstrates concern for the academic freedoms of all members of the community; therefore, I pledge to protect the intellectual property of others and the academic integrity of Emmanuel College.

Definition of Plagiarism

Plagiarism is defined in the *Modern Language Association Handbook for Writers of Research Papers* (6th ed.) as “using another person’s ideas, information, or expressions without acknowledging that person’s work” and/or “passing off another person’s ideas, information, or expressions as your own.” As scholars who are part of a community of Christian intellectual integrity, it is our duty to acknowledge properly the ideas and work of

others. Failure to do so, either intentionally or unintentionally, constitutes plagiarism. Emmanuel College acknowledges the following forms of plagiarism:

A. Breaching Academic Trust

1. Turning in someone else's work, in whole or in part, as one's own. Turning one's own work in as someone else's, including but not limited to forging a doctor's or parent's note. This is blatantly dishonest, disrespectful, and unbecoming of an Emmanuel student and could result in expulsion.
2. Submission of the same work to multiple instructors unless prior approval of both instructors has been obtained. This form of self-plagiarism includes using an old paper or report from earlier educational experiences.
3. Cheating by using or attempting to use unauthorized information or materials on tests and other assignments.

B. Improper Documentation

1. Paraphrasing or restating someone else's ideas without proper and clear documentation. Rewording it, even substantially, does not make it one's own. Original ideas, no matter the wording, remain the intellectual property of the person who created them. Additionally, paraphrases are complete rewordings of the original. If the paraphrase too closely resembles the original, it borders on plagiarism. The original must be reworded completely or directly quoted.
2. Directly quoting someone else's speech or writing without putting that material in quotation marks. Even if one attributes the material, if it is also that person's exact wording, one must indicate so with quotation marks.
3. Improper documentation, whether intended or not, is a form of plagiarism and shall be recorded in the VPAA's permanent confidential file as a violation of academic integrity, pending an investigation into potential disciplinary action. If the investigation finds that no act of plagiarism has occurred, then the reference in the VPAA's permanent file will be deleted. While the action is pending, a judgment shall be reached between the instructor and the VPAA or his/her designee as to whether the violation merits disciplinary action other than a grade markdown for not following stylistic guidelines. The source must be attributed in an appropriate scholarly documentation style. In addition, the boundaries between what you wrote and what was written by others must be clear.

C. Dishonest Academic Assistance

1. Allowing another student to turn in one's work, in whole or in part, for his or her own.
2. Aiding others to cheat by allowing them to use, or try to use, one's information on tests and other assignments.
3. Using unauthorized sources of information on a test or assignment.
4. Revealing or discussing the contents of a previously taken exam with a student who is scheduled to take the same exam.
5. Negligently allowing others to plagiarize or cheat. This includes information or material for exams or other assignments. It is the duty of every student to safeguard and promote academic integrity.

Examples of cheating include, but are not limited to:

- i. Representing another person's work, or significant portion thereof, from any source, as one's own.
- ii. Representing one's own writing as the work of someone else (e.g., forging notes, falsifying official documents).
- iii. Cheating, in any form, on an exam or other work of someone else (e.g., forging notes, falsifying documents), assignments.
- iv. Intentionally assisting others to cheat in any form.
- v. Attempting to buy, borrow, or steal another person's work with the intentions of submitting that work as one's own.
- vi. Lying concerning academic integrity issues.
- vii. Using information from the internet on exams or assignments without expressed prior permission.
- viii. Presenting of fabricated or falsified data in laboratory or field experiential contexts.

Disciplinary Procedures

Options and Sanctions for the Instructor and Academic Integrity Review Committee (AIRC):

When an instructor suspects that a student may have committed an offense, he or she shall follow these steps (Note: Instructors are free to consult with the VPAA or his or her designee for guidance prior to contacting a student if the instructor is unsure whether a breach of academic integrity has occurred):

1. Notify the student in writing (via College email) of the suspected offense. The student has the right to respond in writing to the instructor and defend his or her academic integrity within three business days

of notification. Should the student fail to respond in writing within the three-day period, the instructor is at liberty to proceed with step two.

2. If after three business days the student cannot satisfy the instructor that he or she is innocent of the charge, and if the instructor has completed his or her investigation of the facts regarding the offense and the student's response, the instructor shall provide written documentation of the offense to the VPAA or his or her designee in order to determine if the student has a record of offenses.
3. After consultation with the VPAA or his or her designee, the instructor may (a) adjudicate the offense, or (b) submit the case to the VPAA or his or her designee for adjudication by the AIRC.
 - a. If the instructor chooses to adjudicate the offense, the following sanctions are open to the instructor:
 - i. First Offense:
 - (a) Give a written admonition to the student that further violation shall necessitate action taken by the AIRC.
 - (b) Give a written sanction requiring the student to participate in an activity, such as a seminar or special learning experience, to help educate and remediate the student's problem that led to plagiarism.
 - (c) Give a written sanction requiring the revision of the work to remedy the offense and establish an appropriate grade.
 - (d) Give a written sanction that lowers the grade on the work in question.
 - (e) Give a written sanction that assigns a failing grade for the paper, exam, or assignment.
 - (f) Give a written sanction that assigns a grade of "F" for the course. (This sanction would supersede any attempt by the student to apply for a "W" in the course, even if such application is made before the withdrawal deadline.)
 - ii. Second Offense:
 - (a) Give a written sanction that assigns a failing grade for the paper, exam, or assignment.
 - (b) Give a written sanction that assigns a grade of "F" for the course. (This sanction would supersede any attempt by the student to apply for a "W" in the course, even if such application is made before the withdrawal deadline.)
 - iii. Third Offense:

Note: for third offenses, the IRC will be called to hear the case. For the record, the adjudication, sanctions, and student obligations shall be reported in writing to the VPAA or his or her designee *before* they are communicated to the student.

- b. If the instructor submits the case to the VPAA or his or her designee, the Chair of the AIRC will call a meeting to examine the evidence, give the student an opportunity to speak on his or her behalf, give the faculty member an opportunity to speak on his or her behalf, and determine what further action will be taken. If the AIRC has reason to doubt that the student is guilty of the offense, no further action is taken except that record of the accusation and the decision made will be kept in the confidential file of the VPAA or his or her designee. If further action is appropriate, the following options are available to the AIRC, depending upon the severity of the offense.
 - i. First Offense:
 - (a) The AIRC may choose from the same options as listed above for instructors.
 - ii. Second Offense:
 - (a) The AIRC may choose from the same options as listed above for instructors.
 - iii. Third Offense:
 - (a) Suspend the student from the College.
 - (b) Expel the student from the College.

Appeals of an Adjudication

The student shall have the right to appeal the validity of the procedure(s) undertaken by the instructor and/or the AIRC. The appeal shall be made in writing to the VPAA or his or her designee within five instructional days of the instructor's or AIRC's written adjudication to the student. The appeal shall be commissioned for review by an Academic Integrity Appeals Committee (AIAC) consisting of one faculty member and one student selected from the AIRC, and two faculty members and one student selected at large. Selections may be made by the VPAA or his or her designee. The student and the instructor have the right to a hearing before the AIAC to make statements and respond to questions. The purpose of the AIAC is to determine whether the student's appeal has merit and whether all proper and valid procedures were followed by the instructor or the AIRC in adjudicating the alleged violation. Appeals may either be upheld or denied. If the appeal is denied, the original adjudication stands. If the appeal is upheld, the AICA may not render a penalty any more serious than that determined by the instructor or the AIRC. If an additional violation of academic integrity is revealed in the course of the AIAC's investigation, is it to be referred back to the AIRC as a separate, additional offense. The

decision of the AIAC is final. Non-academic offenses uncovered by the AIAC will be referred to the appropriate authority.

Organization, Authority, and Resources

Responsibility for the adoption or amending of this Statement of Academic Integrity shall rest on the faculty of Emmanuel College under the leadership of the VPAA or his or her designee. This Statement of Academic Integrity at Emmanuel College shall be binding upon student conduct directly related to academic matters through the duration of the student's academic career at Emmanuel College in its various settings. The VPAA or his or her designee shall have the authority to appoint each year the Academic Integrity Review Committee, consisting of a faculty chair, two additional faculty members, and two students. Roberts Rules of Order, Newly Revised Edition shall govern the affairs of the Academic Integrity Review Committee and the Academic Integrity Appeals Committee.

Regarding MOWR (Move on when Ready) students: the range of penalties allowed for a first offense, from verbal warnings to an "F" for the course, provide instructors with adequate leeway to consider offenses on a case-by-case basis, including extending more opportunities to learn from the offense for first-semester freshmen.

ACADEMIC RESOURCES

Academic Advisors

An advisor is someone who has been trained to assist students in making their academic decisions and understands their degree requirements. Advisors are individuals who show concern for students and their personal well-being.

Each student is assigned an Academic Advisor. The Advisor's chief role is to assist the student in registering for classes each semester. Advisors are also available for other types of academic and personal advice and are encouraged to establish a mentoring relationship with each advisee.

Should an Advisor not feel qualified to provide adequate advice in a given situation, the Advisor may refer the student to other appropriate resources. Although Advisors are instructed to do all in their power to help students register for necessary courses, the student is ultimately responsible for their own enrollment decisions.

Advisors can also assist by:

- Providing accurate and timely information regarding academic programs, requirements, policies, and procedures.
- Assisting in the exploration and certification of educational options, including the choice of a major.

- Providing assistance if you should experience academic difficulties and/or be placed on academic probation.
- Making referrals, when appropriate, to other support services on campus.
- Maintaining confidentiality in the advising process.
-

A student is an individual who is committed to obtaining a college degree from an institution of higher education. Advisors expect the following from their students:

- That you give consideration to your personal, educational, and career goals.
- That you have a basic familiarity with your academic program, including academic requirements and policies.
- Timely notice and information concerning academic problems you may encounter.
- That you accept responsibility for your decisions.
- That you arrive punctually and come prepared with a tentative idea of the schedule of classes.
- That you ask questions if you feel you have received insufficient or confusing information.
- That you take full advantage of your appointment – don't just walk in for a quick approval and leave.

Tutoring

The Academic Resource Center (ARC) is an academic lab that provides free tutoring to all currently enrolled students for many of the classes offered at Emmanuel. Students are encouraged to seek assistance in understanding course lectures, discussions, and readings as well as assistance in completing course assignments. Subjects offered include Math, Science, English, History, Education, Business, Communication, Music, Spanish, French, Psychology, and Christian Ministries.

One of the main services of the ARC is to provide writing assistance. Writers at any stage of the writing process, from brainstorming to the final draft, can bring their papers to the ARC for feedback and collaborative revision. ARC writing tutors are trained students who have demonstrated excellent skills in their own writing. The tutor's job is not to proofread papers, but rather to guide and coach the writer through the writing process so that the final product fulfills its purpose while being well developed and written in grammatically standard English. Students may bring their papers to the ARC for review of issues such as development, clarity, concision, and research documentation. Writers are encouraged to bring multiple drafts to the writing center. Revision is the key to an excellent paper, and expert guidance during the revision stage is helpful.

The Academic Resource Center is located in Aaron 100. Students are encouraged to call the ARC at 706-245-2633 for an appointment, but walk-ins are welcome. If a tutor is available, he or she will be glad to help. Tutoring sessions are generally 30 minutes long, but can be scheduled for longer.

Shaw-Leslie Library

The Shaw-Leslie Library contains printed books, electronic books, periodicals, newspapers, and audio-visual materials for student use. Many library resources, including full-text periodical articles and e-books, are accessible through the internet. One of EC's WEPA Print Stations is located on the first floor of the library. Access to some databases requires a password which may be obtained from the Library page on the EC website. Below are answers to Frequently Asked Questions about the library. For complete information on the full range of library services, visit the Library page on the EC website.

- Books are checked out for a 45 day period.
- Reference books, periodicals, videocassette recordings, DVDs, and music CDs do not circulate outside the library.
- Students must show a current Emmanuel College Student ID card to check out library materials.
- Materials placed on reserve by an instructor may be obtained from the circulation desk. Most reserve materials may not be taken from the library.
- Librarians are available for individual research instruction.
- Library hours are posted on the library website link.
- GALILEO database service is available both on and off campus. Off campus use requires a password.
- PC and MAC labs are available on the second floor of the library. Please note that these labs are at times reserved for classroom use and may not always be available.

FINES

The following lists are of monetary fines that may be assessed. These lists are not exhaustive, and the fines may be increased, reduced, or coupled with further disciplinary action or fines as the circumstances surrounding each violation are evaluated.

If fines are not paid by the end of the semester, they will be charged to the student's bill. When charged to a student's bill, the fine will be increased as follows to cover administrative costs: the original amount plus a 25% surcharge, or the original amount plus \$10.00, whichever is greater. A fine cannot be removed from a student's bill without approval from the Vice President for Finance.

In certain cases, when damage is caused or a community policy is being repeatedly violated in a community area of a residence hall (such as bathrooms, hallways, main lobbies, stairwells, etc.) and the College is unable to determine who is responsible, the College reserves the right to assess a shared community fine that will be equally distributed amongst the residents of the area in question. Similarly, students may be held responsible for actions that come from their own property and/or area.

Student Conduct Fines

Noise Violation	\$20.00
Absent from mandatory meeting	\$10.00
Items taken out of Cafeteria	\$10.00 per
Items in Residence Halls (Fire Code Violation)	\$10.00 per
Showing unlicensed or non-approved videos in public locations	\$20.00
Throwing food	\$25.00
Failure to complete End of Year Checkout	\$50.00
Loss of Room Key	\$100.00
Failure to return Room Key	\$100.00
Pets in Residence Hall	\$100.00
Reckless Operation of Vehicle	\$100.00
Burning candles, incense, or open flames (Fire Code Violation)	\$50.00
Use of prohibited items in Residence Halls (hotplates, hot pots, toaster ovens, oil, popcorn poppers, halogen lamps, appliances with exposed coils, etc.)	\$50.00
Roof walking or wall climbing on any campus building or awning	\$50.00
Unauthorized possession of keys	\$100.00
Duplication of College-issued keys	\$100.00
Possession and or use of firearms, fireworks, weapons	\$350.00
Locking oneself out of Residence Hall and/or Room (3 rd occurrence)	\$10.00
Performing an unauthorized Residence Hall room change	\$50.00
Improper garbage disposal/littering	\$50.00
Throwing objects out of windows	\$50.00
Theft, removal, or misuse of College property	\$100.00
Storing items above ceiling tiles	\$25.00
Remaining on campus additional days without specific documented permission, before or after the semester has begun or ended	\$50.00 per night
Inhibiting a fire drill/refusal to evacuate when a fire alarm sounds	\$125.00

Maintenance and Housekeeping Fines

<p>CLEANING CHARGES Including but not limited to: bathroom floor, bath tub, vanity, sink, mirror, toilet, baseboards, towel bars, toilet paper holder, window glass, window sills, vanity countertops, vacuuming floor, kitchen counter tops, kitchen cabinets, kitchen sinks, kitchen drawers, microwave, refrigerator inside and out</p>	<p>\$20.00 Each Occurrence</p>
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DUSTIN CHARGES Including but not limited to: bed frame, bed frame ends, chairs, 3-drawer chest, dresser, desk, wardrobe, kitchen table, coffee table, 4-drawer chest, end table, entertainment center	\$20.00 Each Occurrence
DOOR CHARGES	
Closet Door Replacement	\$125.00 and up
Entrance Door Replacement	\$380.00 and up
Bedroom Door Replacement	\$185.00 and up
Door Stop Replacement	\$5.00
Minor Door Repair (fill and paint)	\$45.00
Replace Lost Keys (re-keying fee)	\$100.00
WINDOW CHARGES	
Window Glass Replacement	\$125.00 and up
Replace Screens	\$30.00
Re-Install Screens	\$10.00
Blind or Shade Replacement	\$40.00
WALL CHARGES	
Minor Wall Damage (includes holes and niches which may be patched)	\$20.00-\$40.00 and up
Major Wall Repair (case by case)	As assigned
Paint Entire Wall	\$45.00 and up
Ceiling Damage	\$45.00 and up
FURNITURE CHARGES	
Back of Chair Damaged	\$45.00 and up
Bottom of Chair Damaged	\$45.00 and up
Sofa Replacement	\$450.00
Chair Replacement	\$240.00 and up
Desk and Hutch Replacement	\$450.00 and up
Loft Stabilizers Replacement	\$150.00 and up
Trashcan Replacement	\$8.00
Wardrobe Replacement	\$450.00 and up
3-drawer Chest Replacement	\$225.00
4-drawer Chest Replacement	\$250.00
Entertainment Center Replacement	\$185.00
End Table Replacement	\$135.00
Coffee Table Replacement	\$225.00
Desk Replacement	\$250.00
Bed Spring Replacement	\$75.00
Bed Frame or End Replacement	\$100.00
Dining Table Replacement	\$200.00
Metal Chair Replacement	\$150.00
Recover Couch or Chair	\$10.00 per yard
FLOORING CHARGES	
Replace Carpet	As assigned
Replace Carpet Sections	\$85.00 and up
Replace Tile or Linoleum	\$85.00 and up

Steam Clean Hall (Suites)	\$50.00
Steam Clean Living Room (Suites)	\$65.00
Steam Clean Bedroom	\$65.00
MISCELLANEOUS CHARGES	
Missing Room Fire Extinguisher	\$125.00
Replacing glass in hallway fire extinguisher case	\$40.00
Recharge Fire Extinguisher for unnecessary use	\$75.00
Damaged Cable Box	\$25.00
Missing Cable Box	\$60.00
Shower Overspray Damage	\$45.00 - \$90.00
Garbage Bag Removal	\$25.00 per bag
Garbage disposal	\$25.00
Replace Mirrors	\$65.00
Damaged smoke alarm/smoke detector	\$85.00
Mattress replacement	\$150.00
Mattress damaged but useable	\$25.00 - \$75.00
Replacing shower rod	\$10.00
Replacing toilet paper holders	\$15.00
Replacing toilets, water faucets, or plumbing pipes	\$150.00 and up

EMERGENCY PLANS AND INFORMATION

Immediate response in case of:

Fire or Explosion

- If clothing catches on fire, STOP, DROP, and ROLL to smother the flames.
- If there is copious smoke or heat, crawl and stay close to the ground.
- Pull the fire alarm or provide verbal warning to leave the building.
- Leave the building by nearest safe exit; go to area upwind of the fire, preferably the designated building staging area. Secure critical research operations, close ventilation hoods, shut down equipment, turn off ignition sources, and close doors and windows, if time permits.
- Contact the Fire Department by dialing 911. Ensure that the address of location is provided.
- Contact Campus Safety at 706-245-2810.
- After warning other occupants to leave the building, a person may choose to fight the fire with a fire extinguisher. If the fire is small and can be extinguished using an available fire extinguisher where there is no danger to the person, they may do so within their level or personal comfort and safety.
- Occupants may go back into the building only when someone in authority, such as the Fire Department designee or an EC authority says it is safe to do so.

Injuries

- Where possible, remove the hazard or the affected person from the hazard.
- Obtain medical assistance.
- If ambulance transportation is needed, dial 911.
- Use barriers such as gloves or other material to prevent contact with a victim's blood.
- Contact Campus Safety at 706-245-2810.
- For life, limb, or eyesight threatening injuries, call 911.
- If life-limb, or eyesight are not threatened by medical care is required, the victim can be transported to the nearest available medical treatment center.
- Students may go to the medical professional of choice for injuries that are not serious.
- If the situation permits, notify your Residence Director, Campus Safety Director, or a professor.

Hazardous Spill or Contaminant Release

- If time permits and safety is ensured, contain the spill or release and turn off ignition sources.
- For emergency spills or releases, such as a high concentration of toxic substances, a situation that is life threatening, a condition that poses a fire or explosion hazard, etc. dial 911.
- Pull fire alarm, emergency alarm, or provide verbal warning to leave the building or area if outside.
- Leave the facility by nearest exit, secure critical research operations if time permits, go to area upwind from facility, preferably the building staging area.
- The building or area may not be re-entered until the Fire Department designee or EC authority has indicated that it is safe to do so.
- If the spill is outside, evacuate to a safe distance.
- For small, incidental spills or releases, isolate the area from unauthorized entry, if necessary, and evacuate to a safe distance before contacting immediate supervisor or professor.
- If the city siren warning system should alarm with a steady blaring, immediately take shelter in a safe areas and tune to radio or TV for informational broadcasts. Follow any instructions given by the Fire Department, Emergency Management System personnel, City/County Health Department, Federal authorities, or EC authorities.

Severe Weather

- In the case of severe weather watches, listen to media reports when possible and watch for conditions which might indicate a response is necessary.
- Tornado Warning: move immediately to the severe weather evacuation area, ground floor or

basement away from windows, preferably a hallway or inside room such as a restroom. Remain there until warning is lifted.

- Flood Warning: Remain in a sheltered area until the media indicates that the flood waters have receded before attempting to drive through the indicated flooded areas. If time permits, turn off electrical equipment, disconnect from power source, and secure critical operations.
- Lightning Storm: avoid using telephones and electrical equipment, disconnect equipment from power source where possible.
- Damage to the building and/or housing facilities should be reported to the RDs. Where major damage occurs that may cause injuries or increase the possibility of fire, dial 911 and evacuate the building by the closest exit.

Violence, Civil Disobedience, Bomb Threat, or other Criminal Activities

- Call 911.
- Contact Campus Safety at 706-245-2810.
- Take all threats seriously.
- For major disturbances or violence, dial 911 and request city police, ambulance, and/or fire response as necessary. Leave the area immediately.
- If violence is within a building, leave when possible. Until then, turn off lights in room, lock or barricade door, and move to area out of sight of door and windows, dial 911 if phone is available.
- Do not move any suspicious objects.
- For bomb threats, write down all that is said, ask when the bomb is set to detonate and where it is located.
- For sexual assault incidents, refer to the College's Title IX Policy.

Disruptive, Crisis, or out-of-control Behavior

- Including potential harm to self or others, hallucinatory or delusional behavior, dial 911.

Active Shooter

- Armed Police Officers will respond to any violent situations, including containment and confrontation of armed and/or violent persons.
- Concealment: objects which shield a person from view but not from harm.
- Cover: objects which shield a person from view and may offer protection from harm

Hostile Intruder in a Campus Building

- Although each situation is different and may require a different response, when a hostile person is actively causing deadly harm or the imminent threat of deadly harm within a campus building, the following procedures are recommended:
- Be aware that the 911 system may be overloaded. Contact Campus Safety at 706-245-2810.

Consider sending a text message or an email if you are unable to speak.

- o Leave the building, if possible.
- o Secure immediate area. If flight is impossible, proceed to a room that can be locked. Lock and barricade doors. Carry keys with you in case of emergency. Stay away from windows.
- o Contact authorities.
- o Turn off lights. Close blinds and block windows. Turn off radios and computers, silence cell phones.
- o Keep occupants calm, quiet, and out of sight.
- o Do not sound the fire alarm. A fire alarm would signal occupants to evacuate the building a place them in potential harm.
- o Place signs in exterior windows to identify the location of any injured person(s).
- o If you are caught in the open, you may:
 - Attempt to hide.
 - Attempt to take cover by running out of the building as fast as you can if you think that you can make it safely. Keep any objects you can between you and the hostile person(s) while running through the building or outside.
 - The last option is to fight back. Take action as a last resort if your life is in imminent danger. Attempt to incapacitate the threat by throwing items or using physical aggression.
- o Once the police arrive, obey all commands. This may involve being handcuffed or made to put your hands in the air or on the back of your head. This is done for your safety, and once circumstances are evaluated by police, they will give you further directions.

Un-Securing an Area

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further

endangering the person(s) inside a secure area

- ***Try to make decisions that benefit the greatest number of people***
- Stay in a secured area until emergency response personnel tell you it is ok to leave

What to Report

- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries – number of injured, types of injuries
- Assailants(s) – location number of suspects, race/gender, clothing description, physical features, types of weapon(s) (long gun, or hand gun), backpack, shooter identity if known, separate explosives from gunfire, etc.

Hostile Intruder on the Grounds of the College

- Although each situation is different and may require a different response, when a hostile person is actively causing deadly harm or the imminent threat of deadly harm within a campus building, the following procedures are recommended:
- Run away from the threat if you can, as fast as you can
- Do not run in a straight line.
- If receiving fire in the open, move fast toward **COVER** and stay low.
- Keep (**Cover and/or Concealment**) vehicles, bushes, trees, and anything else that could possibly block the hostile person(s) view while you are running.
- If you can get away from the immediate area of danger, summon help and warn others
- **Call 911!**
- Contact Campus Safety at 706-245-2810
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- When possible, stay in small groups of 2-3 and work together; large groups of people gathered together make large targets.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if there are other victims are around you.
- The last option you have if caught in an open area in the building may be to fight back. Take action as a last resort if your life is in imminent danger. Attempt to incapacitate the threat by throwing items or use physical aggression.

- Once the police arrive, obey all commands. *This may involve you being handcuffed or made to put your hands in the air or on the back of your head. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.*

Building Alarm

- Leave the building; go to the staging area.
- Call 911.
- Contact Campus Safety at 706-245-2810.
- Wait for further instructions by someone in authority.
- Occupants may go back into the building only when someone in authority has instructed them that it is safe to do so.

Power Outage/Gas Leak/Flooding

- Leave area if in immediate danger. Shut down equipment and secure critical research operations, if time permits.
- Contact Campus Safety at 706-245-2810.
- Contact the appropriate Residence Director, if applicable.
- For power outage, move to area of emergency light or window light.
- Be alert for any changes in circumstance, such as smoke or electrical sparks.
- If problem requires leaving the area, wait for further instructions my College personnel in authority or offsite response authority before returning to the area.

Other

- If the city siren system should alarm, or an announcement is made through one of EC's emergency notification systems, immediately take shelter and tune to radio or TV for information broadcasts.
- Follow any instructions given by city Fire Department, Emergency Management Agency personnel, City/County Health Department, Federal authorities, or EC authorities. Do not attempt to leave shelter unless instructed or allowed to do so by authorities.
- For other emergency events not specifically listed, contact the building contact person or Campus Safety at 706-245-2810.

Evacuation for Persons with Physical Disabilities

- If on ground floor leave the building at the nearest safe exit
- If on above or below ground floor - Predetermine the safest plan of action considering your particular

physical circumstances and the areas you will be in, with advice from your physician, and concurrence or assistance from the Physical Disability Coordinator; Debra Grizzle (706-245-2817) for students and with the Building Contact for staff and faculty.

The following general procedures are suggested by fire department and emergency personnel:

- In all areas you frequent, become familiar with location of at least two exits, alarm provisions, safety equipment such as fire extinguishers, storm shelter areas, and evacuation staging areas.
- Before an emergency, choose at least two peers or fellow employees who are willing and able to assist you, if assistance may be needed in carrying you with or without the wheelchair to safety. Ask faculty, supervisor, or Building Contact (Physical Disability Coordinator for students) if help is needed in getting volunteers.
- Discuss with assistants and practice, if possible, the safest method for moving you up or down a stairway.
- If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- Carry a loud whistle or similar device you can operate, for use in the event you become trapped.
- During an emergency if not in immediate danger, wait till traffic has thinned, inform faculty, supervisor, or Building or Area Monitor where you will be, then go with assistants to a “designated rescue area,” usually beside an exit stairway or a room near the exit stairway with a door that closes, a window and preferably a telephone.
- If near a telephone, dial 911 and 706-245-2810; inform dispatchers and campus safety where you are. Assistants should then exit to alert emergency responders.
- Wait for trained emergency responders to assist you from the building.
- If in immediate danger, inform assistants of safest way to move you up or down stairs.

Evacuation for Persons with Vision Limitations or Hearing Impairments

- Follow the process above in predetermining emergency evacuation routes and assuring a volunteer (which could be a faculty or staff member) is assigned to inform you of the danger and assist you, if needed, out the safest evacuation route. It may be advisable to wait until the traffic has thinned.